LONE STAR COLLEGE-TOMBALL FACULTY SENATE CONSTITUTION

PREAMBLE
The Faculty of Lone Star College-Tomball, in order to promote education and success of our students; to promote communication and understanding among Faculty, the Administration, and the Board of Trustees; to achieve the highest possible degree of professional relations; and to assure standardized means whereby those affected by policies or procedures may have a voice in the development or modification of policy or procedure, hereby establishes the Faculty Senate of LSC-Tomball, the procedures of which will be consistent with System policies, and governed by all of the provisions of Texas Law applicable to Community Colleges.

ARTICLE I
Name and Purpose of the Organization

SECTION 1: The name of this organization will be the Lone Star College-Tomball Faculty Senate and will be designated as the Faculty Senate.

SECTION 2: The purpose of the Faculty Senate will be to provide a formal organization to promote the welfare of the faculty; to foster and encourage effective communication among faculty and between faculty and administration; to promote unity and coherence among faculty; to provide a forum for raising, discussing, and promoting resolution of faculty issues; to foster and encourage a learning environment based on integrity, trust, dignity, and respect; and to promote academic excellence and success in the classroom, college, and community.

ARTICLE II
Membership

SECTION 1: All LSC-Tomball full-time employees primarily contracted as Instructional Faculty or Professional Faculty are members of the Faculty Senate. All Faculty Senate members are eligible to vote on issues put before the faculty by the Faculty Senate.

ARTICLE III
Meetings

SECTION 1 Scheduled Meetings:

a. There will be at least one meeting each Fall and Spring semester with other meetings scheduled in accordance with the By-Laws.

b. The Faculty Senate President must convene a special meeting within ten
(10) days after receiving a written request submitted by at least one quarter of the total membership.

SECTION 2 Agenda Items:

a. The agenda of the Faculty Senate will be prepared and distributed by the Faculty Senate President in accordance with the By-Laws.

b. Members of the Faculty Senate and the adjunct faculty may submit meeting topics, in writing, to the President of the Faculty Senate for consideration as agenda items.

SECTION 3: The faculty senate members present at a Faculty Senate meeting will constitute a quorum.

a. A simple majority vote of the quorum will constitute a majority. A simple majority vote of the quorum will be sufficient for routine action items and resolutions of the Faculty Senate.

b. Nonroutine action items, as defined in the By-Laws, require action by all eligible voters in accordance with Article II, Section 1.

c. Members may assign their votes by written proxy.

ARTICLE IV
Officers of the Faculty Senate and Elections

President

Eligibility: Member of the Faculty Senate

The President of the Faculty Senate will preside at the meetings of the Faculty Senate. The President will prepare and distribute the meeting agenda. The President will also serve as the official representative of the Faculty Senate in situations where such representation is necessary or desirable, including meetings with the Chancellor, President of the College, and other administrative persons to discuss actions and concerns of the faculty. Additionally, the President will appoint committees of the Faculty Senate and charge those committees with their responsibilities.

Vice President

Eligibility: Member of the Faculty Senate

The Vice President will serve as the acting president of the Faculty Senate in the absence of the President. The Vice President will also perform duties as requested
by the President.

Secretary

Eligibility: Member of the Faculty Senate

The Secretary will keep written accounts of the Faculty Senate meetings and distribute minutes to all Faculty Senate members. Minutes are to be distributed following the completion of each meeting in accordance with the By-Laws. The Secretary will be the custodian of all Faculty Senate records, policies, and proceedings. In the absence of both President and Vice President, the Secretary will serve as the Acting President of the Faculty Senate until an election can be held.

Office Vacancies

In case of the vacancy of an office, the President (or Acting President) of the Faculty Senate will, with the majority consent of the Faculty Senate quorum, appoint a replacement for the remainder of the term or alternatively request a special election.

Elections

SECTION 1: The President of the Faculty Senate will make the necessary provisions for the election of officers in even numbered years.

SECTION 2: Nominations for office will be accepted from the floor during a regularly scheduled meeting or by signed letter to the President of the Faculty Senate. Officers will be elected from the membership at large through secret ballot. Determination of office holders will be a simple majority of those voting.

SECTION 3: The terms of Officers, beginning with the start of the Fall semester of even numbered years, will be two years.

ARTICLE V
 Committees of the Senate

SECTION 1: Faculty Senate will maintain standing committees in accordance with the By-Laws.

SECTION 2: Jurisdiction of committees: Each committee, in conformity with its charge, will report its recommendations to the Faculty Senate.

SECTION 3: The agenda for all regularly scheduled Faculty Senate meetings will include provisions for allowing standing committee reports.
ARTICLE VI
Amendments

SECTION 1: Constitution
The Constitution may be added to or amended by a two thirds vote of full Faculty
Senate membership provided the amendment has been read at a regularly
scheduled meeting and has been placed on the agenda for the next meeting. If the
motion to amend receives acceptance at that or another regularly scheduled
meeting, the general ballot will take place in a timely fashion.

SECTION 2: By-Laws
By-Laws may be added or amended at any regularly scheduled meeting of the
Faculty Senate by a two thirds vote of those in attendance provided that the
amendment has been read at the previous meeting and appears on the published
agenda for the meeting at which the vote will take place.

By-Laws

By-Laws Article I: Meetings

Section 1:
   a. The first Faculty Senate meeting will be held within the first week of Fall
      and Spring semesters at a date, time, and place designated by the Faculty
      Senate President.
   b. Regular meetings will be held monthly during Fall and Spring semesters
      at a date, time, and place designated by the Faculty Senate President.

Section 2:
   a. The agenda will be published to the Faculty Senate at least three days
      before the scheduled meeting.
   b. Agenda items must be submitted to the Faculty Senate President at least
      four days prior to the meeting.
   c. Action items can only be voted upon if included on the published agenda.
      Conveyance of information and formation of ad-hoc committees are not
      considered action items.
   d. Nonroutine action items are election of officers, constitutional
      amendments, removal of officers from office, or other items as determined
      by a consensus of the Faculty Senate officers.
   f. For nonroutine items, all Faculty Senate members will have access to
      voting procedures.
   g. Minutes will be distributed within one week following each Faculty Senate
      meeting.
By-Laws Article II: Officers of the Senate and Elections

Section 1: A Parliamentarian will be appointed by the Faculty Senate President to ensure meetings are conducted in compliance with Robert’s Rule of Order.

Section 2: A secret ballot will be any method in which an individual voter’s identity is not revealed and also ensures that an individual votes only once.

Section 3: Candidates are encouraged to provide public position statements on issues important to Faculty Senate prior to the election.