

Bronx Community College Senate
Committee on Governance and Elections

Rules and Procedures for the College Senate

December 2, 2015
and February 25, 2021

- I. Election Procedures: College Senate
 - A. Conduct of elections
 - i. Election for student senators shall take place each year in the Spring semester.
 - ii. Election for faculty and staff seats shall take place every two years (odd years) in the Spring semester.
 - iii. Elections of At-large Senate seats:
 - 1. The Committee on Governance and Elections shall publically announce the election calendar for upcoming elections no later than the first Senate meeting of the semester in which the elections are to occur. Such calendar shall be constructed so that official results are publicized no later than May 1 of the given election year.
 - 2. For faculty and staff elections, there shall be a nominations period of no less than 10 calendar days in which eligible faculty and staff may be nominated for Senate seats. Nominations shall occur by means of self-nomination. Eligible persons shall nominate themselves by notifying the chairperson of the Committee on Governance and Elections or their designee.
 - 3. No later than seven calendar days from the close of the nominations period, the Committee on Governance and Elections shall publically announce the official list of nominees.
 - 4. For faculty and staff elections, there shall be an election period of no less than 10 calendar days during which eligible voters shall be able to cast ballots. Elections to the College Senate shall occur by means of secret ballot.
 - 5. No later than seven calendar days from the close of balloting, the Committee on Governance and Elections shall meet to certify the election results. The highest vote getters (counted from the total number of votes cast) shall be deemed elected. For unopposed elections, candidates must receive a majority of affirmative votes cast to be elected. The elections results shall be maintained in official committee minutes.
 - 6. No later than three calendar days from certifying the elections, the Committee on Governance and Elections shall publically announce a list of successfully elected candidates. The detailed election results, including the vote count, shall be presented to the Senate as part of the committee's official report.
 - iv. Election of departmental Senate seats:
 - 1. At the May departmental meetings in the year of general, at-large Senate elections, each department shall conduct elections for departmental senate representative, as well as elections to the senate

committees of the Senate. If the department elects an alternate departmental representatives, such election must take place at the same meeting.

2. Departmental elections to the Senate and its committees shall be held by secret ballot. Ballots shall be tallied by two members of the departmental P&B committee. A nominee will be elected with a majority of votes cast.
3. The department chair shall notify the Chair of the Senate of the elected representatives immediately following the election. The detailed election results, including the vote count, shall be recorded in official department minutes.

B. Terms of office

- I. For elected student senators, terms shall be specified by the Student Government Association constitution, for a period of one calendar year.
- II. For elected faculty and staff senators, terms shall be for a period of two years beginning the first day following the last day of annual (summer) leave in the year elections are conducted and ending on the last day of annual (summer) leave.

II. Election Procedures: Officers of the Senate

A. Officers pro tempore

- i. From the end of the term of Senate officers until the election of new Senate officers, there shall be the following officers pro tempore:
 1. The Senate Chair pro tempore shall be a senator-elect who has held the highest of the following elected offices in the immediately preceding Senate: (1) Chair of the College Senate; (2) Chair of the Faculty Council; (3) Vice-chair of the Faculty Council; (4) Secretary of the Senate; (5) Secretary of the Faculty Council; (6) Chair of the Committee on Governance and Elections. If no senator-elect has held any of the preceding offices, the President of the Student Government Association shall serve as Senate Chair pro tempore.
 2. The Senate Secretary pro tempore shall be designated by the Senate Chair pro tempore.
- ii. The Chair pro tempore shall be responsible for fulfilling all duties of the chair until the election of a new Senate Chair.
- iii. The Chair pro tempore shall be responsible for developing an agenda for the first meeting of the new Senate.

B. Calendar

- i. Immediately following regularly-scheduled Senate elections, the Executive Committee shall prepare a calendar for elections for officers of the Senate. The calendar shall be publically announced, and shall be reported by the Senate Chair both to the last regularly-scheduled Senate meeting following the announcement of the elections results, as well as to all newly-elected Senators.
- ii. In the September following regularly-scheduled general Senate elections, there shall be a special meeting of the Senate organized prior to the first regularly-scheduled Senate meeting. The sole purpose of this meeting shall be to accept nominations of Senate officers.

- iii. During the period between the special nominations meeting and the first regularly-scheduled Senate meeting, all nominees shall have the opportunity to present information or materials in support of their election.
- iv. Elections to all offices of the Senate shall take place at the first regularly-scheduled meeting of the Senate following the nominations meeting.
- v. Elections of the student officer of the Senate shall take place at the first regularly-scheduled meeting of the Senate in the Fall semester.

C. Nominations

- i. All elected senators may nominate eligible members of the Senate to hold Senate office.
- ii. Nominees shall be present at the nominations meeting in order to accept nomination.
- iii. For the student officer of the Senate, the President of the Student Government Association shall make the first nomination.
- iv. Following the close of the nominations meeting, the Chair pro tempore shall publicize the final list of nominees prior to the first Senate meeting.

D. Conduct of elections

- i. As the first order of business at the first regularly-scheduled meeting of the Senate in the Fall following general Senate elections, Senate officers shall be elected. Each election shall include a period of discussion and debate.
- ii. To be elected, a nominee must receive the affirmative vote of a majority of the body.
- iii. In the case of elections involving more than two candidates, if no candidate receives a majority vote, there shall be a second round of discussion and voting. If after the second round, no candidate receives a majority vote, the lowest vote-getter shall be dropped from candidacy and a new vote shall take place. This process shall continue until an officer is elected.
- iv. Should an election be conducted over more than one monthly meeting, any candidate who had been dropped from candidacy under the provisions of D. (iii) shall be returned to the pool of candidates at the beginning of a new meeting's first round of voting.

E. Terms of office

- i. The term of office for all Senate officers shall commence immediately following their election.
- ii. The term of office for the student officer of the Senate shall conclude on the last day of annual (summer) leave following their election.
- iii. The term of office for faculty officers of the Senate shall conclude on the first day of annual (summer) leave following the next general Senate elections.

III. Election Procedures: Senate Committees

A. Conduct of elections

- i. Standing committees of the Senate shall elect a chair and a recording secretary.
- ii. Committee elections shall be held every two years at the first committee meeting following general faculty Senate elections.
- iii. Elections shall be conducted by the preceding committee chairperson. If the preceding committee chairperson is not a member of the committee, the

elections shall be conducted by the preceding recording secretary. If neither of the preceding committee officers are members of the committee, the committee shall be convened and elections conducted by the chairperson of the College Senate.

- iv. To be elected, committee officers shall receive the affirmative vote of a majority of the body.
- v. In the case of elections involving more than two candidates, if no candidate receives a majority vote, the lowest vote-getter shall be dropped from candidacy and a new vote shall take place. This process shall continue until an officer is elected.

B. Terms of office

- i. Committee officers shall be elected for a term of two years.
- ii. The term of office for committee officers shall commence immediately following their election.
- iii. The term of office for committee officers shall conclude at the end of the Spring semester in the year of general Senate elections following their election.

IV. Violation of the Governance Plan and/or Rules of Procedure: Should any person allege that a violation of the Governance Plan or of these rules has occurred he or she may file a dispute pursuant to this subsection.

A. Attempt at Informal Resolution: While not required, it is generally preferable that, prior to filing a formal dispute, attempts at informal resolution be made. It is therefore urged that the party alleging a violation shall, when practicable, first seek an informal resolution by (a) contacting the individual or body alleged to have committed the violation, (b) describing the nature of the alleged violation, and (c) describing the remedy being sought. It is further urged that any person or body, to whom such an informal attempt at resolution is directed, shall make reasonable efforts to resolve the matter.

B. Formal Dispute: When informal resolution is neither possible nor effective any person may file a formal dispute with the Committee on Governance and Elections.

i. The formal dispute shall be in writing and shall:

- 1. Contain the names of the complaining party(ies) and all parties and bodies against whom the complaint is made;
- 2. Contain a brief synopsis of the attempts at informal resolution (if applicable);
- 3. Contain a summary of the dispute including any specific references to provisions of the Governance Plan and/or Rules which are alleged to have been violated;
- 4. Attach copies of any and all supporting documents, if any there be;
- 5. State the remedy being sought.

ii. The Formal Dispute shall be given to the Chair of the Committee on Governance and Elections, who shall:

- iii. Send it to the responding parties (i.e. the person(s) and/ or body(ies) against whom the complaint is made) and invite their response within a reasonable amount of time (but no less than one week);
 - iv. Place the matter on the Committee's agenda for a hearing at a reasonable time, but no sooner than one week from the date the complaint was delivered to the responding parties.
- b. The Committee shall conduct a hearing at which it will hear from all parties and any witnesses, review all documents submitted and make such inquiries as it deems reasonable and necessary to resolve the matter. Thereafter the committee may:
 - i. If the committee deems it appropriate, attempt a mediation of the matter which would result in an informal, agreed to, resolution; and/or
 - ii. Issue written findings of facts and conclusions together with a recommended remedy.
- c. The written Report containing the findings, conclusions and recommendations of the Committee shall be delivered to all parties. If all parties consent and agree to be bound by the report, the matter shall be considered resolved. If any party shall not agree with the Committee's Report, the Report shall be directed to the Senate which may consider the Report, together with any arguments made in support or opposition thereto, and shall issue a final determination on the matter.