

1                   **THE COLLEGE OF EDUCATION (COE)**  
2                   **FACULTY CONGRESS AND SENATE**  
3                   **BYLAWS**

4   **1. General**

5   **1.1 Meetings.**

6   The Senate Chair shall schedule meetings of the Faculty Congress, the Faculty Senate, and the  
7   Senate Executive Committee (SEC).

8   Notice of regular meetings of the Faculty Congress and Faculty Senate, hereafter referred to as  
9   the Congress and Senate respectively, shall be distributed and posted on the publicly accessible  
10   electronic space at least two weeks prior to the beginning of each semester but may be changed  
11   for cause during the semester with at least a week's notice.

12   Special meetings of the Congress or Senate may be called with advance notice of at least one  
13   week. Special meetings of the SEC may be called with advance notice of at least one day.

14   All regular meetings of the Congress or Senate shall be open to any member of the Congress.

15   Elected members of the Senate, or their alternates, and SEC members are expected to attend all  
16   meetings and to remain until the meetings are officially adjourned.

17   **1.2 Agenda.**

18   The Senate Chair is responsible for the preparation and distribution of agenda for meetings of the  
19   Senate and the Congress.

20   Agenda will be distributed to Senate and Congress members as appropriate at least three  
21   working days prior to the meeting dates.

22   Items for the agenda may be submitted in writing or email by any member of the Congress to the  
23   Senate Chair for consideration at least six days prior to the meeting date.

24   Any member submitting an item for the agenda must include enough detail to enable the Senate  
25   Chair to decide whether the topic is appropriate for Congress/Senate discussion, and must  
26   include contact information so the Senate Chair can clarify the topic if necessary. Any member (or  
27   a delegated representative of the member) submitting a topic is expected to attend the  
28   Congress/Senate meeting for which it is scheduled, so that clarification can be obtained by the  
29   full Congress/Senate if needed.

30   If the item discussion or documentation is extensive, it must be submitted to the Senate  
31   electronically to facilitate expeditious dissemination to members of the Congress/Senators

32   **1.3 Voting.**

## COE Congress and Senate Bylaws

33 Voting is determined by a majority of the votes cast with a quorum present.

34 Abstentions shall not be considered as votes cast.

35 Voting shall be by show of hands unless secret ballot is called for by any voting member.

36 Only Senators who are faculty members will be eligible to vote on issues of academic policy as  
37 defined in the College of Education Congress and Senate Charter, Sec. 1.

### 38 **1.4 Minutes.**

39 Minutes of any meeting of the Congress, the Senate, and its committees shall normally be posted  
40 on a COE accessible electronic space as agreed to by the SEC within ten working days of the  
41 meeting.

### 42 **1.5 Rules of Order.**

43 The business of the Congress the Senate and the SEC shall be conducted according to  
44 guidelines of common sense and accepted practices of past Senate operations.

45 Should any controversy arise about the conduct of business, Robert's Rules of Order will be  
46 utilized.

## 47 **2. CONGRESS**

### 48 **2.1 Meetings.**

49 The Congress shall convene at least once during the academic year.

50 Special meetings may be held at any time called by the Senate Chair or by a vote of the Senate  
51 members present and voting at a regular meeting of the Senate.

### 52 **2.2 Quorum.**

53 The members present at any meeting shall constitute a quorum for the conduct of official  
54 business involving decision-making by the Congress. Any resolution or motion before the  
55 Congress shall be adopted or passed if it receives an affirmative vote of a majority of the votes  
56 cast by members present except as specifically noted in these Bylaws.

### 57 **2.3 Agenda.**

58 The agenda shall be set by the SEC and shall include, but not be limited to, any or all of the  
59 following items depending on the time of the year when the meeting is held: the introduction of  
60 new faculty and staff of the College; the presentation of personnel actions deserving public  
61 recognition; the reporting by the Senate Chair on the status of Senate matters; the reporting by  
62 the Treasurer on Senate finances; the reporting of Senate Committee Chairs summarizing the  
63 activities of their respective committees; and/or special items prepared by the SEC.

### 64 **2.4 Actions.**

65 Decisions by the Congress shall override decisions by the Senate and the SEC.

## COE Congress and Senate Bylaws

### 66 **2.5 Officers.**

67 Senate officers shall serve as officers of the Congress.

## 68 **3. SENATE**

### 69 **3.1 Meetings.**

70 During the academic year, the Senate shall normally meet at least once a month. Special  
71 meetings may be called by the Chair or by a majority vote of the SEC.

72 Notice of all meetings shall be distributed to all members of the Congress. Meetings shall begin  
73 no later than ten minutes after the scheduled start of the meeting and shall end on time.

### 74 **3.2 Quorum.**

75 One-half of the elected Senators (or their alternates) shall constitute a quorum for the conduct of  
76 official business requiring decision-making.

77 Proxy votes are not permitted.

### 78 **3.3 Agenda.**

79 The Senate Chair in consultation with the SEC shall determine the items to be included, the order  
80 of presentation, and the time limitations (if any) on item discussion, except that items previously  
81 tabled for continuation at the following meeting shall have precedence.

82 The agenda for each meeting shall include opportunity for Senate consideration of items not  
83 specified on the agenda; the Chair should protect some time near the end of each Senate  
84 meeting for this "new business," even if this limits discussion on agenda items.

### 85 **3.4 Actions.**

86 Any motion proposed and seconded shall be adopted if it receives the affirmative vote of a  
87 majority of votes cast by members present.

88 Senate actions should be communicated by the Chair to the Dean of the College and/or other  
89 person(s) with cognizance over the matter acted upon.

90 Senate decisions may be challenged within ten working days of the posting of such decisions in  
91 Senate minutes via a petition signed by at least ten (10) regular members of the Congress,  
92 specifying the particulars of such objections and requesting referral of the issue to the Congress  
93 for their consideration and decision.

94 Depending upon the urgency of the matter, the Chair shall either call a special meeting of the  
95 Congress or present the matter at a regularly scheduled meeting.

### 96 **3.5 Terms of Office.**

97 All elected Senators, officers and standing committee Chairs, shall commence service at the first  
98 meeting of the Congress or Senate during the year for which they are elected to office.

## COE Congress and Senate Bylaws

99 Senators shall serve for two years.

100 The immediate Past Chair shall serve for one (1) additional year as an "off-ratio", non-voting  
101 Senator beyond the term of office of Chair to ensure continuity between administrations and  
102 ongoing Senate activities. "Off-ratio" means that the service of the Past Chair in the Senate is not  
103 included in the number of Senators representing his or her department or unit.

104 Where two or more Senators represent a single College unit their periods of service shall be  
105 staggered so that about one-half of the unit's representatives are holdover Senators.

106 Officers and standing committee chairs shall be elected for one year.

### 107 **3.6 Election of Senators.**

108 Prior to 1 February of each year, the Vice-chair shall inform each department and unit in the  
109 College of the number of Senate seats allocated to that unit, of the vacancies that need to be  
110 filled, and of the names of holdover Senators.

111 By March 1, each unit will conduct an election within that unit to fill existing vacancies and to  
112 identify alternates for elected Senators.

113 Any member of the Senate may be re-elected by the unit represented.

114 Alternates should be identified in order of votes cast, and should be called upon in that order for  
115 service, substituting for an elected Senator unable to attend. When it is confirmed by the unit that  
116 one of its regular Senators will no longer serve out the term for which elected, the unit will  
117 designate the first alternate as Senator to fill the unexpired term of office. Alternate Senators shall  
118 have the same vote and privileges as the elected Senator temporarily replaced.

119 Faculty, APT, and RCUH members of the Congress are eligible to serve as Senators after  
120 completing their first year of service in the College, but are encouraged to serve as members of  
121 Senate committees during their first year of service.

122 Should the immediate past Chair of the Committee on Curriculum and Program Planning not be a  
123 member of the Senate, that Chair serves as an ex-officio, non-voting member. A complete roster  
124 of Senators-elect and holdover Senators shall be prepared by the Vice Chair and posted on the  
125 COE Senate website and distributed to members of the Congress before the first meeting of the  
126 Senate in each academic year, and if and whenever changes in membership are sufficient to  
127 warrant.

128 Members of the College whose place of assignment is not on O'ahu may be elected to serve as a  
129 Senator. The SEC will establish an electronic process for ensuring the participation of such a  
130 Senator in regular meetings of the Senate. Such a Senator is not eligible to serve as an officer.

131 Of the two senators representing a single college unit, it is strongly recommended that at least  
132 one senator should be a member of faculty and it is strongly recommended that one senator  
133 should be a senior (more than 5 years of employment in the COE) member of congress.

### 134 **3.7 Officers.**

135 Senate officers shall include a Chair, Past-Chair, Vice-chair (who shall be Chair-elect), and  
136 Secretary-Treasurer.

## COE Congress and Senate Bylaws

137 They shall also be the officers of the Congress and the SEC.

### 138 **3.7.1 Election of Officers.**

139 Prior to 1 April, the Vice-chair shall canvass holdover Senators and Senators-elect to determine  
140 willingness to serve and to suggest nominees to the offices of Vice-chair and Secretary-  
141 Treasurer. If no nominees are identified, the Vice Chair will ask the department/unit identified for  
142 that year to canvas the Congress and suggest nominees to serve as Vice Chair and  
143 Secretary/Treasurer. Departments/Units will be listed as follows as of 2014 and rotation will begin  
144 in 2014 with Ed Administration. The established rotation is: CDS (2020), CRDG (2021),  
145 Curriculum Studies (2022), Ed Administration (2014), Ed Foundations (2015), Ed Psychology  
146 (2016), LTEC (2017), ITE (2018), KRS (2019). The year listed indicates the start of the academic  
147 year in which the department/unit would forward a nominee to serve as chair.

148 During the April meeting, a Vice-chair and Secretary-Treasurer will be elected to serve for the  
149 following academic year. Should the current Vice-chair not be able to serve as Chair for the  
150 following year, a new Chair will also be elected during the April meeting.

151 The Chair's term expires at the beginning of the first regularly scheduled meeting of the academic  
152 year, and at that meeting the former Vice-chair assumes the office of Chair.

153 The term for the office of the Vice-chair shall commence on the date of the first regularly  
154 scheduled meeting of the Senate in the first year of a two-year term. To permit accession to the  
155 role of Chair in the second year the Senator elected to serve as Vice-chair must agree to serve as  
156 Chair during his/her second year in office.

157 The Secretary-Treasurer is eligible for re-election providing service continues as a Senator.

158 In the event the Chair is vacated, the Vice-chair shall assume the office; if the Vice-chair is  
159 vacated, a new Vice-chair shall be elected.

160 If the Secretary-Treasurer vacates, a new officer shall be elected from among either the first or  
161 second year Senators.

### 162 **3.7.2 Duties of the Chair.**

163 The Chair shall preside at all meetings of the Senate, the Congress, and the SEC, and shall have  
164 general responsibility to see that the functions of each organization are carried out efficiently and  
165 effectively. The Chair will not represent a department/unit and will be the deciding vote in cases  
166 when the Senate vote is tied.

167 The Chair shall have the power to establish ad hoc committees, to state goals and time frames  
168 for such committees, and to appoint members and Chairs to accomplish those charges; the  
169 power to appoint Chairs to fill non-elected member seats on standing committees; and the power  
170 to appoint pro tem officers and standing committee Chairs when vacated until such time as new  
171 elections can be held.

172 The Chair shall serve as liaison with the College Dean.

173 The Chair will establish and disseminate agenda for Senate meetings, and submit appropriate  
174 reference background or documentation to prepare Senators for informed discussion on each  
175 topic.

## COE Congress and Senate Bylaws

176 To accomplish these duties and others specified or implied elsewhere in these Bylaws, the Chair,  
177 if a teaching faculty member, shall devote and be credited with one-fourth of a full time load (an  
178 equivalent of a 3-credit teaching load each semester) to the work of the Senate. If the Chair is not  
179 a teaching faculty member, the Dean and the unit/department in which the Chair is employed  
180 shall make every effort to provide some recognition of the commitment required by service as  
181 Senate Chair, up to compensation equivalent to one-fourth of the Chair's salary. This support can  
182 be used only for two purposes: 1) to pay one-fourth of the Chair's salary or 2) to pay for additional  
183 clerical, research or other staff to assist the Chair with his or her current professional activities.  
184 The Chair and the director/chair of the Chair's unit shall determine which use of these funds is  
185 most appropriate.

### 186 **3.7.3 Duties of the Vice-chair.**

187 In the absence of the Chair, the Vice-chair shall serve in all duties. The Vice-chair shall conduct  
188 all elections within the Senate, and coordinate all elections of Senators in the College. The Vice-  
189 chair will maintain a current roster of Senators on the COE accessible electronic space. Within  
190 two weeks of the beginning of the academic year, the Vice-chair will post a calendar of the  
191 regularly scheduled meetings of the Senate on the publicly accessible electronic space. SEC  
192 meetings will be posted as needed, with two weeks of notice. The Fall (December) and Spring  
193 (May) Congress meetings will be posted, with at least four weeks of notice.

194 The Vice-chair shall be responsible for liaising with the Mānoa Faculty Senate (MFS). If the Vice-  
195 chair is not an elected COE MFS Senator, the Vice-chair shall attend the meetings or solicit a  
196 COE MFS Senator who is willing to serve as a liaison and report at each meeting of the COE  
197 Senate. Solicitation should first be of a COE MFS Senator who is also a COE Senator.

198 The Vice-chair shall also determine matters of representation of college departments/units in the  
199 Senate in accordance with Charter paragraph 3.1; coordinate the elections of Senators by  
200 departments and units; recommend the nomination of candidates for Vice-chair, Secretary-  
201 Treasurer, and each of the standing committee Chairs.

202 In April of each year, the Vice-chair (Chair-elect) shall submit to the SEC for approval, a budget  
203 outlining the business costs of operating the Senate during the next year beginning 1 June. The  
204 Vice Chair shall consult with the Dean in April about prospective funding for the Senate, and  
205 develop draft procedures, (e.g. dues) to accommodate any anticipated budget shortfall. These  
206 procedures shall be submitted to the Senate for discussion and approval at its first meeting of the  
207 next academic year.

### 208 **3.7.4 Duties of the Past Chair.**

209 The immediate past Chair shall serve as a member of the Senate Executive Committee and the  
210 Senate during the period 1 June to 30 June of the subsequent year to provide continuity and  
211 guidance.

### 212 **3.7.5 Duties of the Secretary -Treasurer.**

213 The Secretary-Treasurer shall be responsible for recording, duplicating and distributing all  
214 minutes of the Congress, the Senate and SEC.

215 The Secretary-Treasurer shall be responsible for the deposit, disbursement, and accounting for  
216 any funds acquired for use by the Senate.

### 217 **3.8 Finances.**

## COE Congress and Senate Bylaws

### 218 **3.8.1 Operating Budget.**

219 The SEC shall establish a budget in April of each year. The amounts requested shall be  
220 submitted to the Dean in April for allocation of funds as s/he may deem available.

221 Budgeted funds may be expended by the Chair for the stated purposes, or as approved by the  
222 Senate, through regular means of obligation against a fiscal account. All expenditures from the  
223 Senate budget must be co-signed by the Secretary-Treasurer.

### 224 **3.8.2 Non-Business Costs.**

225 To provide for costs inherent in the non-business operations of the Senate and Congress (aloha  
226 functions, personnel recognitions) annual "dues" may be assessed each member of Congress, to  
227 be collected by the Senator(s) from their respective departments or units and deposited with the  
228 Senate Secretary-Treasurer in the Senate account.

229 Withdrawal of funds from this account for non-business functions of the Senate shall be approved  
230 by the Chair and the Secretary-Treasurer.

### 231 **3.9 Standing Committees.**

232 Except for the SEC, any Senate committee with a continuing charge shall be designated a  
233 "standing committee" by the Senate; all other committees shall be ad hoc.

### 234 **3.9.1 Operations and Rules.**

235 All committee actions on Senate matters are recommendations to the Senate for their approval,  
236 rejection, or modification.

237 The committee shall provide the Senate with a clear statement of resolution or motion on each  
238 issue, accompanied by a brief summary of committee research, documentation, and discussion  
239 as appropriate, and alternative options, if available.

240 Each committee may establish its own rules for methods of receiving suggested topics for  
241 discussion/action, responding to such requests, and other committee matters, consistent with  
242 Senate rules.

### 243 **3.9.2. Membership and Quorum.**

244 Each standing committee - with the exceptions of the Committee on Curriculum and Program  
245 Planning and the Committee on Personnel - shall have a minimum of three (3) members selected  
246 from faculty, APT, and RCUH members of the Congress.

247 Those committees noted as exceptions above shall have a minimum of five (5) members selected  
248 from tenured faculty members of the Congress in the case of the Committee on Curriculum and  
249 Program Planning, and at least three (3) members, the majority of which are tenured faculty, in  
250 the case of the Personnel Committee.

251 It is recommended that each committee—with the exclusion of the Committee on Curriculum and  
252 Program Planning (CCPP), the Personnel Committee, and the Governance Committee—include  
253 one (1) student member with full rights and responsibilities of participation including a vote.

## COE Congress and Senate Bylaws

254 A majority of members present shall constitute a quorum.

### 255 **3.9.3 Selection of Members and Terms of Office.**

256 Committee members shall be recruited by Committee Chairs and appointed by the Senate Chair  
257 and confirmed by the Senate.

258 Committee members shall serve for a period of twelve months commencing at the Senate  
259 meeting at which they are approved. Committee members may be reappointed for consecutive  
260 terms.

### 261 **3.9.4 Election of Chairs and Term of Office.**

262 Each standing committee, with the exception of the Committee on College Fellowship, shall be  
263 chaired by a Senator, elected by the Senate at its first regularly scheduled Senate meeting of the  
264 academic year, to serve for one year commencing the date of that meeting. The chair of the  
265 Committee on College Fellowship may be any regular member of the Congress.

266 The committee Chair shall initiate action to provide for necessary and sufficient membership and  
267 leadership on each of the Senate committees and for department/unit alternate representatives to  
268 the Senate; ensure the continuity and guidance of standing committees by the selection of the  
269 immediate past Chair to serve as a committee member.

270 Chairs are eligible for re-election providing they continue as Senators.

### 271 **3.9.5 Duties of the Committee Chair.**

272 It is the responsibility of each committee Chair to obtain from these Bylaws, the Senate Chair,  
273 previous minutes of the Senate and past practices of the committee, a clear and unambiguous  
274 charge for the committee and to communicate that charge to committee members. The Chair  
275 shall also recruit, select, and recommend to the Senate for appointment, non-elected members of  
276 standing and ad hoc committees.

277 The committee Chair shall call meetings of the committee as needed, but normally at least twice  
278 a semester, and shall report the status of committee matters to the Senate at least once each  
279 semester.

280 At the May meeting of the Congress, each committee Chair shall summarize the activities of the  
281 standing committee.

282 The Chair of each committee shall serve as a member of the SEC for a period of fifteen (15)  
283 months, extending three (3) months beyond the term of office as Chair, thus providing a liaison  
284 between the SEC and the standing committee represented by the Chair, and continuity to the  
285 SEC.

### 286 **3.9.6 Committee on Curriculum and Program Planning (CCPP).**

287 Functions of this standing committee shall include, but not be limited to, the following: reviewing  
288 proposals for College course additions or deletions, for the establishment of new programs or the  
289 disestablishment of old programs, or for major changes in existing College courses or programs,  
290 i.e., those which change the goals, intent, character, prerequisites, degree requirements,  
291 necessary faculty and/or fiscal resources of the course or program, or which impact on other  
292 courses or programs; developing or assisting in periodic reviews and evaluations of existing

## COE Congress and Senate Bylaws

293 programs and curricula; recommending the appointment of ad hoc committees to carry out such  
294 reviews and evaluations; examining and refining academic goals and standards, professional  
295 ethics and policies reflecting such goals and standards; suggesting ways of improving faculty  
296 performance and planning for desired changes in academic programs and goals in accordance  
297 with the Academic Development Plan of the College.

298 With regard to the review of graduate programs and curriculum, the committee shall consist of  
299 one tenured member from each unit in the college having graduate faculty members. It is  
300 recommended that this member be the graduate Chair or his or her designee. The role of this  
301 committee shall include the study and recommendation of policies and procedures relative to  
302 graduate student admission criteria, qualifications for faculty appointment to graduate faculty  
303 status, and articulation among the college graduate programs, and articulation with the Graduate  
304 Division. The Associate Dean for Academic Affairs in the college shall serve as an ex-officio  
305 member of the committee.

### 306 **3.9.7 Committee on Personnel.**

307 This committee shall consist of a majority of tenured faculty. Functions of this standing committee  
308 shall include, but not be limited to, the following: reviewing matters relating to personnel policies  
309 of the College and their effect on members of the Congress in particular; developing new policies  
310 or policy changes affecting College personnel; determining the impact of proposed program or  
311 curriculum changes on personnel resource allocations in the College; investigating complaints of  
312 members of the Congress concerning personnel policies and practices not within the jurisdiction  
313 of collective bargaining agencies, except where such complaints reflect shared governance or  
314 intra-faculty governance. (See Governance Committee, [below](#)).

### 315 **3.9.8 Committee on Budget and Facilities.**

316 Functions of this standing committee shall include, but not be limited to, the following: reviewing  
317 matters relating to the College budget allocations and use of College facilities; developing new  
318 policies or policy changes affecting budget or facilities; determining the impact of proposed  
319 program or curriculum changes on College budget allocations or use of College facilities;  
320 investigating problems which arise in connection with policies affecting budget or facilities.

### 321 **3.9.9 Committee on Student-Faculty Relations.**

322 Functions of this standing committee shall include, but not be limited to, the following: reviewing  
323 matters relating to student admission and retention in College programs, and student relations  
324 with faculty and with other students; developing new policies or policy changes relating to  
325 student-faculty relations; determining ways of improving student-faculty relations and of  
326 increasing student participation in affairs of the College and in the activities of the Senate and its  
327 committees; investigating student complaints and grievances concerning College policies and  
328 practices which affect students, not including individual student grievances against individual  
329 faculty.

### 330 **3.9.10 Committee on Diversity.**

331 Functions of this standing committee shall include, but not be limited to, the following: providing  
332 leadership in promoting the understanding of diversity, and providing assistance, in matters of  
333 diversity, in the recruitment, retention, and professional development of faculty and students.

### 334 **3.9.11 Committee on College Fellowship.**

## COE Congress and Senate Bylaws

335 Functions of this standing committee shall include, but not be limited to, the following: arranging  
336 and conducting social activities and events to promote fellowship among the faculty and staff of  
337 the College of Education; and determining ways of improving and building faculty relations with  
338 alumni and the community.

### 339 **3.9.12 Committee on Governance.**

340 Duties of this committee include the following:

- 341 (1) Publish and edit the College of Education Charter and Bylaws;
- 342 (2) Review new legislation for conformity with the Charter and Bylaws;
- 343 (3) Advise the Senate as to whether legislation and resolutions are of College of Education  
344 concern solely;
- 345 (4) Make non-substantive changes in the Charter and Bylaws;
- 346 (5) Advise the Congress and the Senate, its officers, committees, and members in all matters of  
347 organization and jurisdiction in the College of Education, in general, and the Senate, in particular,  
348 on decisions and actions involving shared governance and intra-faculty governance.
- 349 (6) Issue, upon a formal request from a member of the Congress, legislative rulings interpreting  
350 the Charter and Bylaws of the College of Education Congress and Senate. Such rulings shall  
351 have the status of legislation until modified by Senate or Congress legislation. Rulings of the  
352 committee must be published in the Agenda for the first regular meeting of the Senate or  
353 Congress next following the committee's decision. All rulings of the Committee on Governance  
354 not superseded by legislative action shall appear in an Appendix to the Charter and Bylaws of the  
355 Congress and Senate of the College of Education.
- 356 (7) Supervise and render opinions on the procedural fairness of all College of Education  
357 elections.
- 358 (8) Work with the Dean and Associate Dean(s) to develop a process to solicit feedback in a  
359 structured and cohesive manner on a regular basis.

### 360 **3.10 Ad Hoc Committees.**

#### 361 **3.10.1 Operations and Rules.**

362 These shall be the same as for standing committees. (See [3.8.1](#)).

#### 363 **3.10.2 Establishment.**

364 The Senate Chair shall establish ad hoc committees as necessary to accomplish the work of the  
365 Senate as it evolves.

366 Senate vote shall not be necessary, but the Senate may challenge the need for any committee or  
367 its charge, in which case a vote of the Senate shall be necessary to confirm the establishment.

368 The Chair must supply the committee with a statement of specific charge and a deadline for  
369 completion of its work.

#### 370 **3.10.3 Membership and Quorum.**

371 Committee size shall be a function of its charge, but in no case shall be fewer than three (3)  
372 members, none of whom need be Senators. Whenever the charge to an ad hoc committee  
373 concerns a vested interest of any department or unit (as determined by the Chair), membership  
374 shall include a member of that department or unit.

375 A majority of the membership shall constitute a quorum for business.

376 **3.10.4 Selection of Members and Chairs.**

377 The Chair and all members of ad hoc committees shall be appointed by the Senate Chair with  
378 recommendations from the Vice-chair when time permits.

379 Appointment confirmations by the Senate are not necessary, but the Senate can challenge the  
380 appointment of committee members or the lack of representation of College units with vested  
381 interests (as determined by the Senate), or of various points of view on the purpose for which the  
382 committee is established. In this case, all members of this ad hoc committee shall be subject to  
383 Senate confirmation.

384 **4. SENATE EXECUTIVE COMMITTEE (SEC)**

385 **4.1 Meetings.**

386 During the academic year, the SEC shall meet as needed and may discuss agenda and make  
387 decisions via email.

388 During the summer recess, it shall meet whenever Senate action is needed as determined by the  
389 Chair.

390 **4.2 Quorum.**

391 One-half of the total number of SEC members shall constitute a quorum for the conduct of  
392 business.

393 **4.3 Agenda.**

394 The business of the SEC shall be a shared responsibility by all SEC members, but the Chair shall  
395 be responsible for seeing to it that current matters of concern to the members of the Congress,  
396 the Senate, and the College administration are brought before the SEC for their consideration.

397 **4.4 Duties and Actions.**

398 The SEC shall identify and arrange for Senate consideration or committee study, the issues and  
399 interests surrounding an agenda item concerning any of the functions of the Congress or Senate  
400 identified in the Charter.

401 (See "Preamble" and paragraphs 2.3 and 3.3 of the Charter).

402 During the summer recess the SEC may make decisions in the name of the Senate affecting any  
403 area of Senate interest, if it is determined by the Chair that a quorum of Senators would be  
404 impossible to achieve at a special meeting of the Senate, and if the decisions need to be made  
405 prior to the start of the new academic year. Immediately, upon making such a decision, the Chair  
406 will communicate that information electronically to all members of the Senate.

407 Such actions shall be reported by the Chair to the Senate at its first meeting of the academic  
408 year, and to the Congress in its September meeting.

409 **4.5 Membership and Term in Office.**

## COE Congress and Senate Bylaws

410 Membership on the SEC shall consist of Senate officers and the standing committee Chairs, or  
411 their designated alternates.

412 Members shall serve for a period of fifteen (15) months commencing at the first regularly  
413 scheduled Senate meeting of the academic year.

414 During the summer recess, members shall serve to provide continuity and guidance.

### 415 **5. AMENDMENTS TO THESE BYLAWS**

416 Procedures for proposing and voting on amendments to these Bylaws shall be determined by the  
417 jurisdiction of the amendments to be made.

#### 418 **5.1 Bylaws of the Congress.**

419 Amendments to those Bylaws concerned with the Congress and its operations shall be proposed  
420 and voted on in the same manner as amendments to the Charter.

421 (See Charter paragraphs 5.1 and 5.2).

#### 422 **5.2 Bylaws of the Senate.**

423 An amendment to those Bylaws concerned with the Senate shall be proposed by written petition  
424 signed by at least three (3) elected Senators.

425 It shall be submitted to the Chair who shall place it on the Senate agenda of the next regular  
426 meeting. The Governance Committee shall report to the Senate on the impact of the amendment  
427 on current policy and practice.

428 A vote of the Senate on any amendment shall be held on the first meeting following the meeting  
429 at which the amendment was introduced and read.

430 An affirmative vote of a majority of votes cast by the Senate is sufficient to amend those Bylaws  
431 concerned with the Senate or the SEC.