

To: All Faculty Members

From: Charles L. Price, Chairman, Faculty Senate Committee

Attached is a copy of the revised Faculty Senate Proposal which will be presented to the Faculty on Wednesday, February 17. The Faculty Senate Committee feels that this is one of the most important matters ever presented to the Faculty and urges all faculty members to study this proposal carefully before the meeting. At the meeting ample time will be allowed for questions and a thorough discussion.

Please feel free to discuss this matter in advance with any member of the Faculty Senate Committee.

Members of the Faculty Senate Committee are: Charles Price, Chairman, Robert W. Williams, Alton Finch, Richard Spear, Blanche Watrous, George Weigand, Don Sexauer, Robert Graham, Donald Jeffreys, James Poindexter, Tullio Pignani, Tom Miller.

A PROPOSAL FOR THE ORGANIZATION OF THE FACULTY OF  
EAST CAROLINA COLLEGE

I. The purpose of the faculty organization shall be to provide the means by which the faculty may fulfill its function with respect to academic and educational policies and other affairs of the College. The faculty organization shall be comprised of two bodies: the GENERAL FACULTY, which shall be the general electorate and the FACULTY SENATE, which shall be a legislative and advisory body representing the GENERAL FACULTY and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the President of the College.

II. The GENERAL FACULTY

A. ORGANIZATION

1. The GENERAL FACULTY shall consist of all regular members of the teaching or research staff who hold the rank of full-time instructor or above, all staff personnel who hold equivalent ranks to those held by the teaching staff, and general administrative officers of the College and their assistants in policy-making positions.
2. The GENERAL FACULTY shall have as its presiding officer the Dean of the College, who shall be responsible for calling its meetings and for keeping a record of its proceedings. The presence of a majority of the members shall constitute a quorum, except in special cases herein provided for. Each member of the GENERAL FACULTY shall have one vote.

B. FUNCTIONS

The GENERAL FACULTY may:

1. Consider reports from and make recommendations to the President, the Dean, and the FACULTY SENATE.
2. Discuss any matter relating to the welfare of the College or of the members thereof.
3. Amend or rescind the articles establishing the FACULTY SENATE as elsewhere provided for.
4. Amend or rescind the action of the FACULTY SENATE as elsewhere provided for.

C. MEETINGS

The GENERAL FACULTY shall meet at the pleasure of the President, the Dean, or the FACULTY SENATE; or upon petition to the Dean by at least fifteen per cent of the GENERAL FACULTY.

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to State University  
of North Carolina  
Campus*

### III. The FACULTY SENATE

A. The membership of the East Carolina College FACULTY SENATE shall consist of elected representatives from each Department or School not divided into departments and of ex-officio members.

1. Elected representatives of the FACULTY SENATE shall be elected from each Department or School not divided into departments. For this purpose the Extension Division and the Division of Guidance and Counseling shall be considered as departments and the library staff members with faculty status shall be grouped with the Department of Library Science.

Each School or Department and the Extension Division shall be entitled to representation in the FACULTY SENATE on the following basis:

1-12 faculty members = 1 representative  
13-24 faculty members = 2 representatives  
25-36 faculty members = 3 representatives  
37-48 faculty members = 4 representatives  
49-60 faculty members = 5 representatives

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence.

2. The ex-officio members of the FACULTY SENATE shall include the following representatives of the College Administration.

President of the College  
Dean of the College  
Assistant Dean of the College  
Business Manager  
Dean of Admissions  
Dean of Student Affairs  
Director of the Graduate Division  
Director of the Extension Division

### B. METHOD OF ELECTION

1. The Secretary of the Faculty shall request that each School or Department proceed to elect its representatives. Elections will be held in April of each year with members-elect to take office in the first month of the next academic year.

To obtain nominations, each School or Department shall develop a ballot that lists every eligible member of that School or Department. Each member of the faculty shall

vote for twice as many nominees as that School or Department has representatives. That group of nominees equal to twice the number of representatives to be elected that receives the highest number of votes shall then be placed on a separate ballot for the election of representatives.

To elect representatives each faculty member shall then vote by secret ballot for the number of representatives allotted that School or Department. Votes shall be counted in accordance with procedures agreed upon within the department.

The director of each department shall report the results of the election to the Secretary of the Faculty.

2. The term of office

Each Representative to the Senate shall serve a two-year term. A member may be elected to succeed himself once. After a lapse of one year following his second term he will again be eligible for election. After the first election approximately one-third (1/3) of the elective group shall be elected each year. The terms of office of the first elected group shall be chosen by lots. The terms shall be so staggered that no Department or School elects more than one representative in one year unless it is entitled to more than two representatives. Departments or Schools entitled to four representatives shall elect two each year.

The School or Department concerned should hold special elections to fill unexpired terms or to provide for additional representation occasioned by addition of personnel.

The Director of the Department so affected shall certify to the Secretary of the Faculty the credentials of individuals so elected.

3. Election and organization of the first FACULTY SENATE

The President of the College shall request that each Department or School proceed to elect its representatives to the Senate.

The election of representatives shall be governed by the method of election previously stated. As soon as elections of all of the representatives have been certified to the President, he shall call the first session of the Senate and he shall preside as chairman until the chairman has been elected. After the completion of the election of officers,

the Senate shall then begin to conduct business. As soon after the ratification of this document as possible the first Senate shall be elected, thus eliminating the regular April election the first year. For the purpose of calculating the term of office for the first Senate, the fractional portion of the first year shall be added to the regular term which starts in the fall.

C. OFFICERS OF THE FACULTY SENATE

The officers of the FACULTY SENATE shall be: the Chairman of the Faculty, the Vice-Chairman of the Faculty, the Secretary of the Faculty and the Parliamentarian. Other offices may be established as they become advisable or necessary.

All officers shall be elected members of the FACULTY SENATE and shall be elected by a majority vote of the elected members of the Senate.

The term of office shall be one year with the privilege of re-election.

The nomination and election of officers shall take place at the organizational meeting of the FACULTY SENATE at the beginning of each academic year. With the exception of the first year, a nominating committee elected by the FACULTY SENATE shall submit to the FACULTY SENATE a slate of candidates for each office whose names shall be considered in nomination for each of these offices. Further nominations will be accepted from the floor. Officers elected at this time will serve for the current academic year.

For the first year all nominations will be made from the floor at the first organizational meeting.

Voting for all officers shall be by written, secret ballot.

D. DUTIES OF THE OFFICERS OF THE FACULTY SENATE

1. The Chairman of the Faculty shall:
  - a. Preside at all meetings.
  - b. Call special meetings when he deems them necessary or upon petition of fifteen members of the FACULTY SENATE.
2. The Vice-Chairman of the Faculty shall perform all of the duties of the chairman in the absence or incapacity of the chairman.

3. The Secretary of the Faculty shall:
  - a. Keep accurate minutes of all regular and special meetings.
  - b. Distribute copies of the minutes to all members of the GENERAL FACULTY.
  - c. Conduct necessary correspondence.
  - d. Keep an accurate list of membership of the FACULTY SENATE.
  - e. Keep an accurate record of attendance.
  - f. Perform such other duties as may be appropriate and/or as may be directed by the FACULTY SENATE.
4. The Parliamentarian shall advise and rule on all parliamentary matters according to ROBERT'S RULES OF ORDER (Revised Ed.).

#### E. MEETINGS

An organizational meeting of the FACULTY SENATE shall be held on the first Tuesday of each academic year. Two regular meetings of the FACULTY SENATE shall be held each Fall, Winter, and Spring quarter, one meeting on the second Tuesday after the beginning of classes each quarter and the second meeting one week (to the day) before the last day of classes each quarter.

Additional meetings may be called by the Chairman of the Faculty.

Meetings of the FACULTY SENATE shall be open to all members of the GENERAL FACULTY. The GENERAL FACULTY shall be informed of the time, place, and agenda of all regular meetings.

The FACULTY SENATE may, at its own discretion, seek the advice and counsel of any member of the GENERAL FACULTY.

In exercising its function the FACULTY SENATE shall establish whatever other procedures or by-laws it may find necessary.

- F. The FACULTY SENATE shall be authorized to set up such committees as may be needed for the performance of its duties.

#### G. FUNCTIONS OF THE FACULTY SENATE

1. The legislative powers of the GENERAL FACULTY are delegated to the FACULTY SENATE and the FACULTY SENATE shall have the powers of the GENERAL FACULTY, subject to the limitations hereinafter stated, in formulating the policies of the College.

2. The FACULTY SENATE shall ratify, amend, or remand all matters of policy which shall have been recommended by any standing or special committee of the College, or by the Policies Committee. It may also initiate any action for the regulation of the College which it deems desirable.
3. The FACULTY SENATE shall be free to establish its own agenda, provided that any action recommended to it by the Policies Committee or by the GENERAL FACULTY shall be placed on the agenda not later than the time of the second regular meeting of the FACULTY SENATE after receipt of a recommendation from the Policies Committee or from the GENERAL FACULTY.
  - a. Agenda Committee. There shall be an Agenda Committee which shall consist of the Chairman of the Faculty, Vice-Chairman of the Faculty, Secretary of the Faculty, Dean of the College, and five additional members elected from members of the Senate. These five members shall be nominated from the floor of the FACULTY SENATE and shall be elected by members of the FACULTY SENATE at its organizational meeting each year.

The Chairman and Secretary of the Agenda Committee shall be chosen by the members of the committee from among its elected members.

The Agenda Committee shall have the following duties:

1. Collect all recommendations from all Faculty Committees, the Policies Committee, and from members of the FACULTY SENATE and plan the agenda for all regular and special meetings of the FACULTY SENATE.
2. Discharge such other duties as directed by the FACULTY SENATE.

Matters to be brought before the FACULTY SENATE shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds (2/3) vote of those members of the FACULTY SENATE present and voting at any meeting of the FACULTY SENATE.

The Agenda Committee shall conduct its meetings so that the agenda, the reports of the various committees, and other matters to be considered by the FACULTY SENATE can be distributed in writing to all members of the GENERAL FACULTY at least one week in advance of meetings of the FACULTY SENATE.

H. LIMITATIONS ON FUNCTIONS OF THE FACULTY SENATE

1. The GENERAL FACULTY shall also be empowered to amend or rescind any act of the FACULTY SENATE by a majority vote of its total membership at a regular or special meeting of the GENERAL FACULTY at which a quorum of at least two-thirds (2/3) of the GENERAL FACULTY shall be present and voting.
2. The FACULTY SENATE shall consider its acts vetoed upon written notice within thirty days by the President of the College.

I. ORDER OF BUSINESS FOR THE FACULTY SENATE

1. Call to order
2. Approval of the minutes
3. Special order of the day
4. Unfinished business
5. Reports of Committees
6. Other new business
7. Adjournment

- J. Voting. Each elected member of the FACULTY SENATE shall have one vote. The President and each Vice-President of the College shall have one vote. Other ex-officio members shall have one-half vote. Votes by the FACULTY SENATE shall ordinarily be by counted votes unless a motion is made and carried to the contrary. All matters shall be decided by a majority vote except as noted herein.

A quorum shall consist of three-fourths (3/4) of the elected members of the FACULTY SENATE.

- K. Amendments to Plan of Organization. An amendment to the organization and established rules of the FACULTY SENATE may be effected only through action by the GENERAL FACULTY.

As the creating body, the GENERAL FACULTY shall be empowered to amend or abolish these articles setting up the FACULTY SENATE. Such action shall not be taken until the next regular or special meeting of the GENERAL FACULTY after the GENERAL FACULTY meeting at which such action is proposed. Any amendment to these articles or any action abolishing them shall require a majority vote of the total membership of the GENERAL FACULTY.