

# **Constitution of the Faculty Council City Colleges of Chicago**

## **Preamble**

To discharge their joint responsibility to both the general and academic communities, college faculties must be accorded a strong voice in the determination of academic policy. To accomplish this, they must be (1) part of a collegial structure that will encourage the expression and exchange of ideas, (2) consulted in all matters involving educational policies, and (3) guaranteed as much self government and self regulation as the legally established structure of authority will permit. This constitution is established in the firm belief that faculty participation through a faculty government will (1) result in the continuing improvement of the City Colleges of Chicago as an institution of higher learning in the best American educational tradition, (2) operate toward establishing lasting harmonious relationships among the faculty, the administration and the Board of Community College District No. 508, and (3) serve as an effective instrument to deal democratically with those problems which have traditionally been within the province of faculty prerogative in American colleges and universities.

## **Article I - Name**

The name of this organization shall be the Faculty Council of the City Colleges of Chicago and shall hereafter be designated as FCCCC or FC4.

## **Article II – Responsibility and Purpose**

FCCCC shall represent and be responsible to the faculty in all matters of general academic policy such as curriculum, program development, academic freedom, and professional development in an advisory, consultative, and planning capacity to the Chancellor and to the Board of Community College District No. 508.

## **Article III - Powers**

Within the limitations imposed by the provisions of the Union-Board Agreement and by the authority which rests with the Board of Trustees of Community College District No. 508 and which is delegated by them to the various administrative officers of the City Colleges of Chicago, FCCCC shall have the following powers:

- Sec. 1. FCCCC shall participate in the formulation of educational policies in all matters which affect educational program of the CCC as a whole, such as faculty rank promotion, curriculum, academic standards, grades, admission, placement, retention and graduation of students, and academic freedom.
- Sec. 2. FCCCC recommendations shall be made to the Chancellor or a designee, who in turn shall either implement the recommendations or meet with FCCCC in order to resolve differences.
- Sec. 3. Officers of FCCCC shall meet with the Chancellor or a designee on a monthly basis to discuss and coordinate academic issues.
- Sec. 4. On its own initiative or by petition of 25% of the full-time CCC faculty, FCCCC shall conduct a referendum of the faculty in accordance with the by-laws established by FCCCC. Representation by a majority of the colleges is required. The results of a referendum shall be made known to the faculty within five school days of the date of the referendum. In the case of a referendum on a recommendation made by FCCCC to the Chancellor, the will of the faculty as expressed by the referendum shall over-ride the FCCCC recommendation.

- Sec. 5. FCCCC shall provide a forum for the exchange of ideas between students, staff, administration, faculty, and community in support of collegiality and appropriate academic standards.
- Sec. 6. The CCC Faculty, through the FCCCC, shall have authority and responsibility in all matters of curriculum.

#### Article IV - Council Membership

- Sec. 1. FCCCC will have 28 members.
- Sec. 2. Each college shall be allotted four (4) representatives.
- Sec. 3. At each college, all but one FCCCC representative shall be determined by election (in accordance with Article VI). Such Council members hereafter will be known as Elected FCCCC Representatives.
- Sec. 4. Each college's Faculty Council shall choose from its membership, in such manner as it wishes, one person to serve as a member of the FCCCC. This member will be the Local Faculty Council Appointed Representative.
- Sec. 5. The duties of the Representatives shall be to attend the meetings of the FCCCC and to serve on Committees of the FCCCC.
- Sec. 6. The duties of each Local Faculty Council Appointed Representative shall be to report to the Local Faculty Council on the activities of the FCCCC and to serve as a communication link between the FCCCC and the Local Faculty Council. In addition, the Local Faculty Council Appointed Representative shall have the same duties as an Elected Representative. Each Local Faculty Council Appointed Representative shall serve a one year term.

#### Article V - Eligibility for Council Membership

Only full-time faculty members shall be eligible to serve on the FCCCC. The term "faculty member" shall mean a full-time employee of the Board with rank who is not designated as an administrator in the Union-Board Agreement.

#### Article VI - Elections to the Council

- Sec. 1. The Local Faculty Council shall be responsible for holding general elections at each college no later than August 31.
- Sec. 2. The Elected Representatives to the FCCCC shall be elected by the full-time faculty members at each college for a two-year term beginning with the first regularly scheduled FCCCC meeting in September, at which time newly elected FCCCC members will be seated.
- Sec. 3. Elected members to FCCCC shall serve staggered terms, as determined by the Local Faculty Council.
- Sec. 4. The last regular scheduled FCCCC meeting of the Spring Semester of the Academic Year shall be held during the last three (3) weeks of the Spring Semester, the specific date of the meeting being determined by the FCCCC members in a regularly scheduled meeting of the FCCCC held not later than thirty (30) days prior to the specified date.
- Sec. 5. The Local Faculty Council shall fill a vacancy in the FCCCC membership from its college within one month after the vacancy occurs. The Representative elected by a Local Faculty Council to fill a vacancy among its FCCCC representatives shall serve the unexpired term.
- Sec. 6. The manner of selection of the Local Faculty Council Appointed Representative shall be determined by the Local Faculty Council. The one-year term of such representatives shall begin with the first regularly-scheduled FCCCC meeting in September.

## Article VII - Officers: Election, Term of Office and Duties

- Sec. 1. The officers of the FCCCC shall consist of a President, Vice-President, Secretary, and Chair of Committee A. The President shall appoint a Secretary.
- Sec. 2. The officers of the FCCCC shall be full-time tenured faculty members of City Colleges of Chicago.
- Sec. 3. The President and Vice-President shall be elected at the January meeting of FCCCC. The order of business at this meeting shall be:
- A. First, to seat all newly elected and appointed representatives.
  - B. Second, to call for nominations of members of FCCCC for the office of the President and Vice-President with the stipulation that all candidates must be present and indicate their willingness to serve. In the event only one person stands for either office, that person shall be declared elected for that office by the presiding officer of FCCCC.
  - C. Third, if necessary, to pass out ballots, (4 per college, one ballot per official Representative), no more than four (4), official representatives per each of the Chicago city colleges. College representatives must be present to cast their votes.
  - D. Fourth, to collect and tabulate the ballots, maintaining their secrecy;
  - E. Fifth, to determine which candidates received the most votes. In the event of a tie vote, or if the special conditions of Section 4 are not met, steps two through five are repeated except that an incumbent who has already served two terms is no longer eligible. Upon completion of this process the newly elected officers shall be declared president-elect and vice-president-elect for the next academic year. The current officers shall officiate the remainder of the meetings and continue to serve until the end of April.
- Sec. 4. The President and Vice-President shall be elected for a term of one year each, and may not serve for more than two consecutive terms except that the council may grant additional terms of office by giving an incumbent candidate two-thirds of the votes that are cast.
- Sec. 5. The President shall have the following duties:
- A. To preside over all meetings of the FCCCC and act as the Chief Executive Officer.
  - B. To represent the FCCCC in all matters where such representation is required, including all meetings of the Board of Trustees.
  - C. To enlist the cooperation of administrative officers, local councils and faculty in the organization and conduct of FCCCC business.
  - D. To appoint the chairperson pro-tempt of Standing Committees, certify the members of Standing Committees, appoint the chairman and members of ad hoc committees, and make other appointments deemed necessary. The President shall also serve as a member, ex officio, of all committees.
- Sec. 6. The Vice-President shall have the following duties:
- A. To assist the President in the conduct of the FCCCC business.
  - B. To act as President in the absence of the President.
  - C. To serve as President for the duration of an unexpired term in the event that the Office of President is vacated.
- Sec. 7. The Secretary shall have the following duties:

- A. To see that the minutes of the FCCCC meetings are kept and maintained. The Secretary shall see that copies of the minutes of the meetings of the FCCCC are distributed to the Presidents of the Local Faculty Councils.
  - B. The Secretary shall serve as archivist of the FCCCC records and shall transmit them to his or her successor.
- Sec. 8. The Chair of Committee A shall be elected by the members of Committee A at the first meeting of the academic year. Their duties shall consist of:
- A. Chairing Committee A meetings.
  - B. Presenting recommendations of Committee A at regular FCCCC meetings.
- Sec. 9. In the absence of the President and the Vice-President, the FCCCC shall elect a temporary chairperson to preside over meetings of the FCCCC.
- Sec. 10. If the Vice-President succeeds to the Office of President, the FCCCC may elect a new Vice-President for the unexpired term of the former Vice-President.
- Sec. 11. The FCCCC may add to the duties and responsibilities of its officers at its discretion according to its by-laws.
- Sec. 12. An officer of the FCCCC may be removed from Office for cause during the course of the officer's term. Provided at least 12 FCCCC members call for such action, a Special Council Meeting shall be set, with all campuses to have at least 10 days advance notice. A vote for removal at the Special Meeting shall require a 3/4 vote of current FCCCC membership. If such motion to remove carries, the Special Meeting will then proceed to elect a replacement to complete the term of office.

### Article VIII - Standing Committees

- Sec. 1. The FCCCC may establish Standing Committees or ad hoc committees at its discretion.
- Sec. 2. Each College shall have the right to select one non-FCCCC member to serve on each of the Standing Committees. Other committee members shall be certified by the President in accordance with Article VII, Sec. 5D.
- Sec. 3. The chairperson pro-tempt of each Committee shall be selected by the President. The permanent chairman shall be elected by a majority vote of the Committee.
- Sec. 4. Members of Standing Committees shall be appointed as needed.
- Sec. 5. Any faculty member has a right to make a presentation before a Committee on a matter within the Committee's jurisdiction.

### Article IX - Local Faculty Councils

Each College of the City Colleges of Chicago shall establish a Local Faculty Council with local jurisdiction consistent with the provisions of this Constitution. The full-time faculty at each College shall determine the structure and membership of the Local Faculty Council.

### Article X - Meetings

- Sec. 1. The FCCCC shall hold at least seven meetings per academic year.
- Sec. 2. Majority of the colleges represented at a regularly-scheduled FCCCC meeting shall constitute a quorum for a meeting.
- Sec. 3. Special meetings shall be called by the President at the request of four colleges of the FCCCC or at the request of a Local Faculty Council, or may be called on the President's initiative, and each FCCCC member shall be personally notified of such meetings, including via email.
- Sec. 4. Notice of regular or special meetings shall be communicated to each College of the City Colleges of Chicago at least 48 hours prior to each meeting.
- Sec. 5. The FCCCC meetings shall be open to the faculty.

## Article XI - Constitutional Amendments

- Sec. 1. Amendments may be considered by the FCCCC by a simple majority vote of the members present at a regular or special meeting. Such amendments may be approved for recommendation to the CCC faculty by an extraordinary majority vote of two-thirds of the members present at the next regular or special meeting of the FCCCC, provided that there is an interval of at least one month between the vote to consider and the meeting at which approval is to be voted upon. Except for minor changes in punctuation or grammar which do not alter the substance or meaning, voting shall occur only on the exact wording of the proposed amendment.
- Sec. 2. Notice of proposed amending action shall be sent to each FCCCC representative of the City Colleges of Chicago for a period of two weeks prior to the date on which the faculty is to vote its approval or disapproval of the proposed amendment, with exact copies of the text of the amendment available for examination by the faculty. An amendment shall become effective when approved by two-third of the faculty voting on the amendment or by a majority of the full-time membership of the faculty whichever is less.
- Sec. 3. Amendments to the same section of an Article may not be introduced more than once each academic year.

## Article XII – FCCCC By-Laws

- Sec. 1. The FCCCC shall establish all necessary, by-laws. Adoption or revisions of the by-laws shall be by a majority vote of the FCCCC.
- Sec. 2. No by-laws adopted by the FCCCC shall contravene this Constitution.
- Sec. 3. Robert Rules of Order (revised) shall pertain to the conduct of FCCCC meetings except as modified in these by-laws.
- Sec. 4. The Chair shall apportion time for debates equitably so that all points of view may have an opportunity to be presented. (Recommend two minutes time limit).
- Sec. 5. The Chair shall control debate but no person will speak more than once to the same question until all who desire to speak have been heard within the allocated time.
- Sec. 6. Speakers should speak to the point and state their points briefly. As a courtesy to the Council, members should not ask for the floor or use the floor to repeat a point already made.
- Sec. 7. Except as noted in Section 6, a non-member of the Council may speak only upon receiving majority consent of the Council; consent for a non-member to speak may be re-considered at any time. The intent of this rule is to allow the Council to debate and vote upon its motions without undue influence from non-members of the Council.
- Sec. 8. Local Faculty Council Presidents from each campus are to be considered ex officio members of FCCCC, having no vote, for the purposes of discussion or debate on any issue.
- Sec. 9. A motion to table will be out of order:
  - A. Motions will stand or fall upon vote of the Council. Though a motion to table will be out of order, the motion to withdraw a motion will be entertained when offered by the original mover. Such a motion requires no second, is not debatable and is decided by majority vote.
  - B. A member who shall withdraw a motion at a meeting of the Council may present a motion of similar intent at the same meeting but may not again withdraw his motion. The Council will take appropriate action on the renewed motion.
- Sec. 10. The Constitution is clear in its intent that selection processes for a campus' representatives occur in time for the last Council meeting of each academic year, at

which time the new Council members shall vote for the new Council officers. However, should a campus not complete its selection process by this time, the former representative(s) from that campus shall continue as full member(s) through the month of September; after that time, the campus shall lose the representative(s) in question until such time as the appropriate process is completed.

- Sec. 11. All committee reports will be heard by the Council except that committee reports of a particularly expeditious nature, i.e., requiring action that cannot be held over to a regular or special meeting of the Council, may be acted upon by the President, the Committee chairperson and at least three of the Council members as an interim executive committee. The Council reserves the right to approve or disapprove the action of any interim executive committee at its next regular or special meeting.
- Sec. 12. The Council reserves the right to develop Standing Committees or ad hoc committees of the whole Council or ad hoc committees of the Standing Committees.
- Sec. 13. Committee chairpersons have the right to vote in their committee meetings and are free to exercise this right as they wish.
- Sec. 14. Council members and committee members may not issue proxies to be voted in their absence from committee meetings except that council members who have voted at committee meetings on resolutions to be presented to the Council may have their vote certified by the committee chairperson and this certified vote may be cast as a proxy vote at the Council meeting hearing this resolution in the event of this particular member's absence.
- Sec. 15. Honorary Life Membership in the FCCCC may be awarded to a member or former member for outstanding service by a majority vote of the FCCCC.