

Faculty Senate By-Laws (amended on 8/11/2023)

ARTICLE I: MEMBERSHIP

Section I: Inactive Membership

The Faculty Senate depends on the full participation of all members. Accordingly, if a member is absent for two consecutive meetings without notification of the Chair and/or the provision of a substitute, the Chair will attempt to contact the member or designate another member who is able to contact the member to encourage active participation. At the third consecutive meeting, if the member is still absent, the Chair may ask for a motion to declare a vacancy, and if the motion carries, the department that the member represents shall be notified through other members from that department and an election shall be held to fill the remainder of the term. In the case of nonvoting members, that member's representative group shall be notified and requested to provide another member as soon as possible.

Section II: Substitute Members

When a voting member cannot attend some Faculty Senate meetings, he or she will notify the Chair and provide a substitute if possible. The substitute will act in an informational manner and will constitute a voting member. The substitute's tenure will not affect the absent senator's term length.

Section III: Member Resignations

To resign from the Faculty Senate, a member should submit a written resignation statement to the Chair of the Faculty Senate (or to the Vice-Chair if the member is the Chair). It is also the responsibility of the member to inform colleagues in his/her School, and if possible, to serve until a new member is elected to fill the remainder of the term.

ARTICLE II: OFFICERS

Section I: Officer Designations

The Faculty Senate shall elect a Chair, Vice-Chair, Secretary, Technology Officer, Treasurer, and Communication Officer, each of whom shall come from within its voting membership.

Section II: Officer Election and Tenure

The officers shall be nominated and elected at the April meeting, or subsequent meetings as needed, by voting Senate members. The election of each office shall be by a majority of votes. If more than two nominations are accepted for an office and if none of the candidates receives a majority of the votes, then a runoff shall be held between the first- and second-place candidates. All voting shall be by closed ballot. If there is a tie for second place in the first round or a tie in a runoff election, the candidates shall break the tie between themselves. Officers shall serve for one year, August-July. Members may serve consecutive terms if reelected to the office by the Senate membership. If a vacancy occurs in the office of the Chair, then the Vice-Chair shall assume the office of the Chair, and a new Vice-Chair shall be elected from the Senate membership to serve the remainder of the term. If a vacancy occurs in the office of the Vice-

Chair, Technology Officer, Treasurer, or Secretary, then this office shall be filled by the election of a new officer by the Senate membership to serve the remainder of the term. Special elections shall be conducted in the same manner as regular elections.

Section III: Officer Duties

The Chair of the Faculty Senate shall be the presiding officer and shall call and preside over all regular and special meetings of the Faculty Senate. The Chair shall have the authority to solicit members and designate them for service on institutional committees. The Chair shall attend all meetings of the CNM Governing Board and shall designate two representatives to serve on Executive Council as the representative of the Faculty Senate, and a representative to serve on Academic Affairs Council as the Faculty Senate representative. If the representative is unable to attend such a meeting, then the Chair may request that another member of the Faculty Senate attend and report back to the Senate. The Chair may vote in Faculty Senate proceedings. Additionally, the Chair has the responsibility to disseminate the agenda to all members one week in advance of the meetings; as well as to disseminate any information necessary for keeping the Senate informed. The Chair shall have other duties as prescribed in this document. The Chair's compensation for performing these duties shall be two course releases in the fall and spring terms and one course release in the summer term as resolved 2006-03.

If the Chair is present, the Vice-Chair shall serve as parliamentarian and should become familiar with Roberts Rules of Order, as described in the Constitution. The Vice-Chair shall assume all the duties of the Chair at any meeting where the Chair is not present, in which case the Vice-Chair shall appoint a temporary parliamentarian until the Chair can resume the duties of his/her office.

Former Chairs may take on a non-voting Senate role as a Legacy Advisor to the Senate for up to two years after their Chair role ends, with the approval of the Senate at the end of their Chair term and subject to removal at any time by a majority vote. The purpose of the Legacy Advisor role is to use the connections and knowledge gained through the role of the Senate Chair to continue to benefit the Senate after vacating the position and to allow for continuity and continuance of longer-term Senate projects and goals.

The Secretary shall cause the minutes of the Faculty Senate meetings to be recorded. The Secretary shall prepare and distribute meeting minutes to each of the members. If the Secretary is absent from a meeting, the Chair or acting Chair shall appoint a temporary Secretary until the Secretary can resume the duties of the office. If both the Chair and the Vice-Chair are absent from the meeting, the Secretary shall assume the duties of the Chair for the duration of the meeting and shall appoint a temporary Secretary to record the meeting, along with a temporary parliamentarian.

The Treasurer will provide a yearly audit in June and when there is an officer change to the Senate to account for expenditures from the CNM Faculty Senate account held at the CNM Foundation. All expenditures will be voted on by the Senate. The Treasurer shall be responsible for making requests for expenditures from the CNM Faculty Senate account held at the CNM Foundation. The Treasurer will understand and follow all fiscal, legal, and accounting

requirements relative to this account. To make requests for expenditures from this account, two authorizing signatures, the Treasurer's and the Chair's are required.

A Communication Officer will perform the following duties with respect to the Faculty Senate's Faculty Information Hub:

1. Maintenance: The Faculty Senate Communication Officer shall maintain, update, and correct the Faculty Information Hub in Brightspace. Maintenance includes, but is not limited to,
 1. collecting, summarizing, and posting monthly minutes from select college-wide committees;
 2. updating committees and contact information as needed
 3. ensuring links to frequently searched material work properly and are current and relevant
 4. collecting, replying to, and distributing as necessary comments made by faculty to improve the Faculty Information Hub
 5. updating all faculty-wide events and information in the Faculty Information Hub
2. Currency & Relevancy: The Faculty Senate Communication Officer shall update all available links and events in the Faculty Information Hub weekly, monthly, or as needed to ensure currency and relevancy of information.
3. Recommendations: The Faculty Senate Communication Officer shall recommend changes to Faculty Information Hub to facilitate the mission of the Faculty Senate and support information sharing with faculty.
4. College Communication: The Faculty Senate Communication Officer will communicate with as needed with Human Resources, the Marketing and Communications Office, and Innovation and Instructional Support regarding significant changes to the Faculty Information Hub
5. The Faculty Senate Communication Officer will update as needed the CNM Brightspace community site: "CNM Faculty Senate"

A Technology Officer will perform the following duties with respect to Faculty Senate web spaces and listservs:

1. Maintenance: The Faculty Senate Technology Officers shall maintain, update, and correct all Faculty Senate web spaces and listservs aside from the Faculty Information Hub, which is the responsibility of the Communications Officer. Maintenance includes but is not limited to, ensuring that all links work properly and link to the correct locations. Updating includes adding Senate-approved or created materials to Faculty Senate web spaces listed below
 - a. Web Spaces: CNM web pages – includes home page and all linked pages.
 - i. See [CNM Faculty Senate — CNM](#)
 - b. Listservs

- i. Faculty Senate: "fsenate@cnm.edu"
 - ii. Other Faculty Senate-approved listservs.
2. Currency & Relevancy: The Faculty Senate Technology Officers shall update all Faculty Senate web spaces and listservs as needed to ensure currency and relevancy of information.
3. Recommendations: The Faculty Senate Technology Officers shall recommend changes to Faculty Senate web spaces and listservs to facilitate the mission of the Faculty Senate.

Special permissions to access Faculty Senate web spaces and listservs will be requested from appropriate personnel at the college, either from ITS or IIS. The Faculty Senate Chair will also have access to Faculty Senate web spaces and listservs and will perform the duties of a Faculty Senate Technology Officer as needed.

If the Chair, Vice-Chair, and Secretary are absent from a Senate meeting, the Treasurer will assume the duties of the Chair for the duration of the meeting and shall appoint a temporary Secretary to record the meeting, along with a temporary parliamentarian.

If all the officers are absent but a quorum is present, then those members present may designate an acting Chair, Vice-Chair, and Secretary to conduct the duties of these offices during the meeting.

Section IV: Judiciary

Three members of the Senate shall serve as the Judiciary of the Faculty Senate. These members may not simultaneously serve as elected officers. Their duties shall be to make rulings on and clarifications of the Faculty Senate Constitution. These rulings must be made at the request of the Chair or acting Chair, or by two-thirds of those present at any meeting. They should be presented in writing at the meeting following that at which the verbal request was made, although the Judiciary can, as a group, request an additional month if they have not reached a consensus. A split ruling is possible, in which case the opinion expressed by two members of the Judiciary is considered binding, although the dissenting member has the right to present his/her interpretation at the meeting in which the ruling is announced. Members of the judiciary must be nominated to a vacancy on the Judiciary by the Chair, and this nomination must be approved by a majority of the members present. The member so nominated and approved continues to serve on the Judiciary until leaving, either through resignation, or by expiration of that member's elected term. If a member of the Judiciary is elected to a Faculty Senate office, then that member must resign from the Judiciary before assuming the duties of the office to which he/she is elected. The Judiciary shall designate one member to keep a record of all opinions concerning the Constitution, along with any dissenting opinions. When this member ceases to serve on the Judiciary, this record should be passed on to the next member of the Judiciary to accept this responsibility. The Judiciary may also make interpretations of the by-laws, but these do not need to be written.

Section V: Removal of Officers or Members of the Senate Judiciary

If a majority of the members agree that an officer should be removed from office due to lack of attention to the duties of the office or due to other actions which are causing harm to the Senate, then a motion to remove the officer may be placed on the agenda if a petition signed by at least half of the members is presented to all officers at least ten days prior to the meeting. This item should be placed at the top of the agenda and may only be preceded by roll call and approval of minutes of any previous meeting, although the officer named in the petition, or another member in the event of that officer's absence, may request a delay of not more than one month if the officer will be unable to attend the meeting. The officer in the petition must temporarily step down from the designated duties of the office until the motion has been voted on. If the officer is the Chair, then the Vice-Chair shall assume the acting duties as described in section III above, and otherwise the Chair shall appoint an acting Vice-Chair or Secretary, as described. A spokesperson selected from among those who have signed the petition shall enunciate the concerns of that group, and the officer so named may respond immediately to these concerns. If the officer is not present, then any member may respond if so inclined. Debate shall then continue in the usual manner as per section IV of Article III. However, unlike other motions made in the Senate, a motion to remove an officer shall require the support of those members who are present in order to carry. If it does carry, then an immediate vacancy shall be declared in the office and shall be filled as per section II of Article II, or Article IV of section II if the vacancy is in the Judiciary.

ARTICLE III: MEETINGS

Section I: Frequency of Regular Meetings

Faculty Senate meetings shall be held monthly at such time and place as shall be specified by the Chair, usually with the advice and consent of the Faculty Senate. Meeting times and places shall be established for a period of at least one year in advance. Such times and places are subject to change as conditions necessitate.

The Senate will vote at the beginning of each academic year on whether meetings for the year will be held in person or virtually. In case of in-person meetings, a hybrid attending option (via Zoom or another platform) shall be made available to those Senators who are not attending in person.

Section II: Special Meetings

Special meetings may be held as appropriate. These meetings may be held at any time at the discretion of the Chair. Additionally, they may be held if a motion to hold a special meeting is made, seconded, and passed by a vote at any regularly scheduled or special meeting. The Chair shall announce the time and place of the meeting and disseminate this information to the membership at least five working days in advance of the meeting.

Section III: Agenda

Any member, voting or non-voting, may request the Chair to place an item on the agenda under New Business for the next meeting. This request shall be made at least ten (10) days prior to the date of the meeting. The Chair shall do so, unless in his or her opinion, the item does not require

immediate action, and the agenda is likely to be lengthy. If both conditions are met, then the Chair may put it on the agenda for the following meeting. If an item is discussed but is either tabled or not completely resolved in a meeting, then a vote can be taken by the Senate as to whether to include it under “Old Business” at the ensuing meeting. If the member who requested that the item be placed on the agenda wishes to withdraw the item, she or he may make a motion to do so. If the motion is seconded, a vote may be taken on the motion to withdraw. If the member who requested that the item be included on the agenda is absent, a motion may be made and voted on to postpone the item until the next meeting. If this vote fails, then the item shall be debated at the current meeting.

Section IV: Discussion

The Chair shall first give the member who proposed an item a chance to explain it. After this, there shall be a discussion in which it is the responsibility of the Chair to see that all who wish to comment can do so. The Chair may act as a member and speak on the issue if the Chair so desires. At any time during the debate, a motion is seconded, those who have previously indicated an interest in speaking may do so, after which a formal vote may be taken. If the Chair believes that debate has continued for long enough, he or she may request that such a motion be made. If the motion fails, debate will continue.

Section V: Voting

When a motion is made and seconded, the Chair may ask for a vote by yeas and nays. She or he shall announce her or his impression of the outcome. If there is any doubt, then the Chair shall request a show of hands. Immediately following the announcement of the decision of the Chair, any member may request a show of hands, which shall be considered binding. Alternatively, the member or Chair may request a recorded vote, in which case the Secretary or acting Secretary shall read the roll call and record the vote (yea, nay, or abstain) of each Senator and record them in the minutes, along with the total. If the Chair or a member requests a show of hands, any member may request immediately that the vote be a recorded vote instead, in which case a recorded vote is taken. In the event of a tie vote, there shall be a brief discussion period (ten minutes) after which a second vote shall be taken. If there is still a tie, the issue shall be tabled for the next meeting, or if it is an issue requiring action before that time, no action shall be taken. If a member is not present for a vote, a vote may not be cast by proxy or by written or verbal instruction to another member.

ARTICLE IV: ELECTION OF MEMBERS

Section I: Elections

Each School may elect members to the Senate according to the allocation given that School in the Constitution. This election shall be administered by the current members of the Senate from that School, including the outgoing members. Elections for a School’s Senators shall be held during the spring semester before the April meeting of the Senate.

The current members of the School will complete the following steps to conduct the election:

1. A member of the School (or the Faculty Senate Chair if there are no active members) will send a written announcement to all faculty eligible to run for election. This statement will announce the open seat(s) and provide the faculty with at least seven days to respond. The announcement will specify that faculty should contact the Faculty Senate Chair and at least one member of the School to state interest in running for the open seat. If there are no current members from the School, applicants will be directed to contact the Faculty Senate Chair and Vice-Chair.
2. If more than one faculty member expresses interest in the open seat, the member(s) of the School (or the Chair if there are no active members) will conduct an election. The members (or Chair) will contact the applicants to request a short statement (approximately 100 words) that describes the candidate's experience and interest in the role.
3. The member(s) of the School (or the Chair) will contact all faculty eligible to vote. Faculty eligible to vote will be provided with the candidates' statements and allowed at least seven days to vote.
4. Election of each seat shall be by a majority of votes cast. If more than two candidates are accepted for a seat and if none of the candidates receives a majority of the votes cast, then a runoff shall be held between the first and second-place candidates. All balloting shall be by closed ballot.

Newly elected senators will begin serving their term in the fall semester but are able to attend any meetings before then as a non-voting member. If a vacancy in a Senate position occurs, then an election should be held as soon as possible to fill the position. Any member elected to fill a vacancy shall serve the remainder of the previous senator's term. If the remainder of the vacant term is greater than 50% of the term, the new senator may serve at most one consecutive term thereafter. Otherwise, the new senator may serve up to two consecutive terms thereafter.

If possible, elections of the two full-time faculty senators for a school should be staggered so that both senators are not replaced in a single year (i.e., one full-time senator's term will expire in even-numbered years and the other in odd-numbered years). If approved by a majority of votes in the senate, a representative of a school may have their term extended by up to one year to achieve staggered elections or to standardize to terms starting in the fall.

ARTICLE V: COMMITTEES

Section I: Institutional Committees

If the Faculty Senate is asked by the Institute to provide representation on a committee, then the Chair shall solicit volunteers for the committee. These volunteers need not be members of the Faculty Senate, and it is allowed for Senators to nominate other faculty members for service on the committee. If more members or nominees want to serve than there are positions, then they should try to decide among themselves, and failing this, the decision will be taken by a vote of the Faculty Senate. If there is an insufficient number of volunteers or nominees, then the Chair may directly solicit individual members until the positions are filled.

Section II: Ad-Hoc Committees

The Senate may form ad-hoc committees at any time to work within the Senate. Members may volunteer for a committee when it is formed or at any time prior to the next meeting. If members wish to join the committee at a later time, they must inform the Chair, who will ask members of the committee whether they feel that this is advisable, and then make a decision. If an ad-hoc committee is too small due to workload, term expirations, or resignations, then members of that committee may solicit additional volunteers at a later meeting. The Chair may appoint members to ad-hoc committees if necessary. When an ad-hoc committee has completed its assigned duties, that committee shall be dissolved. Any ad-hoc committee which has been in existence for more than a year shall be placed on the agenda for review, at which time the Senate shall debate whether to dissolve the committee, continue as an ad-hoc committee, or dissolve the ad-hoc committee to form a standing committee.

Section III: Standing Committees

The Senate may form standing committees if a motion is made to do so which explicitly defines the responsibilities of the committee, is seconded, and then passed. Membership shall be selected in the same manner as for an ad-hoc committee. A motion must be made, seconded, and passed at a future meeting to dissolve a standing committee or to redefine its duties.

ARTICLE VI: AMENDMENTS TO BY-LAWS

Section I: Amendments

These by-laws may be amended by a vote of a two-thirds majority of the Senators present if a motion is made and seconded in the presence of a quorum. It is the responsibility of the Secretary to record the full text of the amendment and upon request to provide an updated copy of the by-laws to any member requesting it.

ARTICLE VII: SEPARATION OF POWERS

Section I: CNMEU

At CNM, the faculty are unionized, so there is a line of demarcation between the Faculty Senate and CNMEU that must be maintained, but that does not prohibit coordination between the Faculty Senate and the Union when both organizations deem such coordination prudent and necessary to address the needs and interests of the faculty.