

CONSTITUTION AND BYLAWS OF THE COLLEGE FORUM

PREAMBLE

In order to promote the philosophy and objectives of Northern Virginia Community College and to apprise the president as to the thinking of the faculty, staff, and student body on any matter pertaining to the affairs of the College through a system of representative participation, the teaching faculty, professional faculty, administrative faculty, classified staff, and student body do hereby ordain and establish this constitution.

ARTICLE I

NAME

The structure for the exercise of the aforementioned purposes shall be entitled the College Forum.

ARTICLE II

NATURE, FUNCTIONS, AND RESPONSIBILITIES

1) *College Forum*

- a) The College Forum is composed of the College Senate, standing committees (Instructional and Student Services Committee and the Personnel Services Committee) and Forum Councils (consisting of a Council on each campus, and a Council of College Staff). **The College Forum shall be representative of teaching and professional faculty, administrative faculty, students, and classified staff.**
- b) The College Forum in its entirety shall function during the organizational year from May 1 through the subsequent April 30. All terms of membership and terms of office on the College Senate, Forum Councils, and College Forum committees shall be for this period, except that incoming Senate, Councils, Forum Committees, and their duly elected officers are empowered to meet and act prior to May 1 for purposes of organization only, in accordance with specific provisions of this Constitution.

2) *College Senate*

- a) **The College Senate shall serve as an instrument for the formulation and expression of faculty, student, and staff points of view, generally reserving its deliberations for major questions that are important to the faculty, the student body, the staff, and the institution as a whole.**
- b) The College Senate shall formulate its opinions on any subject germane to the interests of the College and make suggestions or recommendations thereon to the appropriate College committee, working group, officer, or Forum Councils for further consideration.

- c) The College Senate shall have the privilege and duty to advise and seek advice from the president of the College and to initiate recommendations on policy in all areas of College activity.
 - d) The College Senate shall provide an alternative channel to all constituencies for appeal, influence, and recommendation to the president.
 - e) The College Senate shall, as the appropriate constituent group of the College, be empowered to submit advice, counsel, and recommendations to the Northern Virginia Community College Board, the Virginia Community College System, such service to be rendered through and by the president of the College.
 - f) The College Senate shall encourage the development and maintenance of a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.
 - g) The College Senate may establish standing and special committees to deal with specific substantive issues. In addition to establishing its own operational committees, the Senate shall annually require its Committee on Committees to nominate representatives for appointment to the standing committees of the College. Such nominations shall be subject to approval by majority vote of the Senate, whereas appointments may be made only by the president or designee of the College. The Senate shall also elect members to Forum Committees in accordance with procedures specified herein.
 - h) The College Senate shall keep and post a public record of the agendas and minutes of its meetings.
- 3) **Forum Councils**
- a) Each Forum Council shall serve as an instrument for the formulation and expression of faculty, student, and staff points of view college-wide, generally reserving its deliberations for questions of the campus or College staff responsibility which are germane to the College constituencies. The Forum Council for College Staff represents all College Staff not reporting to a campus.
 - b) Each Forum Council shall have the privilege and duty to advise and seek advice from the appropriate Administrative Council member on issues germane to that campus and College Staff; and to make recommendations to or communicate with (a) campus committees, (b) College committees, and (c) the College Senate regarding all pertinent topics.
 - c) Each Forum Council shall, as the appropriate constituent group of each campus and College Staff, be empowered to submit advice, counsel, and recommendations to the president of the College, such service to be rendered through and by the appropriate Administrative Council member.
 - d) Each Forum Council shall have the duty of receiving recommendations from College Forum committees for deliberation and action in the form of approval, disapproval, or counter recommendation. The action of the Forum Councils on these recommendations shall be forwarded to the chair of the appropriate College Forum committee.
 - e) Each Forum Council shall have the duties of assisting in the selection of members for the College Senate and for the College Forum committees according to the processes described herein, participating with the College Senate in the nomination of representatives to standing committees of the College, and nominating to the respective provosts representatives for appointment to campus standing committees.

- f) Each Forum Council shall encourage the development and maintenance of a beneficial climate for excellence in teaching and learning within a framework of academic freedom and professional responsibility and ethics.
- g) Each Forum Council may establish such standing or special committees as each deems necessary to fulfill its responsibilities.
- h) Each Forum Council shall keep and post a public record of their agendas and minutes of their meetings.

4) ***College Forum Committees***

The committees of the College Forum shall be (1) Instructional and Student Services Committee and (2) Personnel Services Committee. These committees are described in all of their particulars in Article VI.

ARTICLE III

MEMBERSHIPS

1) ***Definitions***

- a) *Administrative faculty* shall be defined as Executive Vice President, Vice Presidents, Associate Vice Presidents, Provosts, Deans, Associate Deans, Directors, Associate Directors, and Coordinators.
- b) *Teaching and Professional faculty* shall be defined as all 9-month and 12-month College personnel who hold both P-3 status and faculty rank, with the exception of administrative faculty as defined herein.
- c) *Classified staff* shall be defined as all P3 College personnel not holding faculty rank.
- d) *Students* shall be defined as all persons registered for a course or courses of instruction leading to academic credit at the College.
- e) *Adjunct faculty* shall be defined as temporary (P-14) part-time teaching faculty who are appointed on a semester basis to teach in the day, evening, or weekend.
- f) *Ex officio* shall be defined as "by virtue of office and without vote."

2) ***Composition***

a) ***Forum Councils***

Forum Councils are defined as one council per campus and one council representing College Staff. Voting membership of each Campus Forum Council shall be based upon a ratio of two students to one classified staff to one administrative faculty to three teaching or professional faculty. By March 15th of each year, each campus provost, in consultation with the incumbent Forum Council, will determine and announce the number of members required for each Forum Council the following organizational year. Such number must include no less than six teaching or professional faculty, four students, two administrative faculty, and two classified staff.

Voting membership of the Forum Council representing College Staff shall be based upon a ratio of two students to one professional faculty, three classified staff and one administrative faculty. By March 15th of each year, the Executive Vice President will, in consultation with the incumbent Forum Council, determine and announce the number of memberships of which that Forum Council will

consist for the following organizational year. Such number must include no less than six classified staff, two professional faculty, four students and two administrative faculty.
Forum Councils may include one or two adjunct faculty representatives, who shall not be eligible for Senate membership.

b) ***College Senate***

- i) Voting membership of the College Senate shall consist of two students (as available), one classified staff, one administrative faculty, and three teaching or professional faculty, elected from each Forum Council plus presidential appointees from among all those eligible at large, in number equal to one third the total number of elected teaching or professional faculty members.
- ii) Alternate membership of the College Senate shall consist of one alternate member for each student, classified staff, teaching and professional faculty, and administrative faculty voting member from each Forum Council.

c) ***College Forum Committees***

The composition of College Forum Committees is described in Article VI.

d) ***College Forum***

Membership on a Forum Council, the College Senate, or a Forum Committee constitutes membership in the College Forum.

3) ***Eligibility***

- a) All administrative faculty, except Administrative Council members, are eligible for membership on their respective Forum Councils, and are eligible for membership on the College Senate through campus election or presidential appointment. Provosts and the Executive Vice President are ex-officio members of their respective Forum Councils and are eligible for membership on the College Senate through presidential appointment only.
- b) All teaching and professional faculty are eligible for membership on their respective Forum Councils, and are eligible for membership on the College Senate through election or presidential appointment.
- c) All classified staff are eligible for membership on their Forum Councils, and are eligible for membership on the College Senate through election or presidential appointment.
- d) All College Staff not assigned to a campus are eligible for membership on their Forum Council and are eligible for membership on the College Senate through election or presidential appointment. The Executive Vice President is ex-officio member of the Forum Council for College Staff
- e) As reflected in Article III, Section II, a, adjunct faculty are not eligible for membership on the College Senate.
- f) All students in good standing and not on probation, as defined in the current *College Catalog*, are eligible for membership on their respective Forum Councils, and are also eligible for membership on the College Senate through campus selection or presidential appointment, after successful completion of 12 credit hours at NOVA and upon meeting the standards of selection for membership as adopted by the recognized campus student governments, where one exists.
- g) All administrative faculty, teaching and professional faculty, and classified staff not elected to a Forum Council, the College Senate, or holding presidential appointment to the College Senate are eligible for membership on College Forum committees.

- h) All students in good standing, not on probation as defined in the current *College Catalog*, and not elected to a Forum Council or holding presidential appointment to the College Senate, are eligible for membership on College Forum committees after successful completion of 12 credit hours at NOVA.
- i) The president of the College is an ex officio member of the College Senate.

4) **Selection**

a) **Forum Councils**

i) Administrative Faculty Representatives

- (1) Administrative faculty representatives to the Forum Councils shall be selected at large for a term of two years by and from among those administrative faculty eligible for membership, and shall be eligible for reelection, except that no administrative faculty representative shall serve more than two consecutive terms, not including terms that are less than a full term.
- (2) Regular elections shall be held by March 31 and shall be conducted by the Senate Elections and Credentials Committee. Special elections may be held at other times to fill unexpired terms and shall be authorized and supervised by the Senate Elections and Credentials Committee.

ii) Teaching and Professional Faculty Representatives

- (1) Teaching and professional faculty representatives to the Forum Councils shall be elected at large for a term of two years, by and from those teaching and professional faculty eligible for membership, and shall be eligible for reelection, except that no teaching or professional faculty representative shall serve more than two consecutive terms.

iii) Adjunct Faculty Representatives

Forum Councils choosing to include adjunct faculty representatives must establish appropriate selection procedures.

iv) Classified Staff Representatives

- (1) Classified staff representatives to the Forum Councils shall be elected at large for a term of two years, by and from among those classified staff eligible for membership, and shall be eligible for reelection, except that no classified staff representative shall serve more than two consecutive terms. Prior to March 7th of each year, the Senate Elections and Credentials Committee shall submit to the secretary of the College Senate a list of classified staff who are eligible for election to each Forum Council, such list to be made public in advance of the election proceedings of each campus.
- (2) Regular elections shall be held by March 31 and shall be conducted by the Senate Elections and Credentials Committee. Special elections may be held at other times to fill unexpired terms and shall be authorized and supervised by the Senate Elections and Credentials Committee.

v) Student Representatives

Selection of student representatives shall be in accordance with constitutional provisions of the recognized campus student government where one exists; otherwise, by a fair and open process under the direction of the campus dean of students and the Forum Council Chair.

- vi) Upon completion of elections of representatives to the Forum Councils, the Senate Elections and Credentials Committee shall announce, not later than April 8, the members of the Forum Councils for that organizational year.
 - vii) Each Forum Council shall be the judge of the conduct of its members, and for any cause deemed sufficient, may remove an elected representative or officer upon concurrence of three-fourths of the total membership of the Forum Council. Such removal constitutes removal from membership in the College Forum and the College Senate held by virtue of election to a Forum Council.
 - viii) Forum Council members absent from regular meetings three times without designating an alternate forfeit membership and will be replaced by special election.
- b) **College Senate**
- i) Elected Representatives from Campuses and College Staff
 - (1) Administrative Faculty

Each Forum Council will select one administrative faculty representative from among its membership to serve as voting member of the College Senate. See Article VI, item 1.
 - (2) Teaching and Professional Faculty

Each Forum Council will select three teaching and/or professional faculty representatives from among its membership to serve as voting members of the College Senate. See Article VI, item 1.
 - (3) Classified Staff

Each Forum Council will select one classified staff representative from among its membership to serve as voting member of the College Senate. See Article VI, item 1.
 - (4) Students

Each Forum Council will select two students to serve on College Senate.
 - ii) Presidential Appointees
 - (1) By April 10 of each year, presidential appointments to the College Senate shall be announced for the organizational year beginning May 1. Each presidential appointment is for a one-year term, and such members are eligible for reappointment, except that no appointee shall serve more than three consecutive terms. Appointment and removal of presidential appointees to the College Senate shall be by letter with a copy provided to the secretary of the College Senate, who shall inform the chair of the Senate Elections and Credentials Committee accordingly.
 - iii) Upon completion of elections and appointments to the College Senate, the Senate Elections and Credentials Committee shall announce, not later than April 12, the members of the College Senate for that organizational year.

- iv) Membership Succession
 - (1) Teaching and Professional Faculty

In the event of a teaching or professional faculty voting membership vacancy in the College Senate during the organizational year, the affected Forum Council shall elect a replacement from among the alternate Senate members from that campus or College Staff. A teaching or professional faculty member elected to fill a Forum Council vacancy during the organizational year shall also serve as a voting Senate member where no incumbent alternate member is available; otherwise, as an alternate Senate member where such vacancy exists.
 - (2) Administrative Faculty and Classified Staff

In the event of an administrative faculty or classified staff voting membership vacancy in the College Senate during the organizational year, the alternate Senate member shall become the voting member. An administrative faculty or classified staff member elected to fill a Forum Council vacancy during the organizational year shall also serve as voting Senate member where no incumbent alternate member is available; otherwise, as alternate Senate member where such vacancy exists.
 - (3) Students

In the event of a student voting membership vacancy in the College Senate during the organizational year, a replacement shall be selected by the affected Forum Council.
 - (4) Alternate Membership to College Senate

All members of Forum Councils (with the exception of the adjunct faculty members) shall be eligible to serve as an alternate member of the College Senate as necessary. Each Forum Council shall select alternate Senate members from among its membership.
- v) Senate members absent from regular meeting three times without a designated alternate forfeit membership and will be replaced by their respective Forum Council.
- c) **College Forum Committees** [*See section 2 of the Faculty Handbook for additional committee information*]
 - i) Nominations for College Forum Committees, in accordance with the specified composition of these committees, will be sent by each Forum Council to the Senate Committee on Committees. These nominations will be in accordance with such numbers and procedures as are set by the Committee on Committees, will give consideration to candidates to be recommended by the outgoing Forum Council, and must be sent within five days following the organizational meeting of the incoming Forum Council.
 - ii) Any Forum Council may at its own option decline to tender nominations for specific memberships, by notification in writing to the Senate Committee on Committees. In such instance, nominations shall be solicited and selections made from other campuses or College Staff at large.
 - iii) The Committee on Committees will then select names from among these nominations according to the specified composition and recommend to the Senate for election at its organizational meeting a slate of nominees for Committee memberships. Nominations may be made from the Senate floor at that meeting.

ARTICLE IV

OFFICERS

The president of the College is the chair of the College Forum.

The officers of the College Senate and Forum Councils shall, in each case, consist of a chair vice chair, and secretary.

1) College Senate

a) Election to Office

At the Senate Organizational Meeting a majority of continuing members and newly elected members will receive nominations for officers and vote by secret ballot. In the absence of a quorum, a special meeting will be called before the end of term.

b) Eligibility for Office

Any College Senate representative, with the exception of the ex-officio representative, shall be eligible for office.

c) Tenure of Office

All officers shall have terms of one organizational year. No person may serve more than two consecutive organizational years in the same office.

d) Vacancies in Office

i) When the office of the chair becomes vacant, the vice chair shall assume the chair and serve the remainder of the unexpired term of their predecessor.

ii) Vacancies in the office of vice chair and secretary shall be filled according to the following procedure. Candidates shall be nominated from the floor. When the nominations cease, the Senate shall vote by secret ballot. The candidate who receives a majority vote of the members present shall be declared elected. A vice chair or secretary so elected shall serve the remainder of the unexpired term of their predecessor.

e) Duties of the Office

i) The chair of the College Senate will preside at Senate meetings; call special meetings as provided in Article V, Section 2; have the prerogative of attending meetings of Forum and Senate committees; and shall be on call for consultation by all College committees. The chair shall also transmit directly to the president all College Forum committee recommendations which have been approved by the appropriate number of Forum Councils. The chair is Marshall of the College and also serves on the Budget Advisory Committee, College Convocation Committee, College Commencement Committee, College Advisory Committee on Safety and Security, Professor Emeriti Ad Hoc Committee (Chair), and attends NVCC College Board and Senate of Virginia meetings. [*see Faculty Handbook 2.5505, 2.5540, 2.5555, 2.5560, 2.5640.*]

ii) The vice chair of the College Senate shall preside at Senate meetings in the absence of the chair and shall perform such other duties as delegated by the chair.

iii) The secretary of the College Senate shall be responsible for keeping the minutes of all regular and special meetings; distribute copies of minutes to members, appropriate individuals, and groups;

conduct necessary correspondence; keep an accurate list of the membership of the Senate; keep an accurate record of attendance; and perform such other duties as may be delegated by the chair.

f) Parliamentarian

The parliamentarian may be appointed by the chair of the Senate for a term of one organizational year, shall be selected upon the basis of knowledge of parliamentary procedure, and need not be a member of the Senate.

2) *Forum Councils*

a) Election to Office

The officers of each Forum Council shall be elected from the membership of the Council by secret ballot of the council members at the organizational meeting, such meeting to be held at the call of the provost or appropriate Administrative Council member no later than April 20.

b) Eligibility for Office

Any Forum Council member, with the exception of the ex-officio member, shall be eligible for office.

c) Tenure of Office

All officers shall have terms of one organizational year. No person shall serve more than two consecutive organizational years in the same office.

d) Vacancies in Office

- i) When the office of chair becomes vacant, the vice chair shall assume the chair and serve the remainder of the unexpired term.*
- ii) Vacancies in the office of vice chair and secretary shall be filled by secret ballot vote by the Council membership.*

e) Duties of the Office

- i) The chair of the Forum Council will preside at Council meetings and shall be on call for consultation by the College Senate. The chair may appoint a Parliamentarian.*
- ii) The vice chair of the Forum Council shall preside at Council meetings in the absence of the chair and shall perform such other duties as delegated by the chair.*
- iii) The secretary of the Forum Council shall keep and post minutes of all regular and special meetings; distribute copies of minutes to members, appropriate individuals, and groups; conduct necessary correspondence; keep an accurate list of the membership of the Council; keep an accurate record of attendance; and perform such other duties as may be delegated by the chair.*

ARTICLE V

MEETINGS

1) *College Forum*

The College Forum in its entirety may meet in general assembly on call of the president of the College.

2) *College Senate*

a) Regular Meetings

Regular meetings of the College Senate shall be held at least six times per year; at least three times in the fall semester and at least three times in the spring semester. The Chair will set the dates for the following year and submit them as part of the Working Calendar, and will distribute the dates to each Senator. An additional meeting for organizational purposes only shall be held by the incoming Senate prior to May 1st.

- b) **Special Meetings**
Special meetings of the College Senate shall be held at the call of the chair of the College Senate at the initiative of the chair, upon the request of the president of the College, in response to a petition signed by one-half of the members of the College Senate, or upon request of a majority of the Steering Committee of the College Senate.
 - c) **Quorum**
A majority of the voting members of the College Senate shall constitute a quorum at any regular or special meeting.
 - d) **Visitors**
All visitors shall be duly recognized and identified. Any member of the faculty, staff, or student body shall have the right to attend meetings of the College Senate but shall not be entitled to have the floor unless they are reporting at the request of the Senate, or unless their petition has been granted prior approval by the Steering Committee. Requests to address the College Senate shall be presented by interested parties to the chair of the College Senate or the Steering Committee.
 - e) **Notice**
Written notice of the time, place, and purpose of all meetings shall be given to members of the College Senate by the secretary or Senate Chair five days or more in advance of each meeting.
- 3) ***Forum Council***
- a) Each Forum Council will meet in April of each organizational year prior to the April meeting of the incoming College Senate, for purposes of Forum Council organization only, and at that time will establish a schedule of subsequent meetings.
 - b) **Special Meetings**
Special meetings of each Forum Council shall be held at the call of the chair of the Forum Council on initiative of the chair, upon request of the appropriate Administrative Council member, or in response to a petition signed by one-half of the members of the Forum Council.
 - c) **Quorum**
A majority of the voting members of the Forum Council shall constitute a quorum at any regular or special meeting.
 - d) **Visitors**
All visitors shall be duly recognized and identified. Any member of the faculty, staff, or student body shall have the right to attend meetings of the Forum Council but shall not be entitled to have the floor unless he/she is reporting at the request of the Council, or his/her petition has been granted prior approval by the chair of the Forum Council.
 - e) **Notice**
Written notice of the time, place and purpose of all meetings shall be given to members of the Forum Council by the secretary three days or more in advance of each meeting.

ARTICLE VI

COMMITTEES

1) ***College Forum Committees***

The College Forum Committees shall be (1) the Instructional and Student Services Committee and (2) the Personnel Services Committee. Subcommittees of these committees may be formed at the discretion of these committees and the membership of these subcommittees may be drawn by the committee from those eligible for membership on College Forum Committees. All administrative faculty, teaching and professional faculty, and classified staff not elected to the College Senate or holding presidential appointment to the College Senate are eligible for membership on College Forum committees. The president of the College shall be an ex-officio member of all College Forum Committees. A quorum for any College Forum Committee shall consist of a simple majority of its voting members. Selection procedures are covered in Article III, Section 4.c.

a) ***Instructional and Student Services***

- i) The Instructional and Student Services Committee shall have the following duties:
 - (1) To receive proposals from the College Senate, Forum Councils, working groups, and the College community and to make recommendations concerning matters pertaining to the quality of education in the College.
 - (2) To receive proposals from the College community and to make recommendations concerning matters pertaining to student life and the welfare of the student body of the College.
 - (3) To study, gather information, conduct discussions, and otherwise survey the intellectual and/or student environment, academic standards, and teaching-learning conditions in the College.
 - (4) To discharge such other duties as may be assigned to it by the College.
- ii) Recommendations will be sent to the College Senate for approval. Recommendations which are approved shall be forwarded by the chair of the Senate for immediate and direct transmission to the president of the College. At the discretion of the Senate, recommendations may be forwarded to the Forum Councils for further consideration.
- iii) The Instructional and Student Services Committee shall consist of the following:
 - (1) Thirteen teaching and professional faculty -- at least two teaching faculty from each campus, and at most three from any one campus, and two counselors.
 - (2) Seven administrative faculty -- at least one from each campus and College Staff, to include one provost and one dean of students.
 - (3) Three classified staff not from the same campus or College Staff.
 - (4) Six students -- one from each campus.
- iv) Elected faculty and classified staff members of the committee shall hold office for a term of two years. Student members shall hold office for a term of one year. Seven members of the teaching and professional faculty membership, one member of the classified staff membership, three members of the administrative faculty membership, and one counselor shall be elected in odd numbered years. Six members of the teaching and professional faculty membership, two members of the classified staff membership, three members of the administrative faculty membership, and

one counselor shall be elected in even numbered years. Elected members may serve a maximum of two consecutive terms, not including terms of less than a full organizational year.

- v) The executive vice president for Academic and Student Services shall serve as an ex officio member of the committee.
- vi) The Instructional and Student Services Committee shall elect its own chair and vice chair. The executive vice president for Academic and Student Services shall serve as ex-officio executive secretary of the Committee.

b) Personnel Services

- i) The Personnel Services Committee shall have the following duties:
 - (1) To receive proposals from the College Senate, Forum Councils, working groups, and the College community and to make recommendations concerning matters pertaining to the welfare of the faculty (teaching, professional and administrative) and classified staff of the College.
 - (2) To study, gather information, conduct discussions, and otherwise survey the environment relating to this charge.
 - (3) To discharge such other duties as may be delegated to it by the College.
- ii) Recommendations will be sent to the College Senate -for approval. Recommendations which are approved shall be forwarded by the chair of the Senate for immediate and direct transmission to the president of the College. At the discretion of the Senate, recommendations may be forwarded to the Forum Councils for further consideration.
- iii) The Personnel Services Committee shall consist of the following:
 - (1) Ten teaching and professional faculty -- at least one from each campus and one from College Staff, and at most three from any one campus and College Staff.
 - (2) Eight classified staff -- one from each campus, one from the College Human Resources Office and one additional from the College Staff.
 - (3) Three administrative faculty -- at most one from any one campus or College Staff.
- iv) Elected members of the committee shall hold office for a term of two years. Five members of the teaching or professional faculty membership, four members of the classified membership and two of the administrative faculty membership shall be elected in odd-numbered years. Five members of the teaching and professional faculty membership, four members of the classified staff membership, and one member of the administrative faculty membership shall be elected in even-numbered years. Elected membership may serve a maximum of two consecutive terms, not including terms of less than one full year. In the event of a vacancy of an unexpired two-year term, the Committee on Committees will fill the remainder of the term upon Senate approval.
- v) The Vice President of Finance and Administration shall serve as an ex-officio member of the committee.

- vi) The Personnel Services Committee shall elect its own chair and vice chair. The chair also serves on the Professional Development Committee. The Vice President of Finance and Administration shall serve as ex-officio executive secretary of the Committee. [*see Faculty Handbook 2.5590*]

2) **College Senate Committees**

The committees of the College Senate shall consist of (1) the Steering Committee, (2) the Elections and Credentials Committee, (3) the Committee on Committees, and (4) the Constituency Committee. Special committees may be formed by the College Senate as needed. Subcommittees of the College Senate committees may be formed at the discretion of these committees and the members of these subcommittees may be drawn by the committee from the College. The president of the College shall be an ex-officio member of all College Senate committees. A quorum for any committee of the College Senate shall consist of a simple majority of its voting members.

a) **Steering Committee**

- i) The Steering Committee of the College Senate shall have the following duties:
 - (1) To plan the agenda for Senate meetings.
 - (2) To assign matters to Senate Committees, College Forum Committees, or Forum Councils for study or appropriate action.
 - (3) To design procedures whereby the policy-recommending activities of the Senate, its committees, and Forum Councils may be expedited.
 - (4) To discharge such other duties as may be delegated to it by the Senate or its Chair.
- ii) The Steering Committee shall consist of at least 7 members: the chair of the College Senate, the vice chair of the College Senate, the secretary of the College Senate, and three additional members elected from among the College Senate representatives at the organizational meeting of the Senate each year. The Senate Steering Committee shall have at least one representative from each Forum Council.
- iii) Members of the Steering Committee shall hold office for a term of one organizational year. Members may succeed themselves.
- iv) The chair of the College Senate shall serve as chair of the Steering Committee. The vice chair of the College Senate shall serve as vice chair of the Steering Committee. The secretary of the College Senate shall serve as secretary of the Steering Committee.
- v) Additional members may be invited to serve by the Chair of the Senate.

b) **Elections and Credentials Committee**

- i) The Elections and Credentials Committee shall have the following duties:
 - (1) To conduct all elections of the College Senate which require secret ballot, such elections to include elected representatives of the Senate and each Forum Council, Senate officers, and elected members of the College Senate Committees and College Forum Committees.
 - (2) To conduct all elections requiring the participation of the faculty (teaching, administrative and professional) and classified staff at large.

- (3) To examine the credentials, to rule on the eligibility, and to recommend the seating of all College Senate representatives, Forum Council representatives, and College Forum Committee members.
 - (4) To establish criteria and guidelines for campus representatives to follow in conducting elections.
 - (5) Each member of the committee shall be responsible for conducting Forum Council elections on their own campus, in accordance with established guidelines, and with assistance of persons selected by them.
 - (6) To discharge such other duties as may be delegated to it by the Senate.
- ii) The Elections and Credentials Committee shall consist of seven (7) members elected from the Senate membership at the organizational meeting of the Senate each year. There shall be included within the membership of the Elections and Credentials Committee at least one representative from each Forum Council.
 - iii) Members of the Elections and Credentials Committee shall hold office for a term of one year. Members may succeed themselves.
 - iv) The Elections and Credentials Committee shall elect its own chair, vice chair, and secretary.
- c) **Committee on Committees**
- i) The Committee on Committees shall have the following duties:
 - (1) To recommend to the Senate nominations to be made to the president of the College for appointment to the Standing Committees of the College.
 - (2) To recommend to the College Senate nominations for election to the two College Forum committees for the subsequent year. These nominees are to be selected from among the nominees proposed by each Forum Council.
 - (3) To recommend to the Senate nominations for election to Standing Senate Committees for the subsequent year.
 - (4) To recommend to the chair of the Senate, on the Chair's request, nominations for appointment or election to special Senate committees.
 - (5) To assure equitable distribution of College and Senate committee assignments among all areas of the College.
 - (6) To attempt always to call for the best expertise and talents of the College available for the purpose of the work of the given committee.
 - (7) To establish means and procedures to discover special interests and abilities of individuals willing to serve on College committees.
 - (8) To recommend the formation or abolition of College or Senate committees.
 - (9) To discharge such other duties as may be delegated to it by the Senate.

- ii) The Committee on Committees shall consist of nine (9) members, at least one from each Forum Council and at least one from each constituency. The committee membership shall be elected from the Senate membership at the organizational meeting of the Senate each year.
 - iii) Members of the Committee on Committees shall hold office for a term of one year. Members may succeed themselves.
 - iv) The Committee on Committees shall prepare its recommendation for Forum committee membership and Senate committee membership subsequent to the Senate elections and shall present them at the April organizational meeting of the College Senate.
 - v) The Committee on Committees shall elect its own chair, vice chair, and secretary.
- 3) **Forum Council Committees**
Special committees of the various Forum Councils may be formed by the Forum Councils as needed and the membership of these special committees may be drawn by the Forum Councils from the campus. The appropriate Administrative Council member shall be an ex-officio member of all Forum Council committees. A quorum for any Forum Council committee shall consist of a simple majority of its voting members.

ARTICLE VII

AMENDMENTS AND BY-LAWS

- 1) **Amendments**
- a) Amendments to this constitution shall become effective when (1) recommended by a two-thirds vote of the College Senate, and (2) approved by the president of the College.
 - b) Proposed amendments shall be simultaneously tendered to all Forum Councils by the College Senate during the regular academic year, at least (30) days prior to the College Senate vote.
 - c) The chair of the College Senate shall present to the president of the College proposed amendments which are recommended by a two-thirds vote of the membership of at least four Forum Councils. Such presentation shall be made within fourteen (14) days of notification of results of Council votes, and in any case, no later than April 10 of the current organizational year.
- 2) **By-Laws**
The authority to adopt by-laws for the College Senate in conformity with this constitution is vested in the College Senate. Proposed by-laws or changes thereto shall be published in the call for any College Senate meeting at which such by-laws or changes thereto are to be considered, and may be adopted by a two-thirds vote of the members present.

ARTICLE VII

RATIFICATION

- 1) This Constitution shall be ratified by an affirmative vote of two-thirds of the administrative faculty and staff and teaching and professional faculty, an affirmative vote of two-thirds of the Student Government Association and approval of the president of the College.
- 2) Upon such ratification and approval, this Constitution shall become the effective governing instrument for the College Forum of the Northern Virginia Community College.

ARTICLE IX***PARLIAMENTARY AUTHORITY***

Roberts Rules of Order (Revised) shall be the controlling authority on all procedural matters before the College Forum and its committees except where inconsistent with this Constitution and standing rules pursuant thereto.

BY-LAWS FOR THE FORUM/SENATE

When a voting senator who is elected from one Forum Council moves to a temporary or permanent position on a different campus or to a College Staff position, the senator must resign. The alternate becomes the voting delegate. When an alternate to the College Senate who is selected from one campus moves to a temporary or permanent position at a different campus or to a College Staff position, the alternate must resign. The Elections and Credentials Committee must fill the vacancy by consulting the records of the election and award the seat to the person who received the next highest number of votes from the constituency or call a special election if that data or the person with the next highest number of votes is unavailable.