



**THE FACULTY SENATE
KAPI'OLANI COMMUNITY COLLEGE**

**BYLAWS
April 22, 2016**

These Bylaws provide procedures and specific information deemed necessary for fulfilling Senate responsibilities. They are a supplement to the Kapi'olani Community College Faculty Senate Constitution ("The Constitution" hereafter), which was ratified on: May 15, 2016.

ARTICLE I. COMPOSITION OF THE SENATE

Section 1. Membership of the Senate

- A. A representative from each instructional Unit:
 - 1. Arts & Humanities
 - 2. Business, Legal, & Technology
 - 3. Culinary Arts Program
 - 4. Emergency Medical Services
 - 5. Health Sciences
 - 6. Hospitality & Tourism
 - 7. Kahikoluamea
 - 8. Language, Linguistics, & Literature
 - 9. Math/Sciences
 - 10. Nursing
 - 11. Social Sciences

- B. A representative from each support Unit:
 - 1. Center for Excellence in Learning, Teaching & Technology (CELTT)/Library & Learning Resources
 - 2. Honda International Center
 - 3. Maida Kamber Center for Career Exploration, Transfer, and Graduation Services
 - 4. Office of Continuing Education & Training
 - 5. Student Affairs

Section 2. Selection of Senators

- A. Candidates for Senator must be eligible to represent their Unit as per the Constitution, Article III Section 1, regarding Eligibility and Determination of Unit Affiliation.
- B. Units shall select representatives before the last Senate meeting in May to enable the election of the incoming Executive Committee.

- C. Units shall determine the method for selecting their Senators.

Section 3. Responsibilities of Senators

- A. Attend all Senate meetings or send a substitute.
- B. Review, provide input, and vote on Senate actions reflecting the collective views of their Units.
- C. Report in a timely manner Senate actions and information to their Units.
- D. Serve on Ad Hoc Committees when asked by the Senate Chair.
- E. Provide assistance to the Executive Committee as requested.

Section 4. Term of Office

- A. A term of office shall be two (2) academic years.
- B. A term begins in May with the special meeting to elect the incoming Executive Committee.
- C. A Senator shall not serve more than two (2) full consecutive terms without approval of the Senate.
- D. A former Senator may be selected to serve again after an absence from the Senate of two (2) years.
- E. If a Senator is unable to complete a term, a replacement shall be selected by the Senator's Unit to complete the term.

Section 5. Removal of Senators

- A. Reasons:
 - 1. A consistent pattern of:
 - a. Behavior that is discourteous to other members, presenters, and guests;
 - b. Behavior that interferes with the orderly conduct of Senate business;
 - c. Failure to perform responsibilities;
 - 2. Missing three (3) Senate meetings, without representation, in an academic year;
 - 3. Misrepresenting the Senate, its mission and purpose; or
 - 4. Violating any College or University policy.
- B. Procedures:
 - 1. Removal shall be proposed by a petition of at least a majority (>50%) of the Senate.
 - 2. The petition shall be transmitted by the Chair to the Senate for discussion in a special closed session.
 - 3. The Senator in question shall be given an opportunity to provide a written response to the petition, which will be distributed before the special session.
 - 4. The Senator in question shall not be present during the discussion of and voting on the petition.
 - 5. Voting shall be by secret ballot.
 - 6. Removal shall be deemed official and binding if approved by a supermajority ($\geq 66\%$) of the Senate.
 - 7. The results shall be communicated in writing to the Senator in question and the Senator's Unit Chair.

ARTICLE II. ORGANIZATION OF THE SENATE

Section 1. Senate Officers

- A. The Chair shall have the following responsibilities:
 - 1. Schedule and preside at all meetings of the Senate and Executive Committee.
 - 2. Prepare the agenda with necessary background material for each meeting of the Senate.
 - 3. Make all Senate documents available to the faculty, including but not limited to: approved minutes, action requests, resolutions, and the Chancellor's correspondence with the Senate.
 - 4. Monitor and report status of recommendations and resolutions to the Senate.
 - 5. Report the status of all matters brought before the Senate as per Constitution Article V, Senate Actions.

6. Serve as an ex-officio member of all Standing Committees.
7. Represent the Senate at regular and special meetings called by the Administration.
8. Represent the Senate in any group or body organized to coordinate the various Senates of the University of Hawai'i System.
9. Write requested letters of acknowledgment to Senators citing their fulfillment of responsibilities and any exceptional performance or service.

B. The Vice-Chair shall have the following responsibilities:

1. In the absence of the Chair, assume the office of the Chair with all the responsibilities of said office.
2. Ensure that Units select their Senators and committee members by the first Senate meeting in May.
3. Convene initial meeting of Standing Committees.
4. Serve as Senate liaison with all Standing and Ad Hoc Committees.
5. Serve as an ex-officio member of all Standing Committees.
6. Compile and maintain all Senate and committee membership and term information.
7. Oversee the charge, monitor progress, and ensure timely reporting of Standing and Ad Hoc Committees.
8. Write requested letters of acknowledgment to Committee Chairs citing their fulfillment of responsibilities and any exceptional performance or service.

C. The Secretary shall have the following responsibilities:

1. Record the minutes of the Senate meetings, consult for accuracy with the Executive Committee; and prepare minutes for distribution.
2. Record the minutes of the Executive Committee meetings and prepare minutes for distribution.
3. Record all votes cast by Senators during general meetings.
4. Organize all incoming action request correspondence and distribute them to the Executive Committee at least three (3) days before its meeting.
5. Compile a year-end report to include all votes cast by Senators during the academic year.
6. Maintain and preserve copies of all official documents for transmittal to the next Senate including but not limited to any outstanding action requests or responses from the Chancellor and Ad Hoc committees with unfinished business.
7. Maintain the chronological list of amendments as a permanent addendum to the Bylaws document.
8. In the absence of the Chair and Vice Chair, assume the office of the Chair with all the responsibilities of said office.
9. Collaborate with facilitators of any Senate sponsored event to record and distribute minutes.

D. The Members-at-Large shall have the following responsibilities:

1. Support and provide input to the Chair, Vice-Chair, and Secretary with all responsibilities of the Executive Committee.
2. Advocate for the Senate and the electorate.

Section 2. Executive Committee

A. Membership

1. The Committee shall consist of the following officers elected from the Senate: Chair, Vice-Chair, Secretary, and two (2) At-Large Members.
2. The term of members is one (1) year.

3. If a member is unable to complete a term, a replacement shall be nominated by and elected from the Senate to complete the term.

B. Election

1. The election for the incoming Executive Committee shall occur as a separate meeting immediately following the adjournment of the last Senate meeting in May.
2. Members of the incoming Senate shall nominate candidates for the Committee offices from the incoming Senate.
3. Members of the Elections Committee shall prepare the ballots for the offices of Chair, Vice-Chair, Secretary, and two (2) At-Large Members.
4. The election shall be by secret ballot.
5. Only members of the incoming Senate are eligible to vote.
6. In the case of a tie, the Elections Committee shall ask the nominees to make a statement about how they plan to fulfill the responsibilities of the office, and another vote shall take place.
7. Immediately following the election, the new Executive Committee shall assume responsibilities for the Senate.

C. Responsibilities

1. Advise the Senate Chair on agenda items for each meeting of the Senate.
2. Review incoming action requests and recommend to the Senate the appropriate course of action (e.g. consideration for a vote, referral to the appropriate Committee or body).
3. Assist the Vice-Chair as necessary with responsibilities relating to Senate committees.
4. Conduct inquiries and investigations as needed between Senate meetings.
5. Report the status of all matters brought before the Senate as per the Constitution Article V, Senate Actions.
6. Manage the process of transmitting recommendations/resolutions, which includes:
 - a. Writing the recommendations/resolutions and submitting them to the Chancellor or other entities;
 - b. Consulting with the action request proposers or other stakeholders where appropriate;
 - c. Publicly distributing all correspondence to the electorate;
 - d. Reporting status to the Senate;
 - e. Facilitating any request for further justification or clarification from the Chancellor regarding the Chancellor's Response to a recommendation/resolution as per Constitution Article V, Section 4.
7. Assist the Chair in writing requested letters of acknowledgment to Senators citing their fulfillment of responsibilities and any exceptional performance or service.
8. Provide orientation and training to incoming Senators and Officers on existing processes, procedures, and pending matters requiring follow-up.

Section 3. Elections Committee

- A. This committee, composed of at least four (4) members of the Senate, shall be appointed by the Senate Chair.
- B. This committee shall:
 1. Conduct Executive Committee elections;
 2. Ratify votes on amendments;
 3. Report election and related constitution results to the Senate;
 4. Fulfill other related duties as assigned by the Senate.

Section 4. Standing Committees

- A. These Committees exist to help the Senate carry out its purpose and are tasked by and report directly to the Senate.
- B. Members
 1. The term of office shall be two (2) consecutive years.
 2. Members must be eligible to represent their Unit as per the Constitution, Article III Section 1 regarding Eligibility and Determination of Unit Affiliation.
 3. Units shall select their committee representatives and submit their names to the Vice Chair before the last Senate meeting in May.
 4. If a member is unable to complete a term, their Unit shall select another representative to fill the remainder of the term.
 5. Responsibilities:
 - a. Attend all Committee meetings or send a substitute.
 - b. Review, provide input, and vote on Committee recommendations reflecting the collective views of their Units.
 - c. Report in a timely manner Committee recommendations and information to their Units.
 - d. Serve as a resource to their Unit on Committee matters.
 6. A member may be removed from a committee by a supermajority vote ($\geq 66\%$) of the committee. The Senate Chair shall inform the affected Unit regarding the need to select another representative. Reasons for removal shall include:
 - a. A consistent pattern of:
 - i. Behavior that is discourteous to other members, presenters, and guests;
 - ii. Behavior that interferes with the orderly conduct of Senate business;
 - iii. Failure to perform responsibilities;
 - b. Missing three (3) Committee meetings, without representation, in an academic year;
 - c. Misrepresenting the Senate, its mission and purpose;
 - d. Violating any College or University policy.
- C. Chairs
 1. Chairs shall be elected by the committee members during their initial meeting in Fall for a one (1) year term. They may be re-elected for additional terms. In the event that a committee fails to elect a Chair, the Senate Vice Chair, with consultation from the Executive Committee, shall appoint one.
 2. Responsibilities include:
 - a. Convening and facilitating committee meetings;
 - b. Submitting minutes and recommendations to the Senate within seven (7) calendar days of approval by the committee;
 - c. Providing minutes and year-end reports to the Senate;
 - d. Attending Senate meetings upon request;
 - e. Transmitting official communications between the committee and the Vice Chair;
 - f. Writing requested letters of acknowledgment to Committee members citing their fulfillment of responsibilities and any exceptional performance or service.
 - g. Fulfilling other responsibilities as assigned.
 3. Upon failure to carry out their responsibilities, Chairs may be removed by a supermajority vote ($\geq 66\%$) of its members or by the Senate Executive Committee. The Vice-Chair of the Senate shall work with the

Committee to elect a new Chair. In the event that the Committee fails to elect a Chair, the Senate Vice-Chair, with consultation from the Executive Committee, shall appoint one.

D. Frequency of Meetings

Committees shall meet a minimum of once per month during the academic year.

E. Creation and Dissolution of Committees

1. A proposal to create or dissolve a committee shall be made in the form of a petition by a majority (>50%) of the Senate.
 - a. The petition must include justification and specify the responsibilities and tasks of the new committee or specific reasons for dissolution of the existing committee.
 - b. The petition shall be presented to the Executive Committee for placement on the agenda of the next appropriate general meeting in accordance with Article II, Section 3 of the Constitution.
2. The Senators shall distribute the petition to their Unit members for discussion.
3. For proposed dissolutions, the Chair of the Committee in question or a designated representative shall be given an opportunity to address the petition before the Senate.
4. A supermajority vote ($\geq 66\%$) of the Senate shall constitute approval of the petition.

F. Standing Committees and Responsibilities

1. Admission, Academic Standards, and Graduation Committee

This committee shall:

- a. Review policies, practices, and procedures related to registration, admissions, academic standards, and graduation and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

2. Budget Committee

This committee shall:

- a. Review the campus budget annually;
- b. Advise the Senate regarding budget development and fund allocations;
- c. Review policies, practices, and procedures related to budget and make recommendations to the Senate;
- d. Fulfill other related duties as assigned by the Senate.

3. Curriculum Committee

This committee shall:

- a. Regularly update curriculum procedures in alignment with curriculum-related policies as approved by the Senate;
- b. Submit curriculum procedures to the Senate for review and approval;
- c. Review curriculum according to established procedures and practices, and make recommendations to the Senate on course, certificate, and degree proposals and modifications;
- d. Assist the Chair in the orientation and training of incoming members;
- e. Fulfill other related duties as assigned by the Senate.

4. Distance Education Committee

This committee shall:

- a. Review policies, practices, and procedures related to distance education and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

5. Evaluation Committee

This committee shall:

- a. Review policies, practices, and procedures related to evaluation of faculty and administration and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

6. Faculty-Student Relations Committee

This committee shall:

- a. Review policies, practices, and procedures concerning faculty-student relationships and make recommendations to the Senate;
- b. Submit recommendations to administration for faculty and students to serve on the Academic Grievance and Student Conduct Committees;
- c. Invite a Student Congress representative to serve as an ex-officio member;
- d. Fulfill other related duties as assigned by the Senate.

7. Professional Ethics, Rights, and Responsibilities Committee

This committee shall:

- a. Review policies, practices, and procedures related to professional ethics, rights and responsibilities and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

8. Student Learning Outcomes Assessment Committee

This committee shall:

- a. Review policies, practices, and procedures related to assessment of student learning outcomes and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

9. Sustainability Committee

This committee shall:

- a. Review policies, practices, and procedures related to sustainability and make recommendations to the Senate;
- b. Fulfill other related duties as assigned by the Senate.

Section 5. Ad Hoc Committees

- A. The purpose of these Committees is to conduct research and render recommendations on matters that are beyond the scope of existing Standing Committees.
- B. Creation, Extension, and Dissolution
 1. The creation of a Committee can be proposed by any Senator via a motion.
 2. The creation of a Committee must be approved by a majority vote (>50%) of the Senate.
 3. The Senate shall determine the initial charge and duration of a Committee.

4. The Senate shall have the option to extend the duration of a Committee to complete its charge.
5. The Senate shall dissolve a Committee upon completion of charge, upon reaching designated duration, or for other reasons.

C. Members

1. The Senate Chair, in consultation with the Executive Committee, shall appoint the members of a Committee.
2. Members serve until the Committee is dissolved.
3. If a member is unable to complete their term, the Senate Chair, in consultation with the Executive Committee, shall select a replacement.

D. Responsibilities of members

1. Attend all Committee meetings.
2. Participate in research and discussion of issues under consideration.
3. Review, provide input, and vote on Committee recommendations.

E. Chairs

1. The Senate Chair, in consultation with the Executive Committee, shall appoint Committee Chairs.
2. The Chair serves until the Committee is dissolved.

F. Chair Responsibilities:

1. Convene and facilitate committee meetings.
2. Submit minutes and recommendations to the Senate within seven (7) calendar days after their approval by the committee.
3. Provide meeting minutes and year-end reports to the Senate.
4. Attend Senate meetings upon request.
5. Provide status update reports to the Senate upon request.
6. Transmit official communications between the committee and the Vice Chair.
7. Write requested letters of acknowledgment to Committee members citing their fulfillment of responsibilities and any exceptional performance or service.
8. Fulfill other responsibilities as assigned.

G. Removal

1. Members may be removed from a committee by a supermajority vote ($\geq 66\%$) of the committee. Reasons for removal shall be:
 - a. A consistent pattern of:
 - i. Behavior discourteous to other members;
 - ii. Behavior that interferes with the orderly conducting of the Committee's business;
 - iii. Failure to perform responsibilities;
 - b. Missing three (3) Committee meetings.
 - c. Misrepresenting the Senate, its mission and purpose; or
 - d. Violating any College or University policy.

2. Upon failure to carry out their responsibilities, Chairs may be removed by a supermajority vote ($\geq 66\%$) of its members or by the Senate Executive Committee. The Senate Chair, in consultation with the Executive Committee, shall appoint a new Chair.

Section 6. Guest(s) at Committee Meetings

- A. As determined by committees, appropriate members of the campus or Administration may be invited to attend committee meetings to provide resource information.
- B. All committee meetings are open to the campus.

CERTIFICATION

These Bylaws were ratified on May 15, 2016 by the electorate as defined in Faculty Senate Constitution Article III, Section 1.B.

These Bylaws were approved on July 1, 2016 by Susan Inouye, Faculty Senate Chair and on July 4, 2016 by Interim Chancellor Louise Pagotto.

Date

Chancellor

Date

Faculty Senate Chair

Date



THE FACULTY SENATE
KAPI'OLANI COMMUNITY COLLEGE

Addendum to Bylaws

**Kapi'olani Community College Faculty Senate
Robert's Rules of Order**

GUIDING PRINCIPLES:

- Everyone has the right to participate in discussion. Please ensure that everyone has a chance to speak.
- Listen attentively and allow the speaker to finish what he/she is saying.
- Everyone has the right to know what is going on at all times.
- Only one topic/motion can be discussed at a time.

A **motion** is the topic under discussion. After being recognized by the Chair of the Senate, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed).

HOW TO DO THINGS:

You want to bring up a new idea before the group.

After recognition by the Chair of the Senate, present your motion (*"I move that or I move to..."*). A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. Or, you like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

After recognition by the Chair of the Senate move to amend by adding words, striking words or striking and inserting words (*"I move to amend the motion by..."* [state the amended motion]). Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee (*"I move to refer the motion to..."* [state the committee and its charge]). Be specific as to the charge to the committee.

You want to postpone a motion until some later time to study the proposal being discussed.

Move to postpone a motion to a definite time or date (*"I move to postpone the motion to..."* [specify date/time]). Postponing to a later time allows the Senate to resume deliberation on a matter at a later time – either later in the same meeting or in a future meeting. When the Senate agrees to postpone a matter to a later time, it has ordered that the agenda include the item. The Senate may postpone the

matter to a specific meeting or until after an event takes places, e.g., “until after we review the Budget Committee’s recommendation.”

You want to table a motion until some later time.

Move to table the motion (“*I move to table...*”). If the motion is not taken from the table by the end of the next meeting, it is dead. A majority is required to table a motion without killing it. If the vote is met, the Chair of the Senate sets it aside and the Senate does not need to specify when or whether it will take up the matter again. Once an item is set aside by tabling, the Senate by majority vote must agree to take it from the table in order to put the item back on the agenda (“*I move to take from the table...*” [state what you would like to be put back on the agenda]).

You decide you don't want the Senate to vote on your motion.

Request to withdraw your motion (“I request leave to withdraw the motion.”). This can be done any time before voting has started, but only by the person who made the motion. The Chair of the Senate will ask if there is any objection. If there is none, the motion is withdrawn. If there is an objection, the Senate must vote on whether the motion can be withdrawn.

You want to kill a motion.

Move to kill the motion (“*I move that the motion be killed.*”) To kill a motion at the time it is tabled requires majority vote. Killing a motion sets a pending motion aside with no particular intention of ever taking it up again.

You feel that the discussion may be lengthy and you want to set a time limit on a discussion.

Move to limit discussion to a set period of time (“*I move that the discussion be limited to...* [state time limit]).

You believe that all points were discussed and you want to close the discussion.

Move to close the discussion (“*I move to close the discussion...*”). This halts the discussion and brings the Senate to a vote on the present motion.

You believe that the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day (“*I call for the orders of the day...*”). The Chair of the Senate will stop the discussion and re-state the motion on the table.

You want to take a short break.

Move to recess for a set period of time (“*I move to recess for...*” [specify time period]).

You need clarification.

Call for “Point of Information.” (“*Point of information, please...*” [state what you need clarification on]). The Chair of the Senate will ask you to state your question and will attempt to clarify the situation.

You see a breach of rules.

Call for “Point of Order.” (“*Point of order, please.*”) The Chair of the Senate will pause, ask the Senate to be mindful of the rules, and continue the discussion.

Close of meeting.

The Senate Chair will end the meeting by saying, “*Move to adjourn.*” The motion must be seconded and a majority vote achieved.

You may interrupt a speaker for these reasons:

- ✓ to obtain more information or clarification during a discussion – **point of information**
- ✓ if you see a breach of the rules – **point of order**

Quick Reference for Motions

	Must be Seconded	Open for Discussion	Can be Amended	Vote Count Required
Make a Motion	✓	✓	✓	majority
Amend a Motion	✓	✓	✓	majority
Withdraw a Motion		✓		Only if there is an objection in which case, majority
Kill a Motion	✓	✓		majority
Limit Discussion	✓		✓	majority
Close Discussion	✓			majority
Refer to Committee	✓	✓	✓	majority
Postpone to a Later Time	✓	✓	✓	majority
Table a Motion	✓			majority
Reconsider a Motion	✓	✓		majority
Recess	✓		✓	majority
Adjourn	✓			majority

EXECUTIVE SESSION:

Definition: An Executive Session of the Senate is a special closed confidential meeting of the Senators.

Attendance: Only Senators (no proxies) attend an Executive Session and special invited guests who are there to provide specific testimony or expertise. Certain senators may be excluded from the Executive Session, especially in the case of disciplinary action.

Purpose: An Executive Session can be called for the Senate to discuss sensitive matters that require confidentiality to allow for candid discussion by all Senators without fear of retaliation. Every effort should be made not to overuse Executive Sessions, to avoid the appearance of excessive secrecy.

Confidentiality: All attendees of an Executive Session are sworn to secrecy. Violations will be punished by removal from the Senate.

Minutes: If the session is an informal discussion, detailed minutes may not be necessary, but the general substance of the executive session itself should be noted. If the session contributed to a Senate decision about a difficult or important issue, minutes may be necessary. Executive session minutes should be shared only with participants and should not be attached to the regular Senate meeting minutes. Any confidential documents distributed for an executive session should be clearly marked as confidential and maintained by the chair. The regular Senate meeting minutes should indicate when the Senate went into an executive session, what the primary reason was, any formal decisions that were made in executive session, and when the Senate came out of executive session.

Calling an Executive Session: An Executive Session may be placed on the Agenda as part of a regular Senate meeting, can be called as a separate meeting, or can be called for by a motion during a regular meeting and a vote of $\geq 2/3$ of the Senate.

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