

Everett Community College Faculty Forum and Council

CHARTER

PREAMBLE

The Everett Community College Faculty Forum and Council are hereby established to provide an organizational structure in which faculty can discuss issue of importance to them, try to reach consensus on those issues and make recommendations to the administration on non-contractual matters that affect instruction and/or campus environment. The Faculty Forum and Council will also promote and improve communications and mutual understanding between faculty and the administration of the College, as well as with students and staff.

ARTICLE I:

Purpose and Functions

SECTION 1. AFT Everett represents the faculty in contractual matters. The Faculty Forum and Council shall represent the faculty in non-contractual matters, thus providing faculty with an opportunity to discuss and build consensus on non-contractual matters of importance and to share in governance of the College through democratic representation. While the Faculty Forum and Council may consider issues that potentially overlap with contractual matters at Faculty Forum meetings, contractual components of such "mixed" issues shall be referred to AFT Everett. The Faculty Forum and Council shall not voice views on direct contractual matters except to AFT Everett and shall not through elected representatives hold itself out as the voice of faculty in contractual matters. AFT Everett may consult with the Faculty Forum and Council in an effort to ascertain faculty views on a contractual matter; but in such instances the response shall be addressed back to AFT Everett exclusively. The Faculty Forum and Council shall operate in such a manner that does not dilute the voice of AFT Everett in contractual matters nor gives the impression that faculty are divided or speak with more than one voice in contractual matters. The Faculty Forum and Council shall work to support the work of AFT Everett, and vice versa.

SECTION 2. The Faculty Forum and Council (through its Council Members and President), collectively, shall have the following functions:

- A. Provide a forum in which faculty can hear each other's views, process issues, build consensus, and discuss and debate non-contractual matters of importance to the faculty at large
- B. Facilitate bilateral communication with the administration such that non-contractual matters of importance to instruction or the College in general can be brought to Faculty Forum and Council for discussion and matters of importance to the faculty at large can be brought to the College's administrators

- C. Study and process issues of importance to faculty via formation of standing and ad hoc faculty committees
- D. Appoint faculty to standing and ad hoc faculty committees and, upon request of the College, to College committees
- E. Participate in governance of the College through bilateral communication with the administration and appointment to College committees
- F. Advocate views of the faculty at large and for implementation of resolutions passed by the Faculty Forum
- G. Work with each of the following entities to find common interests and to advance common causes: students, staff and administrators
- H. Other functions adopted by procedures outlined in bylaws

ARTICLE II: Organizational Structure

SECTION 1. The Faculty Forum. Faculty Forum is the body formed by all active faculty.

- A. All active* faculty are members of and presumed participants in the Faculty Forum. Each shall have one vote. As a truly democratic entity, success of the Faculty Forum requires regular attendance and active participation by all faculty members.
 - *An "active" faculty member shall be defined as one who is currently teaching .33 or greater load in a given quarter or who has taught an average load of .33/quarter in the previous three quarters excluding summer or who is on a leave recognized by the faculty bargaining agreement.
- B. The Faculty Forum shall meet one or two times per academic quarter, as shall be determined by Faculty Council, each quarter during the regular (three quarter) academic year.
- C. Bylaws shall stipulate the manner in which Faculty Forum meetings are to be scheduled and announced by Faculty Council.
- D. The Faculty Forum shall take up only those matters on its agenda, as prepared by the Faculty Council in the manner stipulated in the bylaws.
- E. All resolutions of the faculty at large shall be considered passed if supported by majority vote at a Faculty Forum meeting at which a quorum is present. Quorum and manner of vote shall be stipulated in the bylaws.
- F. All powers not given to Faculty Council, below, or in the bylaws, are held by Faculty Forum.
- G. Faculty Forum meetings shall be open to the public, unless otherwise provided in bylaws, and non faculty members are free to speak if recognized by the Faculty Council President, who shall preside over such meetings. Only active faculty may vote.

SECTION 2. The Faculty Council. Faculty Council is a smaller body of elected faculty representatives charged with creating the agenda for Faculty Forum meetings and other limited duties defined below and in bylaws.

- A. Faculty Council consists of the following representatives:
 - i. One elected faculty representative from each instructional division plus one faculty Counselor from the Student Services division (7 total, as of the time of proposed ratification of this charter but left intentionally fluid)

- ii. A number of representatives elected at large, the total of which shall equal the total of divisional and counselor representatives, above (7 total, as of the time of proposed ratification of this charter but left intentionally fluid)
- iii. AFT Everett's VP of Academic Affairs
- B. Faculty Council members solicit and bring to its meetings proposed agenda items for Faculty Forum meetings. Any member of the faculty, administration, staff or a student body organization can suggest an agenda item to a Faculty Council member.
- C. The Faculty Council then creates an agenda for the next Faculty Forum meeting by choosing and prioritizing agenda items from their own suggestions and those submitted to them for consideration as directed in the bylaws.
- D. Faculty Council may form ad hoc or standing committees. An ad hoc committee will be considered dissolved after making a report to faculty forum on the issue(s) it was asked to explore. Standing committees shall be considered active until dissolved by Faculty Council by majority vote and shall report to Faculty Forum at at least one Faculty Forum meeting per quarter. A list of standing committees of the Faculty Council shall be maintained.
- E. Faculty Council may appoint faculty members to its ad hoc or standing committees. Appointees must be active faculty but need not be members of Faculty Council.
- F. Faculty Council may appoint faculty members to other committees at the College at the request of AFT Everett or College administrators. Appointees must be active faculty but need not be members of Faculty Council.
- G. The manner of appointment for members of committees and the manner by which a chairperson of a committee shall be chosen shall be stipulated in the bylaws.

SECTION 3. The Faculty Council President chairs the Faculty Forum and Faculty Council and serves as chief liaison between Faculty Council & Faculty Forum and administration of the College.

- A. Faculty Council President shall chair meetings of Faculty Council and Faculty Forum, conducting both in such a manner as to further the purposes and functions of each respective entity.
- B. Faculty Council President shall conduct Faculty Forum meetings using the agenda provided by the Faculty Council and in such a manner that promotes progress through that agenda while promoting a safe and respectful environment in which faculty can discuss issues on that agenda.
- C. Faculty Council President shall by fair rotation appoint a minutes-taker from Faculty Council to take record minutes of each Faculty Council meeting and Faculty Forum meeting and distribute those minutes to all faculty.
- D. The manner by which Faculty Council and Faculty Forum meetings shall be conducted shall be stipulated in the bylaws.
- E. Faculty Council President shall report to the President of the College, the VPI and the BOT upon request, and shall communicate back to Faculty Council and Faculty Forum messages, requests and questions from those and other administrators of the College.
- F. Faculty Council President shall be provided with 1/3 release time or stipend (choice of Faculty Council President) by the College administration. Following ratification of this charter, this stipend/release time shall be approved by the Contract Administration Committee for the remaining term of the current bargaining

agreement (and any agreed extensions thereof); and this compensation agreement shall be memorialized by the College and AFT Everett in the next bargaining agreement and future bargaining agreements.

ARTICLE III:
Elections and Terms of Office

Sections 1 and 2, below, and companion provisions in the bylaws shall govern elections and terms of office for all but the initial year of operation. Section 3, below, and companion provisions in the bylaws shall govern the initiation of Faculty Council and the first Faculty Council President if this charter and associated bylaws are adopted.

SECTION 1. Faculty Council. Faculty within each division (and Counselors within student services) shall elect division representatives by the 6th week of spring quarter to serve a term of two years commencing the following fall quarter. The faculty, at large, shall elect an equal number of at-large representatives by the 6th week of spring quarter to serve a term of two years commencing the following fall quarter. Elections for divisional representatives to Faculty Council and at large representative to Faculty Council shall be held in alternate years, with those representatives not up for election managing the election of those who are, subject to rules articulated in bylaws. Only active faculty may serve as representatives to Faculty Council. There shall be no limit to the number of terms for which a representative to Faculty Council can be elected.

SECTION 2. Faculty Council President. During the last four weeks of spring quarter, the Faculty Council elect (those members who will be serving terms in the subsequent fall quarter) shall convene to elect from their members the Faculty Council President for the next academic year. The manner of election of Faculty Council President shall be articulated in bylaws. The Faculty Council President shall serve a term of one academic year. No faculty member can be elected Faculty Council President without first being elected to Faculty Council. A member of Faculty Council whose term expires in spring quarter of any year may not be elected Faculty Council President for the following year unless that member of Faculty Council has been re-elected as member of Faculty Council for the following year.

SECTION 3. Divisional representatives and at-large representatives to Faculty Council shall be elected during the same year for the initial year of operation. The President of the Faculty Council shall be elected at large for the initial year of operation. The election of division representatives and at-large representatives to Faculty Council, as well as the election of the first Faculty Council President by the faculty shall be governed by the bylaws and shall take place in the second half of spring quarter 2011, following adoption of the charter and bylaws and distribution of candidates for these offices. Because the President of the Faculty Council for its first year of operation only shall be elected at large rather than from the Council's ranks, Faculty Council for the first year of operation shall consist of 16 members, not 15.

ARTICLE IV:
Vacancies

SECTION 1. Vacancies in a position on Faculty Council before the next scheduled election for that position shall be filled by nomination of a member of the active faculty desiring to

serve out that position with approval by majority vote of Faculty Council. The expiration of that term of office shall remain the same as for the original office holder.

SECTION 2 Vacancies in the position of President of Faculty Council before the next scheduled election shall be filled by nomination of a member of the Faculty Council desiring to serve out that position with approval by majority vote of Faculty Council. The expiration of that term of office shall remain the same as for the original office holder.

ARTICLE V:
Bylaws

Operations and any matters not governed by this Charter, including the adoption of this Charter, shall be governed by bylaws.

Everett Community College Faculty Forum and Council BYLAWS

Section A: Adoption and Initiation of Operation

1. By the end of the 7th week of Spring quarter, 2011, the faculty shall hold an election, to be overseen by College staff appointed by the Vice President of Instruction, to adopt or reject the charter and these bylaws regarding the formation of Faculty Forum and Faculty Council at EvCC. That election may be held electronically (e-mail or automated survey). The charter and these bylaws shall be deemed adopted if the majority of votes cast by active part-time and full-time faculty (defined in charter) favor adoption.
2. If the charter and these bylaws are adopted by the faculty, a second general election shall be held in the same manner by the end of the 10th week of Spring quarter, 2011, for the 7 at-large representatives to Faculty Council and the first-year Faculty Council President. The staff persons authorized to conduct the election shall electronically distribute to all active faculty the aggregate slate of candidates for these 7 representatives as well as the slate of candidates for Faculty Council President at least one week before the scheduled voting deadline. All candidates for at-large representative shall be deemed to be running for all 7 positions. Each part-time and full-time active faculty member may cast votes for 7 at-large representatives from the aggregate slate of candidates for at-large representatives and one vote for Faculty Council President from the slate of candidates for that office. Those positions shall be for a term of one year (but two years thereafter—see below).
3. If the charter and these bylaws are adopted by the faculty, the 6 instructional divisions plus the Counselors shall each elect a representative to Faculty Council (7 division representatives overall) by the end of the 1st week of Fall quarter, 2011. The manner of those elections shall be determined by each respective division. Those 7 division representatives to Faculty Council + the 7 at-large representatives chosen by general election + the Faculty Council President chosen by general election + AFT Everett's VP of Academic Affairs for 2011-12 shall constitute the 16 members-elect of the initial Faculty Council for 2011-2012, the first year of operation for the Faculty Council and Faculty Forum.
4. The 16 members-elect of the initial Faculty Council for 2011-12 shall meet prior to the end of Spring quarter, 2011 to set a first meeting date for fall quarter 2011.

Section B: Elections Following Initiation of Operation

1. The 7 at-large representatives to Faculty Council serve one-year terms for the initial year of operation and thus those positions will be up for election again in Spring 2012. Those at-large representatives shall serve two-year terms thereafter.
2. The division representatives to Faculty Council serve two-year terms from the outset, and those positions will be up for election from the divisions again in spring 2013 and every two years thereafter.
3. The election of 7 at-large representatives to Faculty Council in Spring 2012 and every two years thereafter shall be overseen by the then-sitting division representatives to Faculty Council who will then be one year into their terms. They shall distribute an aggregate slate of candidates running for

those 7 positions at least one week before electronic ballots are due. All active faculty should receive an electronic ballot and be instructed to vote for 7 candidates.

4. The Faculty Council President shall be elected at-large for the first year of operation, so that in Spring 2012 a new Faculty Council President will be chosen for the term commencing in Fall 2013. That Faculty Council President shall be chosen by the Faculty Council-elect following elections of at-large representatives in Spring 2012, from the ranks of newly elected at-large representatives, and shall serve for a term of two years. The Faculty Council President in all terms thereafter shall be chosen by the Faculty Council from one of the (7) representatives elected at-large and shall serve for a term of two years. All members of the Faculty Council-elect (including division representatives and the AFT-Everett VP of Academic Affairs) cast votes for Faculty Council President, but candidates must be newly elected (or re-elected) at large representatives to Faculty Council.
5. Thus, following the initial year of operation, the Faculty Council President will be one of the at-large elected representatives to Faculty Council and so there will be 15 members, not 16.
6. All terms of office following the initial year of operation shall commence on July 1 following Spring election of those officers and shall run for a period of two years, ending on June 30.
7. There are no term limits. Members of Faculty Council may seek re-election. The President of the Faculty Council may seek re-election.

Section C: Operation of Faculty Council

1. Faculty Council shall meet twice during each quarter of the regular academic year—fall, winter and spring. The initial fall meeting date, time and place shall be determined by the President of the Faculty Council. Subsequent meetings for any academic year shall be decided by majority of the Faculty Council.
2. Faculty Council may meet more than twice per quarter if such is deemed necessary by the majority of Faculty Council.
3. Faculty Council meetings shall be led by the Faculty Council President. The President shall conduct meetings in such a way that promotes consensus-building, consideration of broad ideas and an opportunity for all present to be heard. Roberts Rules of Order shall apply but may be suspended by the President for periods of informal discussion but must be reinstated and followed if any 3 members of Faculty Council so request.
4. Minutes shall be recorded and distributed to members of Faculty Council by a rotating member of the Faculty Council.
5. Votes of the Faculty Council shall be counted by a show of hands.
6. A quorum of at least half the Faculty Council members shall be deemed necessary for votes of the Faculty Council.
7. Faculty Council meetings shall be open to non-members of Faculty Council. The President may allow non-members in attendance to speak. Only members of Faculty Council can vote and be counted as a part of a quorum. Should a majority of Faculty Council wish to conduct any portion of a meeting in private, it must choose to do so by formal vote, only for a future meeting date, and only for a portion of that meeting.
8. Faculty Council shall solicit and collect suggestions for agenda items for future Faculty Forum meetings prior to meetings of the Faculty Council.

9. Faculty Council shall determine which agenda items will be taken up by agenda at the next scheduled Faculty Forum meeting and will list the agenda items in order of priority.
10. Faculty Council shall select meeting dates for Faculty Forum—at least one per quarter, but as many as two. Faculty Forum meeting dates must be announced electronically at least one week before the meeting day and time and must be on campus and on days and times at which at which substantial members of the active faculty are on campus but not at times at which more than 50% of the faculty in any division are teaching. Faculty Forum meeting announcements shall include the agenda (in prioritized order) decided by the Faculty Council.
11. Faculty Council shall create standing and ad hoc faculty committees by majority vote. Standing committees shall remain standing until terminated by Faculty Council. Ad hoc committees shall be considered terminated after reporting findings, conclusions and recommendations to Faculty Forum.
12. Faculty Council may appoint any active and willing faculty members, not just members of Faculty Council, to standing and ad hoc faculty committees.
13. Faculty Council in creating a standing or ad hoc faculty committee may, at its discretion, appoint a chair for that committee or ask the committee members to elect their own chairperson.
14. Faculty Council shall appoint willing faculty to administrative committees or other committees not initiated by Faculty Council when asked to make such appointments by administrators or others.
15. Faculty Council may vote to remove a member other than Faculty Council President prior to the expiration of that member's term only for misconduct or inappropriate behavior and only with 2/3 supermajority vote.
16. Faculty Council may vote to remove its Faculty Council President prior to the expiration of the President's term only for misconduct or inappropriate behavior and only with ¾ supermajority vote.
17. Faculty Council shall have no additional powers or authority unless granted by resolution of Faculty Forum.
18. All meetings of Faculty Council to be in person when practical, though electronic meeting permitting real-time discussion shall be deemed an appropriate substitute for a live meeting when live meeting is not practical.

Section D: Operation of Faculty Forum

1. Faculty Forum shall meet once (minimum) or twice (maximum) during each quarter of the regular academic year—fall, winter, spring—as determined and scheduled by Faculty Council
2. Faculty Forum meetings shall run for 90 minutes, unless adjourned earlier by the Faculty Council President if all agenda items are exhausted
3. Faculty Forum meetings shall be led by the Faculty Council President. The President shall conduct meetings in such a way that promotes consensus-building, consideration and discussion of broad ideas and an opportunity for all present to be heard on each issue before others have a second opportunity to speak. Roberts Rules of Order shall apply but may be suspended by the President for periods of informal discussion but must be reinstated and followed if any 3 members of Faculty Forum so request.
4. Minutes shall be recorded and distributed to the faculty at large by a rotating member of the Faculty Council.
5. The Faculty Council President may ask for a volunteer to record names of individuals waiting to speak in the order in which they raised their hands to do so.

6. Votes of the Faculty Forum shall be counted by a show of hands. "Majority vote" shall be deemed as the majority of votes cast when a quorum has been met.
7. A quorum of at least 10 shall be deemed necessary for votes of the Faculty Forum. No quorum is necessary for discussion.
8. Faculty Forum meetings shall be open to non-members of Faculty Forum. The President may allow non-members in attendance to speak. Only members of Faculty Forum can vote and be counted as a part of a quorum. Should a majority of Faculty Council wish to conduct any portion of a Faculty Forum meeting in private, it must choose to do so by formal vote, only for a future meeting date, and only for a portion of that meeting.
9. The agenda for Faculty Forum meetings is determined by the Faculty Council; and the President of the Council, in leading Faculty Forum meetings, shall follow the agenda in the order set by Faculty Council. The President of the Faculty Council shall exercise judgment in moving the meeting forward in an attempt to reach closure on specific agenda items and to allow for consideration of additional items not yet taken up on the agenda created by Faculty Council. Any agenda items not taken up in a Faculty Forum meeting shall be reconsidered by Faculty Council for high priority placement on the agenda for a future Faculty Forum meeting.
10. In addition to agenda items, each Faculty Forum meeting shall give consideration to reports of standing faculty committees or ad hoc committees ready to offer their reports.
11. For a resolution to have been "adopted" or "passed" by Faculty Forum it must receive a majority of votes cast at a Faculty Forum meeting (with required quorum)
12. All meetings of Faculty Forum are to be in person, to facilitate discussion, debate, and consensus-building. However, if future Faculty Councils deem it appropriate on occasion, electronic or virtual meeting equipment might be utilized.

Section E: Faculty Council President

1. The Faculty Council President chairs the Faculty Council and leads meetings of the Faculty Council and the Faculty Forum
2. The Faculty Council President reports on non-contractual faculty matters to the VPI, the President of the College and the Board of Trustees and also brings back administration concerns to the Faculty Forum and Faculty Council
3. The Faculty Council President should regularly communicate with the faculty at large
4. The Faculty Council President should work with AFT –Everett, the classified staff union, student leadership and the College administration to advance non-contractual faculty concerns and to find common ground between the faculty and other members of the campus community
5. The Faculty Council President shall carry out other functions required by resolution of Faculty Forum.
6. The Faculty Council President shall be compensated for 1/3 release or stipend by agreement with the College (to be memorialized by Letter of Agreement and then in future bargaining agreements)

Section F: Modification of Bylaws

These bylaws can be modified by Faculty Council placing a proposed modification on the Faculty Forum's agenda and by 2/3 vote of Faculty Forum or by Faculty Council placing an issue on the agenda that is

followed by a resolution coming forward out of Faculty Forum to address that issue if that resolution receives 2/3 vote at Faculty Forum.