

BYLAWS OF THE LAREDO COLLEGE FACULTY COUNCIL

Revised for alignment with Texas Education Code Section 51.3522 as added by Senate Bill 37

Important implementations note. These bylaws are written to operate only after the Laredo College governing board established the Faculty Council and adopted the required board policy governing member selection. The bylaws are intended to work with, not replace, that board policy.

ARTICLE I. ESTABLISHMENT, STATUS, AND PURPOSE

Section 1. Establishment.

The Laredo College Faculty Council, referred to in these bylaws as the Council, is a representative faculty organization established only by action of the governing board of Laredo College.

Section 2. Statutory authority.

These bylaws shall be interpreted and applied in a manner consistent with Texas Education Code Section 51.3522, as amended, and other applicable law.

Section 3. Institutional Policy Alignment

These bylaws shall be interpreted and applied in a manner consistent with Laredo College Board Policy BGC(Local) and applicable administrative regulations. If any provision of these bylaws conflicts with Texas Education Code Section 51.3522, board policy, or applicable administrative regulations, the conflicting bylaw provision shall not apply.

Section 4. Advisory status.

The Council is advisory only. The Council shall not be delegated final decision-making authority on any matter.

Section 5. Institutional role.

The Council shall represent the entire faculty of Laredo College and advise the college administration and any system administration regarding matters related to the general welfare of the institution.

Section 6. Limitations on statements and use of institutional resources.

The Council may not issue any statement or publish any report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the Council's duties to advise the institution administration.

ARTICLE II. MEMBERSHIP

Section 1. Membership requirements.

All Council members must be faculty members of Laredo College, as defined by board and institutional policies.

Section 2. Composition and representation

Council membership shall be governed by the board-adopted policy governing member selection. Representation shall be based on the institution's delegations as established by the College. If the College reorganizes

departments, creates new departments, eliminates departments, or reassigns departments among delegations, the affected delegations and their representation shall be reconsidered and revised as necessary under board policy to ensure continued adequate faculty representation. All Council members must be faculty members. Except as otherwise provided by the governing board, the Council shall consist of not more than 60 members and shall include three representatives from each delegation. Two representatives shall be elected by a vote of the faculty of the respective delegation. One representative shall be appointed by the President or Chief Executive Officer.

Section 3. Terms of service for appointed members.

A member appointed by the President or Chief Executive Officer may serve up to six consecutive one-year terms and may be reappointed only after the second anniversary of the last day of the member's most recent term.

Section 4. Terms of service for elected members.

A member elected by the faculty of the member's respective delegation serves a two-year term. Elected terms shall be staggered so that approximately one-half of the elected members are elected each year. An elected member may be reelected only after the second anniversary of the last day of the member's most recent term.

Section 5. Additional duty.

Service on the Council is an additional duty of a faculty member's employment.

Section 6. Compensation and reimbursement.

Council members are not entitled to compensation or reimbursement of expenses for service on the Council unless the expense is on behalf of Laredo College and approved by the President or Chief Executive Officer.

Section 7. Vacancies.

A vacancy shall be filled for the remainder of the unexpired term using the same method by which the seat was originally filled, unless the governing board or the President or Chief Executive Officer directs otherwise in a manner consistent with law and board policy.

Section 8. Removal.

A Council member may be immediately removed for violating applicable law or College District policy, failing to conduct the member's responsibilities within the Council's parameters, failing to attend Council meetings, or engaging in other similar misconduct. Removal shall occur only upon recommendation of the Provost and approval by the President or Chief Executive Officer.

ARTICLE III. OFFICERS

Section 1. Officers.

The President or Chief Executive Officer shall appoint, from among the members of the Council, a Presiding Officer, an Associate Presiding Officer, and a Secretary.

Section 2. Presiding Officer.

The Presiding Officer shall preside over meetings of the Council and represent the Council in official communications with the college administration and any system administration.

Section 3. Associate Presiding Officer.

The Associate Presiding Officer shall perform the duties of the Presiding Officer in the Presiding Officer's absence and shall perform other duties assigned by the President or Chief Executive Officer or by the Presiding Officer consistent with law and board policy.

Section 4. Secretary.

The Secretary shall maintain minutes, attendance records, and other official Council records, and shall assist in ensuring the timely posting of agendas and curriculum proposals as required by law and institutional procedure.

ARTICLE IV. MEETINGS

Section 1. Open meetings.

Council meetings at which a quorum is present shall be open to the public and shall be conducted in accordance with procedures prescribed by the President or Chief Executive Officer.

Section 2. Regular meetings.

The Council shall meet at the call of the Presiding Officer and in accordance with procedures prescribed by the President or Chief Executive Officer.

Section 3. Special meetings.

Special meetings may be called in accordance with procedures prescribed by the President or Chief Executive Officer.

Section 4. Quorum

For purposes of conducting business, a quorum consists of a majority of the currently filled Council seats, unless a different quorum rule is adopted by the Council. **In accordance with Texas Education Code Section 51.3522(l), the Council maintains the independent authority to adopt rules for establishing a quorum."**

Section 5. Agenda and curriculum proposal posting.

Not later than the seventh day before a meeting, the following shall be made available to the public on the institution's Internet website: (1) an agenda with sufficient detail to indicate the items to be discussed or subject to a vote, and **(2) curriculum proposals, if any, that have been advanced through the College's established curriculum process and that will be discussed or acted on in an advisory capacity at the meeting.**

Section 6. Live broadcast.

The Council shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Council if more than 50 percent of the members of the Council are in attendance.

Section 7. Attendance recording for specified business.

The names of members in attendance shall be recorded at any meeting in which the Council conducts business related to a vote of no confidence regarding an institution or system administrator, or policies related to curriculum and academic standards.

Section 8. Parliamentary procedure.

The Council may use parliamentary procedures for orderly conduct of meetings only to the extent those procedures are consistent with law, board policy, and procedures prescribed by the President or Chief Executive Officer.

ARTICLE V. DUTIES AND RESPONSIBILITIES

Section 1. General advisory functions.

The Council may consider and advise on matters related to the general welfare of the institution, including curriculum, academic standards, academic policies, faculty welfare, and other institutional matters properly presented to the Council for review or comment.

Section 2. No final authority.

No action of the Council shall bind the institution, the governing board, the President or Chief Executive Officer, the Provost, or any administrator unless final action is taken by an authority otherwise empowered to act.

Section 3. Communication role.

The Council may serve as a channel of communication between the faculty and the administration on matters within the Council's advisory scope.

ARTICLE VI. COMMITTEES

Section 1. Committees.

The Council may create standing or ad hoc committees to assist with work that is within the Council's advisory scope and consistent with law, board policy, and procedures prescribed by the President or Chief Executive Officer.

Section 2. Committee limits.

Committees created by the Council are advisory to the Council only and may not exercise final decision-making authority on behalf of the institution or the Council.

ARTICLE VII. PUBLIC ACCESS AND RECORDS

Section 1. Public access.

Meetings, agendas, curriculum proposals required for posting, and any other materials required by law shall be made available to the public in the manner required by law and institutional procedure.

Section 2. Official records.

The Council shall maintain minutes and records sufficient to document its actions, attendance where required by law, and compliance with posting and meeting requirements.

Section 3. Chapter 2110.

Chapter 2110, [Texas](#) Government Code, does not apply to the Council.

ARTICLE VIII. FREEDOM OF ASSOCIATION

Section 1. Constitutional rights.

These bylaws may not be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

ARTICLE IX. AMENDMENTS AND EFFECTIVE DATE

Section 1. Amendment process.

These bylaws may be amended only by action of the governing board. The Council may recommend amendments for administrative and board consideration, but no amendment becomes effective unless approved by the governing board.

Section 2. Effective date.

These bylaws become effective on the date approved by the governing board and remain in effect until amended or repealed by the governing board in accordance with law.

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