By-Laws Ratification  
September 2021

There are three proposals listed below.

Proposal: Revising the language regarding hearings granted by the Faculty Hearing Committee (FAM X,1,3, p. 149)

Language in 2020-2021 FAM:

The assigned hearing panel will meet within seven working days after receipt of the Notice of Grievance by the Chair in order to determine whether the grievance has been properly and timely filed, whether the nature of the grievance is within the jurisdiction of the Hearing Committee. If the hearing panel decides that the grievance should be heard, it shall set a date for the hearing, which must be held within twenty working days of the panel meeting. The panel shall also decide, taking into account the preferences expressed, whether the hearing will be open or closed.

Proposed Revision (in bold) passed by the Senate in April 2021: The assigned hearing panel will meet within seven working days after receipt of the Notice of Grievance by the Chair in order to determine whether the grievance has been properly and timely filed, whether the nature of the grievance is within the jurisdiction of the Hearing Committee, and whether the facts alleged by the grievant, if accepted as true, would support a judgment of the violation alleged by the grievant. If the hearing panel decides that the grievance should be heard, it shall set a date for the hearing, which must be held within twenty working days of the panel meeting. The panel shall also decide, taking into account the preferences expressed, whether the hearing will be open or closed.
Proposal: Delete item c (implementation) under Section 3.B.20 (Advisory Committee on First-Year Experience)

Language in 2020-2021 FAM:
Implementation: The Advisory Committee on the First Year Experience shall be constituted only if the Provost and the Speaker of the Faculty certify in a written notice addressed to the members of the Faculty Senate that a coordinated, comprehensive, and unified First Year Experience program has received the necessary approvals and shall be implemented in a timely fashion. Such written notice shall be supplied no later than August 15, 2009, or the ratification for which Art. VI, Section I provides shall be null and void and this committee description shall be removed from the Faculty By-Laws.

Proposed Revision (words removed from FAM with line strike) pass by Senate in December 2020:

(4) To assist the Director of the First-Year Experience program in recruiting students for First-Year Experience courses and to recruit and plan the training for new First-Year Experience faculty and peer facilitators for Learning Communities.

e: Implementation: The Advisory Committee on the First-Year Experience shall be constituted only if the Provost and the Speaker of the Faculty certify in a written notice addressed to the members of the Faculty Senate that a coordinated, comprehensive, and unified First-Year Experience program has received the necessary approvals and shall be implemented in a timely fashion. Such written notice shall be supplied no later than August 15, 2009, or the ratification for which Art. VI, Section I provides shall be null and void and this committee description shall be removed from the Faculty By-Laws.

21. Adjunct Oversight Committee
Proposal: FAM changes to several FAM sections to allow for electronic meetings and voting. The changes include: 1) Addition of H. to Article II Section 1, 2) Addition of N. to Article IV Section 4, 3) Additional language to Article V Section 1 H., 4) Addition of Article VI. Meetings Held Electronically, 5) Renumbering the current Article VI Amending Procedures to Article VII Amending Procedures, and 6) Addition of G. Conduct of Electronic Meetings in the STANDING RULES OF THE FACULTY OF THE COLLEGE OF CHARLESTON which moves remaining lettering of G. to H. and H. to I. Faculty Senate voted and approved these proposed changes in October 2020 (changes could not be voted on in person due to a lack of quorum) and again in August 2021 (changes were approved with enough Senators in person for quorum).

Language in 2020-2021 FAM:

Section 2. Extraordinary Faculty Meetings

G. The Faculty Secretary shall perform as secretary for all meetings of the College faculty.

(Rev. May 2009)

Section 3. Presiding Officer

The Speaker of the Faculty shall preside at all ordinary and extraordinary meetings of the faculty. If unable to be present, the Speaker shall designate an alternate Speaker for that meeting from among the members of the regular faculty of the College. (Rev. Aug. 2018)

Section 4. Meetings of the Faculty Senate

M. The Faculty Secretary shall keep detailed minutes of Senate meetings, including attendance and absence of senators and ex-officio Senate members, as well as records of any roll call votes. Minutes will be distributed to all faculty members within two weeks after each meeting.

Article V. Committees

Section 1. General Regulations
G. A simple majority of the committee membership shall constitute a quorum.

H. Meetings of committees shall be called by the Chairs of the committees or by 50% of the members of the committees.

I. Senate committees deal with general College and faculty concerns and long-range planning issues, while College committees deal with regular, specific matters of College and faculty business. This division of responsibilities will be maintained in the formation of ad-hoc Senate and College committees (see Article V, Section 4).

B. After Senate approval of the formation of an ad hoc committee, or after receiving a request from the administration via the Speaker to form an ad hoc committee, the Committee on Nominations and Elections nominates members for the committee, which is elected by the Senate.

Article VI. Amending Procedures

Section 1. Senate Option for Amendment Introduction

STANDING RULES OF THE FACULTY OF THE COLLEGE OF CHARLESTON

F. Meetings of the College faculty and Faculty Senate shall be held in a place conducive to full and free debate.

G. Media coverage of College faculty and Faculty Senate meetings shall adhere to the following guidelines:

1. Attendance at College faculty and Faculty Senate meetings will be first cleared through the Office of Marketing and Communications.

2. The media will set up equipment prior to the faculty or Faculty Senate meeting.

3. The media will be restricted to a set location determined by the Speaker of the Faculty and the Office of Marketing and Communications.

4. Camera lights will not be allowed during the proceedings.
H. Smoking cigarettes, cigars and pipes is prohibited at all official working sessions of the faculty to include College faculty, Faculty Senate, department, school and committee meetings.

Proposed changes are written in blue font. They were passed by Senate August 2021.
FACULTY ORGANIZATION AND BY-LAWS
Proposed changes to allow for electronic meetings. All sections not relevant have been removed for brevity.

Preamble

These by-laws and all amendments shall constitute the rules and regulations governing the conduct and procedures of the faculty of the College of Charleston in the performance of its duties. They establish the Faculty Senate as the primary legislative body of the faculty.

Article II. College Faculty Meetings

Section 1. Ordinary Faculty Meetings

II. Whenever the Speaker of the Faculty determines that exceptional circumstances exist that would prevent the full faculty from meeting in-person, the Speaker may designate that an extraordinary meeting of the faculty will be an electronic (virtual) meeting in which participation will be carried out remotely and in which the verification of a quorum will occur electronically. (Rev. May 2009, Sept. 2020)

Article IV. Faculty Senate

Section 4. Meetings of the Faculty Senate

N. Whenever the Speaker of the Faculty determines that exceptional circumstances exist that would prevent the Faculty Senate from meeting in-person, the Speaker may designate that a regular or special meeting of the Senate will be an electronic (virtual) meeting in which participation will be carried out remotely and in which the verification of a quorum will occur electronically. (Rev. Sept. 2020)

Article V. Committees [Section 1]

H. Meetings of committees shall be called by the Chairs of the committees or by 50% of the members of the committees. Whenever the committee chair determines that exceptional circumstances exist that would prevent the committee from meeting in-person, the chair, or a simple majority of the committee membership, may designate that a meeting of the committee will be an electronic (virtual) meeting in which participation will be carried out remotely and in which the verification of a quorum will occur electronically. (Rev. Sept., 2020)
ARTICLE VI. Meetings Held Electronically.

Except as otherwise provided in these bylaws, meetings of the Faculty, the Faculty Senate, or a committee that are to be conducted electronically through the use of an Internet meeting service will support anonymous voting and will support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by these bylaws or standing rules to govern them, which may include any reasonable limitations on, and requirements for the members' participation. Any such rules incorporated into these bylaws or standing rules shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Faculty, Faculty Senate, or their committees. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Article VII. Amending Procedures

Section 1. Senate Option for Amendment Introduction

Motions for amendment or repeal of these by-laws may be made in writing at any meeting of the Faculty Senate. Unless made initially by the Committee on the By-Laws and the Faculty/Administration Manual, the motion shall be referred to the Committee on the By-Laws and the Faculty/Administration Manual. The committee shall report to the Senate its recommendations on the motion originating elsewhere and any amendments at the next Senate meeting. Motions made by the Committee on the By-Laws and the Faculty/Administration Manual can be considered at the Senate meeting at which they are introduced. Motions to amend or repeal these by-laws require a two-thirds vote in the Senate for approval. Approved motions must then be ratified by a simple majority of regular faculty members voting by electronic ballot on the motion. (Rev. Jan. 2007; April 2013)

Section 2. Extraordinary Meeting Option for Amendment Introduction

Motions for amendment or repeal of these by-laws may be made in writing at any extraordinary meeting of the College faculty. The motion shall be referred to the Committee on the By-Laws and the Faculty/Administration Manual. The committee shall report to the faculty its recommendation on the motion and any amendments at a second extraordinary faculty meeting called by the Speaker of the Faculty to consider the motion. The faculty will then vote on the motion to amend or repeal the by-laws. It shall be adopted by a two-thirds vote of the membership voting, provided a quorum is present. (Rev. May 2009)
STANDING RULES OF THE FACULTY OF THE COLLEGE OF CHARLESTON

A. Officers of the faculty and Faculty Senate shall prepare and distribute to the faculty one week in advance of any faculty or Faculty Senate meeting a packet of materials to consist of the following items:

1. The printed agenda for the meeting;
2. Announcements to be made at the meeting;
3. Committee reports;
4. Motions to be made at the meeting, together with explanatory material, issues considered, and rationale for the motion.

B. All business coming to a deciding vote of the faculty or the Faculty Senate shall be placed before the faculty or Senate in writing at least one week prior to the faculty or Senate meeting. Business not so announced may be discussed or referred to committee, but neither adopted nor rejected.

C. Faculty members shall identify themselves when recognized by the presiding officer to speak to an issue at all College faculty and Senate meetings.

D. Speeches at College Faculty and Faculty Senate meetings may not exceed five minutes.

E. Ex-officio members of the faculty have full floor privileges at faculty meetings, including the right to make motions. However, ex-officio members of the Faculty Senate do not have motion privileges at Faculty Senate meetings. (Ins. Sept. 2019)

F. Meetings of the College faculty and Faculty Senate shall be held in a place conducive to full and free debate.

G. Conduct of Electronic Meetings

If the Speaker has determined that meetings of the Faculty or the Faculty Senate are to be conducted electronically, the faculty Secretary shall distribute at least one week prior to the first such meeting a set of guidelines clarifying how the parliamentary authority will apply to the conduct of electronic meetings. Nothing in those guidelines may conflict with anything else in these by-laws or other standing rules.
H. Media coverage of College faculty and Faculty Senate meetings shall adhere to the following guidelines:

1. Attendance at College faculty and Faculty Senate meetings will be first cleared through the Office of Marketing and Communications.

2. The media will set up equipment prior to the faculty or Faculty Senate meeting.

3. The media will be restricted to a set location determined by the Speaker of the Faculty and the Office of Marketing and Communications.

4. Camera lights will not be allowed during the proceedings.

I. Smoking cigarettes, cigars and pipes is prohibited at all official working sessions of the faculty to include College faculty, Faculty Senate, department, school and committee meetings.