

## **ARTICLE V. SENATE OFFICERS AND ELECTION PROCEDURES**

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### **A. Officers**

The officers of Senate shall be the Senate Chair, Senate Vice Chair, and Senate Secretary, to be placed into office according to the provisions of this article. These officers shall perform the duties prescribed by these bylaws.

The immediate Past Chair is not considered an officer of this organization but serves as an ex-officio member of Executive Committee and can choose to be a voting representative on PC in the year immediately following her/his service as Senate Chair.

### **B. Duties of Officers**

#### Senate Chair:

Presides over the Senate. As the duly elected representative of GBC's faculty, the prime responsibility of the Senate Chair shall be to represent faculty interests to GBC Administration, the NSHE BOR, the NSHE Council of Senate Chairs, and any other committees or organizations related to the operations of GBC, and report to faculty on the proceedings thereof.

Additionally, the Senate Chair shall:

- Chair Executive Committee;
- Set the schedule for Executive Committee and Faculty Senate meetings;
- Set the agenda for Senate meetings;
- Assign Senate Committee Chairs;
- Assign members to Senate committees;
- In consultation with Executive Committee, assigns tasks to committees;
- Represent faculty interests at President's Council and other college or system-wide bodies;
- Conveys faculty concerns to President's Council and/or relevant administrators;
- Attend NSHE BOR meetings;
- Nominate faculty representatives to NSHE committees or other organizations related to the operations of GBC; and
- Other relevant responsibilities as directed by faculty.

The Senate Chair, upon taking office, may appoint an executive secretary to track and circulate committee reports, documents, agendas, and minutes. The role of executive secretary is not a senate office and may be held by any full-time GBC employee.

#### Vice Chair:

The chair-elect shall fulfill all responsibilities of the Senate Chair in the event she/he is unable to do so. Additionally, the Vice Chair serves as a member of the Executive Committee and as a member of President's Council where she/he will represent faculty interests. The Vice Chair is the presumed in-coming Senate Chair.

#### Secretary:

Serves as the parliamentarian for Senate meetings and Executive Committee. The Secretary will

understand Robert's Rules of Order and the various governing documents of the Senate (i.e., Senate Bylaws, GBC Bylaws, NSHE Code, etc.). The Secretary assures proper procedure is followed and advises Senate officers and members of proper procedure.

### **C. Election Procedures**

1. All faculty eligible to be senators, as defined in Article IV, shall elect from their numbers a Vice Chair by simple majority of those voting. In cases where the election is contested, the current Chair may determine that the election shall be held by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.

2. Nominations for the position of Vice Chair shall be opened during the second to last regular meeting of the Senate and shall remain open until the start of the last regular Executive Committee meeting. The Executive Committee will close the nominations and prepare ballots for the eligible Faculty to use when voting. Executive Committee members running for Senate officer positions will abstain from Executive Committee proceedings in regards to officer elections. In cases where the election is contested, voting for the Vice Chair shall be held during the four working days prior to the last regular spring meeting of the Senate. Provisions for the time(s) and date(s) of the election shall be made so that all faculty may vote. The Executive Committee shall close the voting in time to count the ballots and shall announce the election results at the last spring Senate meeting.

3. A Secretary shall be elected from the Senate membership by the Senate membership at the first Senate meeting of each academic year. The nominations shall be made at that meeting and in cases where the election is contested, the current Chair may determine that the election shall be made by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.

### **D. Terms of Office**

The Chair and Vice Chair shall serve a one year term. In the event circumstances warrant, and as determined and approved by a two-thirds majority of the full Senate, terms may be extended for an additional year. The term for the Chair and Vice Chair is July 1 to June 30. The Secretary shall be in office for a term that ends with the election of a new Secretary on the first meeting of the next academic year.

### **E. Succession of Officers**

The Vice Chair shall assume the responsibilities of Chair on July 1. The announcement of the succession will be made by the out-going Chair at the last regular meeting of the academic year.

### **F. Termination of Officers**

A petition to terminate a sitting officer may be brought to the Senate Executive Committee. The petition must be certified as having the signatures of a minimum of 25% of all academic and administrative faculty. The reason for the petition will be argued before the Executive Committee, with the Chair of Department Chairs presiding. If the Executive Committee determines the petition and argument are valid, the matter will be brought to the Senate for action. The action must be approved by a two-thirds majority of the Senate. In the event of a termination of office, a special election will be held to replace the officer.



**ARTICLE V. SENATE OFFICERS AND ELECTION PROCEDURES**

**A5.1.**

**Officers**

- A. The officers of Faculty Senate shall be the Senate Chair, Senate Vice Chair, and ~~Senate Secretary/Parliamentarian~~, to be placed into office according to the provisions of this article. These officers shall perform the duties prescribed by these bylaws.
- B. The immediate Past Chair is not considered an officer of this organization but serves as an ~~ex-officio advisory~~ member of Executive Committee ~~and can choose to be a voting representative on PC in the year immediately following her/his service as Senate Chair.~~

**B5.2. Duties of Officers**

**A. Senate**

~~Presides over the Senate. duties:~~

- 1. The Chair's primary duty is to serve the GBC faculty, administrative and teaching. As the ~~duly elected~~ representative of ~~GBC's faculty, the prime~~ the GBC Faculty, she or he presides over the Senate:
  - a. The Senate Chair, upon taking office, will be assigned an administrative assistant to track and circulate committee reports, documents, agendas, and minutes.
  - b. The Senate Chair will be compensated with a \$1,000 per semester stipend as well as a 6-credit release or a commensurate extra stipend for administrative faculty.
- 2. ~~The~~ responsibility of the Senate Chair shall be to represent and convey faculty interests and perspectives as they relate to academic freedom, faculty welfare, and shared governance to GBC Administration, ~~the NSHE BOR, the~~ Board of Regents, NSHE Council of Senate Chairs, and any other committees or organizations related to the operations of GBC, ~~and report to faculty on the proceedings thereof.~~

**Chair:**

Additionally, the Senate Chair shall:

- ~~Chair Executive Committee;~~

- 3. The Senate Chair will attend the following meetings (special and regular) and represent faculty interests at such: Board of Regents, Leadership Council, Executive Team, and other college or system-wide bodies:
  - a. The Senate Chair will provide detailed written and verbal reports to faculty of these meetings and any actions taken by these bodies.
  - b. The Senate Chair will ensure that any action taken by these bodies is updated in the Faculty Senate bylaws and GBC policies.

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~~4. Set the schedule, venue, and agenda for Executive Committee and Faculty Senate meetings. This may include non-senate member presentations that are relevant to faculty interests;~~

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~~Set the agenda for Senate meetings;~~

~~a. To ensure consistency and understanding, at the first senate meeting, review the role of the Faculty Senate at GBC, the role of the Senate Chair in representing faculty interests, the role of committees and committee chairs, the role of voting senators, and other matters of process that need to be highlighted.~~

~~5. Assign Senate Committee Chairs; in consultation with other faculty and current and/or former Senate Officers in order to identify appropriate leadership;~~

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~~a. Committee Chairs will be selected by the in-coming Senate Chair prior to the first Faculty Senate meeting of the new academic year;~~

~~6. Assign members to Senate committees; in consultation with other faculty and current and/or former Senate Officers as needed;~~

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~~a. Committee members will be selected by the in-coming Senate Chair starting the spring prior to their tenure as Chair and will finish assignments by the first faculty senate meeting in September.~~

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~~b. Faculty preferences are considered but are not binding, as service may be required elsewhere.~~

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~~In consultation with faculty and Executive Committee, assigns tasks to committees;~~

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~~Represent faculty interests at President's Council and other college or system-wide bodies;~~

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~~Conveys faculty concerns to President's Council and/or relevant administrators;~~

~~7. Attend NSHE BOR meetings and presents these to the full Senate;~~

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~~8. Nominate faculty representatives to NSHE committees or other organizations related to the operations of GBC; and in consultation with the Senate and officers;~~

~~9. OtherAnd other relevant responsibilities as directed by faculty.~~

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The Senate Chair, upon taking office, may appoint an executive secretary to track and circulate committee reports, documents, agendas, and minutes. The role of executive secretary is not a senate office and may be held by any full-time GBC employee.

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~~Vice \_\_\_\_\_ Chair:~~

~~B. Vice Chair (Chair-elect) duties:~~

~~1. The Vice Chair is the presumed in-coming Senate Chair;~~

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~~2. The chair-elect shall fulfill all responsibilities of the Senate Chair in the event she/he is unable to do so. Additionally, the Vice Chair serves as a member of the Executive~~

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~~Committee and as a member of President's Council where she/he will represent faculty interests. The Vice Chair is the presumed incoming Senate Chair.;~~

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3. Secretary:

~~The Vice Chair serves as a member of the Executive Committee and as a member of Leadership Council where she/he will represent faculty interests;~~

4. And the Vice Chair shall be the chair of the Bylaws Standing Committee to ensure knowledge of and adherence to these bylaws as well as guiding any changes as needed.

C. Parliamentarian duties:

1. Serves as the parliamentarian for both Faculty Senate meetings and Executive Committee.;

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2. The Secretary/Parliamentarian will understand have a working knowledge of Robert's Rules of Order and the various governing documents of the Faculty Senate (i.e., Senate Bylaws, GBC Bylaws, NSHE Code, etc.). The Secretary.;

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3. And the Parliamentarian assures that proper procedure is meeting procedures are followed and advises Senate officers and members of proper procedures such.

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**C5.3. Election Procedures**

**1. Procedure**

A. All faculty eligible to be senators, as defined in Article IV, shall elect from their numbers a Vice Chair by simple majority of those voting. In cases where the election is contested, the current Chair may determine that the election shall be held by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.;

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1. 2. Voting will be done by secret, written or electronic balloting four working days prior to the last regular spring meeting of the Senate;

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2. Nominations for the position of Vice Chair shall be opened during the second to last regular meeting of the Senate and shall remain open until the start of the last regular Executive Committee meeting.;

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a. The Executive Committee will close the nominations and prepare ballots for the eligible Faculty to use when voting.;

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b. Executive Committee members running for Senate officer positions will abstain from Executive Committee proceedings in regards to officer elections. In cases where the election is contested, voting for the Vice Chair shall be held during the four working days prior to the last regular spring meeting of the Senate. Provisions for the time(s) and date(s) of the election shall be made so that all faculty may vote. The regard to officer elections;

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c. And the Executive Committee shall close the voting in time to count the ballots and shall announce the election results at the last spring Senate meeting.

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~~B. 3.~~ A ~~Secretary~~Parliamentarian shall be elected from the Senate membership by the Senate membership at the first ~~Faculty~~ Senate meeting of each academic year. ~~The nominations~~

- ~~1. Nominations shall be made at that meeting and in cases where the election is contested, the current Chair may determine that the election shall be made by secret written ballot; otherwise;~~
- ~~2. And a voice vote or show of hands shall be acceptable.~~

#### ~~D~~5.4. Terms of Office

- ~~A. The Chair and Vice Chair shall serve a one-year term-;~~
- ~~B. In the event circumstances warrant, and as determined and approved by a two-thirds majority of the full Senate, terms may be extended for an additional year. The term for the Chair and Vice Chair is July 1 to June 30. The Secretary shall be in office for a term that ends with the election of a new Secretary on the first meeting of the next academic year-;~~
- ~~C. The term for the Chair and Vice Chair is July 1 to June 30;~~
- ~~D. And the Parliamentarian shall be in office for a term that ends with the election of a new Parliamentarian on the first meeting of the next academic year.~~

#### 5.5. Succession of Officers

- ~~A. The Vice Chair shall assume the responsibilities of Chair on July 1. The or earlier if the Chair vacates the position;~~
- ~~B. And the announcement of the succession will be made by the out-going Chair at the last regular meeting of the academic year.~~

#### ~~F~~5.6. Termination of Officers

- ~~A. A petition to terminate a sitting officer may be brought to the Senate Executive Committee-;~~
  - ~~1. The petition must be certified as having the signatures of a minimum of 25% of all academic and administrative faculty-;~~
  - ~~2. The reason for the petition will be argued before the Executive Committee, with the Vice Chair of Department Chairs presiding. If;~~
  - ~~3. And if the Executive Committee determines the petition and argumentarguments are valid, the matter will be brought to the Senate for action. The action must be approved by a two-thirds majority of the Senate. In the event of a termination of office, a special election will be held to replace the officer-;~~

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4. And in the event of an officer termination, a special election will be held to replace the officer.

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### **5.1. Officers**

- A. The officers of Faculty Senate shall be the Senate Chair, Senate Vice Chair, and Parliamentarian, to be placed into office according to the provisions of this article. These officers shall perform the duties prescribed by these bylaws.
- B. The immediate Past Chair is not considered an officer of this organization but serves as an advisory member of Executive Committee.

### **5.2. Duties of Officers**

- A. Senate Chair duties:
  - 1. The Chair's primary duty is to serve the GBC faculty, administrative and teaching. As the elected representative of the GBC Faculty, she or he presides over the Senate;
    - a. The Senate Chair, upon taking office, will be assigned an administrative assistant to track and circulate committee reports, documents, agendas, and minutes.
    - b. The Senate Chair will be compensated with a \$1,000 per semester stipend as well as a 6 credit release or a commensurate extra stipend for administrative faculty.
  - 2. The responsibility of the Senate Chair shall be to represent and convey faculty interests and perspectives as they relate to academic freedom, faculty welfare, and shared governance to GBC Administration, NSHE Board of Regents, NSHE Council of Senate Chairs, and any other committees or organizations related to the operations of GBC;
  - 3. The Senate Chair will attend the following meetings (special and regular) and represent faculty interests at such: Board of Regents, Leadership Council, Executive Team, and other college or system-wide bodies;
    - a. The Senate Chair will provide detailed written and verbal reports to faculty of these meetings and any actions taken by these bodies.
    - b. The Senate Chair will ensure that any action taken by these bodies is updated in the Faculty Senate bylaws and GBC policies.
  - 4. Set the schedule, venue, and agenda for Executive Committee and Faculty Senate meetings. This may include non-senate member presentations that are relevant to faculty interests;
    - a. To ensure consistency and understanding, at the first senate meeting, review the role of the Faculty Senate at GBC, the role of the Senate Chair in representing faculty interests, the role of committees and committee chairs, the role of voting senators, and other matters of process that need to be highlighted.
  - 5. Assign Senate Committee Chairs in consultation with other faculty and current and/or former Senate Officers in order to identify appropriate leadership;

- a. Committee Chairs will be selected by the in-coming Senate Chair prior to the first Faculty Senate meeting of the new academic year;
  - 6. Assign members to Senate committees in consultation with other faculty and current and/or former Senate Officers as needed;
    - a. Committee members will be selected by the in-coming Senate Chair starting the spring prior to their tenure as Chair and will finish assignments by the first faculty senate meeting in September.
    - b. Faculty preferences are considered but are not binding, as service may be required elsewhere.
  - 7. In consultation with faculty and Executive Committee, assigns tasks to committees and presents these to the full Senate;
  - 8. Nominate faculty representatives to NSHE committees or other organizations related to the operations of GBC in consultation with the Senate and officers;
  - 9. And other relevant responsibilities as directed by faculty.
- B. Vice Chair (Chair-elect) duties:
- 1. The Vice Chair is the presumed in-coming Senate Chair;
  - 2. The chair-elect shall fulfill all responsibilities of the Senate Chair in the event she/he is unable to do so;
  - 3. The Vice Chair serves as a member of the Executive Committee and as a member of Leadership Council where she/he will represent faculty interests;
  - 4. And the Vice Chair shall be the chair of the Bylaws Standing Committee to ensure knowledge of and adherence to these bylaws as well as guiding any changes as needed.
- C. Parliamentary duties:
- 1. Serves as the parliamentarian for both Faculty Senate meetings and Executive Committee;
  - 2. The Parliamentarian will have a working knowledge of *Robert's Rules of Order* and the various governing documents of the Faculty Senate: Senate Bylaws, GBC Bylaws, NSHE Code, etc.;
  - 3. And the Parliamentarian assures that proper meeting procedures are followed and advises Senate officers and members of such.

### **5.3. Election Procedure**

- A. All faculty eligible to be senators, as defined in Article IV, shall elect from their numbers a Vice Chair by simple majority of those voting;
  - 1. Voting will be done by secret, written or electronic balloting four working days prior to the last regular spring meeting of the Senate;
  - 2. Nominations for the position of Vice Chair shall be opened during the second to last regular meeting of the Senate and shall remain open until the start of the last regular Executive Committee meeting;

- a. The Executive Committee will close the nominations and prepare ballots for the eligible Faculty to use when voting;
  - b. Executive Committee members running for Senate officer positions will abstain from Executive Committee proceedings in regard to officer elections;
  - c. And the Executive Committee shall close the voting in time to count the ballots and shall announce the election results at the last spring Senate meeting.
- B. A Parliamentarian shall be elected from the Senate membership by the Senate membership at the first Faculty Senate meeting of each academic year.
1. Nominations shall be made at that meeting;
  2. And a voice vote or show of hands shall be acceptable.

#### **5.4. Terms of Office**

- A. The Chair and Vice Chair shall serve a one-year term;
- B. In the event circumstances warrant, and as determined and approved by a two-thirds majority of the full Senate, terms may be extended for an additional year;
- C. The term for the Chair and Vice Chair is July 1 to June 30;
- D. And the Parliamentarian shall be in office for a term that ends with the election of a new Parliamentarian on the first meeting of the next academic year.

#### **5.5. Succession of Officers**

- A. The Vice Chair shall assume the responsibilities of Chair on July 1 or earlier if the Chair vacates the position;
- B. And the announcement of the succession will be made by the out-going Chair at the last regular meeting of the academic year.

#### **5.6. Termination of Officers**

- A. A petition to terminate a sitting officer may be brought to the Executive Committee;
  1. The petition must be certified as having the signatures of a minimum of 25% of all academic and administrative faculty;
  2. The reason for the petition will be argued before the Executive Committee, with the Vice Chair presiding;
  3. And if the Executive Committee determines the petition and arguments are valid, the matter will be brought to the Senate for action. The action must be approved by a two-thirds majority of the Senate;
  4. And in the event of an officer termination, a special election will be held to replace the officer.