



# CONSTITUTION and BY-LAWS

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# CONTENTS

<b>Statement of Ethics for Faculty Governance</b> .....	<b>1</b>
<b>Constitution of the Oakton Community College Faculty Association</b> .....	<b>2</b>
Preamble .....	2
Article I: Name .....	2
Article II: Membership .....	2
Article III: Rights of the Membership .....	2
Article IV: Board of Directors .....	3
Article V: The Senate .....	3
Article VI: Committees .....	4
Article VII: Amending the Constitution .....	8
<b>By-Laws of the Oakton Community College Faculty Association</b> .....	<b>9</b>
I. Dues and Financial Records .....	9
II. LHE Allocations for Officers and Chairperson of the Council of Chairs. ....	9
III. Duties of the Officers. ....	9
IV. Faculty Senate Procedures.....	12
V. Committees.....	13
VI. Procedures for Nominations and Election for OCCFA Officers, for Faculty Senate Members, and for Other Elected Faculty Positions. ....	16
VII. Balloting Procedures for Issues Submitted to the Membership.....	18
VIII. Balloting Procedures for Contract Ratification .....	18
IX. Amendment of By-laws .....	18

## Statement of Ethics for Faculty Governance

All Senators and Officers agree to uphold the highest standards of professional ethics. This includes, but is not limited to, a commitment to do their best in representing the interests of OCCFA members, fully informing themselves about issues, maintaining confidentiality when appropriate, and abstaining in votes that may result in a personal or professional conflict of interest.

All OCCFA members agree to uphold the highest standards of professional ethics. This includes, but is not limited to, abstaining from votes and participating in meetings and other activities that may result in a personal or professional conflict of interest.

# Constitution of the Oakton Community College Faculty Association

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## Preamble

The Oakton Community College Faculty Association (commonly referred to as "OCCFA"), in affiliation with the Illinois Education Association/National Education Association is organized under the laws of the State of Illinois. It operates and functions as a professional association of college teachers employed by Oakton Community College (Community College District No. 535 of Illinois), whose purpose is to engage in any and all activities that promote higher education and the welfare of its members. As the representative of the Faculty of Oakton Community College, it seeks to better serve the residents of Community College District No. 535 and the educational needs of its students by promoting and striving for a harmonious working relationship with the administration and the Board of Trustees of Oakton Community College.

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## Article I: Name

The name of this organization shall be the Oakton Community College Faculty Association/IEA-NEA and shall hereinafter in this constitution be designated OCCFA.

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## Article II: Membership

- I. All full-time faculty are eligible to become members of OCCFA. "Full-time faculty" is herein defined as full-time teaching personnel, student development faculty members and library and media services faculty members (including, but not limited to, those engaged in library work and audio visual work), employed by Oakton Community College, whether engaged in classroom teaching or not.
- II. A full member in good standing is defined as any full-time faculty member paying the full dues assessment. Any full-time faculty member who cancels payroll deductions will lose his/her voting rights until such time that all outstanding fees and/or assessments are paid. Any full-time faculty member on leave, who is not paying dues, will lose his/her voting rights.
- III. A fair share member in good standing is defined as any full-time faculty member paying the full dues assessment minus the fee assessed for the political action fund.
- IV. The Board of Directors will decide questions of membership.

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## Article III: Rights of the Membership

All OCCFA full members in good standing may in accordance with procedures spelled out in the By-laws:

- A. Sign nomination petitions and vote for OCCFA officers and Senators.
- B. Run for elective office within OCCFA.
- C. Petition OCCFA officers and Senators.
- D. Vote on all issues submitted to the membership, including but not limited to salary, working conditions, and fringe benefits as covered by, but not limited to, the 4100 series of the Board Policies.
- E. Serve on OCCFA and Senate committees.

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## **Article IV: Board of Directors**

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- I. The affairs of OCCFA shall be managed by a Board of Directors consisting of the duly elected President, Vice-President, Secretary, Treasurer, and the IEA/NEA Regional Council Representative. The Chairperson of the Council of Chairs and Coordinators (Chair of Chairs) will serve in an advisory (non-voting) capacity.
- II. Duties of the Board of Directors.
  - A. Carry out policies made by the Faculty Senate.
  - B. Inform the Senate and membership on contractual and other faculty issues.
  - C. Represent the membership to the administration and Board of Trustees of the College.
  - D. Approve expenditures of OCCFA which do not exceed \$1000.
  - E. Maintain membership lists.
  - F. Resolve questions as to the interpretation of the Constitution and By-Laws and membership and voting eligibility.
  - G. Sign all financial documents of OCCFA. (Dual signatures are needed, one being the Treasurer's).
  - H. Establish and eliminate Senate committees as needed.
  - I. Complete and sign documents required by the College or the State relating to finances and political activities.
  - J. Allocate Association LHEs granted in Faculty Contract.
  - K. File and process grievances, as needed.
  - L. Collect and disseminate information about available committee service.
  - M. Provide the names of interested faculty members to the individual or group responsible for organizing various standing and ad hoc committees.
  - N. Appoint members to non-elected committees with approval of the Senate.
- III. Election of the Board of Directors. The Board of Directors of OCCFA, are to be elected members according to the procedures spelled out in the By-laws. The term of office shall be one year, commencing and ending at the end of the summer term.

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## **Article V: The Senate**

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- I. Purpose and Scope. An elected Senate will conduct faculty governance. All Senate meetings are to be conducted according to the current edition of Robert's Rules of Order. The Faculty Senate represents the needs and interests of all full-time faculty members.
- II. Duties.
  - A. Make policy to govern the operation of OCCFA.
  - B. Direct the Board of Directors to establish ad hoc or standing committees as needed to conduct its work.
  - C. Serve as an agency through which any member of the Faculty, the Administration, or any committee may introduce matters involving faculty governance for consideration.
  - D. Approve expenditures of OCCFA which exceed \$1000.

- E. Work with the treasurer to administer OCCFA funds.
- F. Receive and evaluate reports from its standing and ad hoc committees and act upon them, where appropriate.
- G. Direct the Board of Directors to make recommendations to the College President, other appropriate administrators, or Oakton Community College Board of Trustee members on any matter relating to the faculty.
- H. Inform all faculty of actions taken by the Senate.
- I. Inform all faculty of action taken by the Board of Trustees, College President, or Administration on recommendations made by the Senate.
- J. Assess dues and special assessments to meet expenses.
- K. Serve, if necessary, in an advisory capacity to the Negotiating Team.
- L. Approve appointments to Senate committees as specified in the OCCFA Constitution and By-Laws.

III. Procedures for the Faculty Senate are defined in the By-laws.

IV. Officers.

- A. The officers of the Senate shall be the following members of the Board of Directors of OCCFA: President, Vice-President, Secretary, Treasurer, and Region Representative.
- B. The term of Senate office shall be one year, commencing and ending at the end of the summer term.

V. Senators.

- A. Each division with a permanent faculty shall be represented by three Senators.
- B. Senators shall be nominated and elected in accordance with the provisions for nominations and elections spelled out in the By-laws.
- C. Senators must be full OCCFA members assigned to the division they are to represent at the beginning of the semester in which they are to take office.
- D. Each year each division shall elect two Senators, one Senator for a one-year term and one Senator for a two-year term.
- E. In the event of a Senate vacancy for any reason, the Senator shall be replaced as described in the By-Laws.

VI. Recall of an Officer or Senator. Recall of an officer or Senator not performing his/her duties satisfactorily may be instituted according to the procedures described in the By-laws.

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## **Article VI: Committees**

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- I. The Senate authorizes the following committees: The Curriculum Committee, the Insurance Committee, the Negotiating Team, the Grievance Committee, the Political Action Committee, the Board of Elections, the Events Committee, the Council of Chairs and Coordinators, and the Contract Matters Advisory Committee. Other committees may be formed as needed.
- II. The Senate will oversee the election of members to the Promotions, Lane Change, Curriculum, and Sabbatical Committees. Members of Lane Change and Sabbatical

Committees shall be both tenured faculty members and full members of OCCFA. The Senate will oversee the election of members to other committees as requested.

III. The Senate will approve appointments for Senate representatives to the Program Review and R&D Committees. These representative shall be full members of OCCFA.

IV. The Curriculum Committee.

A. Membership. The membership of the Curriculum Committee will consist of one full-time faculty member, who is a full member of OCCFA, chosen by the discipline faculty from each of the following areas:

1. Humanities and Arts (Philosophy, Art, Music, Performing Arts, Modern Languages, and Speech).
2. Technologies including Fire Science, Engineering, Facilities Management and Building Technologies, Architecture, Electronics, Construction Management, Automotive Technology, Machine Technology, Mechanical Design/CAD.
3. Science (Biology, Chemistry, Earth Science, Natural Science, Physics).
4. Mathematics, and Computer Science.
5. Health Careers and Physical Education.
6. Student Development.
7. Library and TV Services.
8. Computer Technologies and Information Systems.
9. Business including Accounting, Business, Real Estate, Marketing, Management, International Trade, Financial Services, and Hospitality Management.
10. English and Communications.
11. Social Sciences, Education, and related vocational programs: Early Childhood Education, Law Enforcement, Human Services, and Substance Abuse Counseling.
12. Membership will be maintained at 11 members. The Senate will periodically examine and modify the list to reflect department/division realignments.
13. Members will have two-year terms; 1-5 terms will be elected in even-numbered years. 6 through 11 will be elected in odd-numbered years.
14. The Administration may have a representative on the Curriculum Committee to serve in liaison and advisory capacities.
15. A Chair will be elected each year from the members.
16. The Curriculum Committee will determine its own policies and procedures which must be approved by the Senate before they take effect.

B. Duties.

1. Review and make recommendations to the College Administration regarding approval of new or revised courses and curricula.
2. Consider and make recommendations regarding general education objectives and other college-wide curricular requirements.
3. Review courses from other colleges and universities to be offered on the Oakton campus as extension courses and make recommendations to the administration.

4. Examine existing and proposed courses and curricula to ensure they are in compliance with the Illinois Articulation Initiative.
  5. Monitor existing and proposed courses and curricula to minimize duplication of subject matter, and encourage sharing and cross-listing of courses among degree and certificate programs.
- V. Negotiating Team: The Negotiating Team is concerned with the general welfare of the faculty as it is reflected through collective bargaining. It will be appointed by the Board of Directors in the fall semester of the last academic year of the contract.
- A. Membership.
    1. This committee will be composed of at least five full OCCFA members.
    2. The President of OCCFA will chair the negotiating team.
  - B. Duties.
    1. Determine faculty opinion prior to negotiations regarding salary, fringe benefits, working conditions, and any other contractual items.
    2. Solicit advice and suggestions from the Senate and the faculty on the revisions or formation of policies and/or procedures.
    3. Work with the Administration and Board of Trustees in preparing a final contract.
    4. Establish the ground rules, times and frequency of negotiations meetings with the Administration and/or the Board.
    5. Engage in direct negotiations with the Administration and/or Board.
    6. Communicate with the Senate and Faculty on the status of negotiations.
    7. Present the final contract to the faculty for their approval.
    8. Serve, as needed, on contract-related committees during the term of the contract.
- VI. The Contract Matters Advisory Committee is concerned with learning about, monitoring, and advising the Board of Directors, Senate, and the faculty about contractual issues.
- A. Subcommittees will include Shared Governance Oversight/Working Conditions, Insurance/Benefits, and Finance. Other subcommittees will be formed as needed.
  - B. Membership.
    1. This committee and subcommittees will be appointed by the Board of Directors.
    2. The Vice-President of OCCFA will chair the Committee. Subcommittee chairpersons will be appointed by the Board of Directors.
  - C. Duties.
    1. Collect and analyze college and other information.
    2. Learn about issues related to contractual matters.
    3. Advise the Board of Directors, Senate, and Negotiating Team.
    4. Serve as needed on contract-related committees during the term of the contract.
    5. Report yearly and more often as needed, to the Senate.

## VII. Political Action Committee.

### A. Membership.

1. Membership on the Political Action Committee shall consist of no fewer than four volunteers from among OCCFA members, preferably one from each division, appointed by the Board of Directors and approved by the Senate.
2. The Board of Directors will appoint one member of OCCFA to serve as chair.

### B. Duties.

1. Develop political strategies to aid OCCFA.
2. Identify and work for the election of candidates for the Board of Trustees who are supportive of education, students, and faculty.
3. Work with the IEA Region Representative, Illinois state legislature, other political bodies, and the Illinois Education Association to further the goals of higher education in the State of Illinois.
4. Work with the Treasurer of OCCFA to ensure that required legal documents are filed with the State/County.
5. The Chair will make periodic reports to the Senate.

## VIII. Grievance Committee.

### A. Membership.

1. This committee will be composed of at least five OCCFA members appointed by the Board of Directors. Normally, there shall be at least one from each Division and a representative from student development/library faculty.
2. The Vice President of OCCFA will serve as an ex-officio member of this committee and as Chair.

### B. Duties.

1. Participate in the grievance process as specified in the current OCCFA contract.
2. Meet with any faculty member who believes that he/she has suffered a contract violation.
3. Make recommendations to the Board of Directors about which disputes should become formal grievances.
4. The Chair will make periodic reports to the Faculty Senate.

## IX. Board of Elections.

### A. Membership.

1. The President of OCCFA shall appoint each year, with approval by the Senate, a Board of Elections comprised of one Senator from each division.
2. The IEA/NEA Regional Council Representative will Chair the Board of Elections.

### B. Duties.

1. Arrange and conduct all elections necessary for the operations of OCCFA following the procedures described in the By-laws.
2. Arrange and conduct all elections required by the IEA/NEA.

3. Nominate, with Senate input, OCCFA members to run for IEA/NEA elected offices.

X. Events Committee.

A. Membership.

1. The President of OCCFA will appoint each year, with approval by the Senate, an Events Committee comprised of OCCFA members.
2. The Committee will elect its own Chair.

B. Duties.

1. Welcome new faculty.
2. Arrange and conduct all social and fund-raising events.
3. Publicize activities to the appropriate groups.
4. Work with the OCCFA Treasurer to handle expenses.

XI. Council of Chairs and Coordinators.

A. Membership.

1. The Council of Chairs and Coordinators will consist of all department/program chairs and coordinators, including the chair of the library faculty and coordinator of student development faculty.
2. The Council shall elect its own Chair from among full OCCFA members serving as chairs and coordinators.

B. Duties.

1. Discuss issues of common interest related to the administrative functions performed by department and program chairs and coordinators and serve as a clearinghouse for issues to be taken up with academic administrators.
2. Meet with academic administrators to discuss solutions to issues raised in council meetings.
3. Bring to the Faculty Senate any recommendations that relate to working conditions, academic concerns, or contractual matters.
4. Inform the Faculty Senate of all meeting times and agendas.
5. Send minutes to the Faculty Senate via the Association President.
6. Promote professional development for its members.
7. Work to ensure that the alternate time for chair and coordinator tasks is applied fairly and equitably according to the Faculty Contract.
8. Make periodic reports to the Senate.

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**Article VII: Amending the Constitution**

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I. This Constitution may be amended by a vote of two-thirds of those voting in accordance with procedures described in the By-laws.

II. The amended Constitution will be implemented immediately upon its passage.

**REVISED January, 2006**

# By-Laws of the Oakton Community College Faculty Association

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## I. Dues and Financial Records

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- A. Dues shall be assessed upon recommendation by the Board of Directors and approval of the Senate to cover expenses including, but not limited to:
  - 1. IEA/NEA membership.
  - 2. Local operating expenses.
- B. The books and records of OCCFA shall be open to inspection by any member of OCCFA upon a written request to the Treasurer.

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## II. LHE Allocations for Officers and Chairperson of the Council of Chairs.

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- A. The Board of Directors will allocate yearly Association LHEs (30) to the Board of Directors and Chair of the Council of Chairs and Coordinators to perform Association duties. Beginning in Fall 2006, the allocations will ordinarily be as follows:
  - 1. President 15 LHEs
  - 2. Vice-President 5 LHEs
  - 3. Secretary 4 LHEs
  - 4. Treasurer 3 LHEs
  - 5. IEA/NEA Regional Council Representative 1 LHE
  - 6. Chair of the Council of Chairs and Coordinators 2 LHEs

Any changes to the above allocations require the approval of 3 voting members of the Board of Directors.

- B. If an officer is unable to perform his/her duties in a particular semester/term, the allocation will be adjusted with the approval of 3 voting members of the Board of Directors.
- C. All faculty members receiving association LHEs will inform the President of OCCFA how he/she is distributing the LHEs across fall/spring/summer as well as any changes during the year.

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## III. Duties of the Officers.

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- A. President.
  - 1. Inform the Senate and the administration of the allocation of Association LHEs.
  - 2. Represent OCCFA to the Board of Trustees, the Administration, and other faculty and non-faculty groups.
  - 3. Chair and call meetings of OCCFA and of the faculty Senate.
  - 4. Plan Senate and OCCFA meeting agendas with the advice of the Board of Directors.
  - 5. Collect and disseminate information about available committee service.

6. Provide the names of interested faculty members to the individual or group responsible for organizing the various standing and ad hoc committees.
  7. Make appointments to committees with the advice of the Board of Directors and approval by the Senate where specified in the By-Laws.
  8. Keep the membership informed on matters of faculty concern.
  9. Submit all petitions on faculty concern to the Senate for consideration in working toward their resolution.
  10. Set in motion the proceedings for contract negotiations in ample time for negotiations to take place.
  11. Report on actions of OCCFA to its members and of the faculty Senate to the full-time faculty.
  12. Respond to and assist faculty regarding concerns/questions about contract issues.
  13. Communicate with the IEA regarding issues of faculty concern.
  14. Appoint a person to stand in for the President at meetings or particular functions on an individual basis. If no one is so selected, the order of placement is, in descending order, the Vice-President, Secretary, Treasurer, and Region Representative.
  15. Make arrangements for conducting faculty business in the absence of the President or another member of the Board of Directors.
  16. Conduct business according to the current edition of Robert's Rules of Order. The President may appoint a member of the Senate to rule on parliamentary procedure.
  17. Attend OCCFA, Senate, and Board of Directors meetings on a regular basis.
- B. Vice-President.
1. Work with and assist the President of OCCFA.
  2. Fill in for a member of the Board of Directors not present at an Association, Senate, or other meeting.
  3. Serve as an ex-officio member of and as Chair of the Grievance Committee.
  4. Chair Contract Matters Committee.
  5. Attend OCCFA, Senate, and Board of Directors meetings on a regular basis.
  6. Perform other duties as assigned by the President.
- C. Secretary.
1. Take and distribute minutes of all OCCFA and Senate meetings to all OCCFA members and any other persons as approved by the Board of Directors in a timely manner.
  2. Take and distribute minutes of all Board of Directors meetings to all officers in a timely manner.
  3. Maintain records and files of all OCCFA matters other than finances.
  4. Assist the Board of Elections in the preparation of petition forms and membership lists in carrying out elections.

5. Maintain, with cooperation of the Treasurer, a list of members in good standing of OCCFA.
  6. Receive all petitions from OCCFA members other than those for an elective office for submission to the Board of Directors.
  7. Solicit newly hired faculty for membership in OCCFA with assistance from other officers and Senators.
  8. Maintain the Association bulletin board and website.
  9. Send communications to members and others as requested by the Board of Directors and/or the Senate.
  10. Arrange for Senate, OCCFA, and other related meetings.
  11. Attend OCCFA, Senate, and Board of Directors meetings on a regular basis.
  12. Perform other duties as assigned by the President.
- D. Treasurer.
1. Maintain complete financial records of OCCFA.
  2. Prepare a budget and submit it to the Board of Directors and Senate at the May Senate meeting for the following academic year.
  3. Pay bills and make donations, as necessary.
  4. Recommend changes in the amount of dues assessment for approval by the Board of Directors and the Senate of OCCFA.
  5. Prepare a semi-annual financial report for OCCFA members to reflect the financial standing of OCCFA as of December 31 and June 30 of each fiscal year. Such reports will be presented to the Senate for its approval.
  6. Make financial reports available to OCCFA members at a time convenient to the inquiring member and the Treasurer.
  7. Be responsible for transferring financial accounts and records to succeeding OCCFA officers.
  8. Keep the OCCFA Secretary informed of the current list of members in good standing.
  9. Notify the college's payroll department of any change in the assessment of dues.
  10. Submit the appropriate county and/or state forms reporting political expenditures and PAC activities.
  11. Maintain the fair share records and other paper work for the Association in accordance with state and federal law.
  12. Attend OCCFA, Senate, and Board of Directors meetings on a regular basis.
  13. Perform other duties as assigned by the President.
- E. IEA/NEA Regional Council Representative.
1. Attend regional council meetings on a regular basis.
  2. Represent OCCFA on the regional council and in IEA/NEA activities and meetings on a regular basis.

3. Report council meeting activities to the Board of Directors and to the Senate as necessary.
4. Chair the Board of Elections Committee.
5. Solicit local nominations for OCCFA and IEA/NEA positions.
6. Attend OCCFA, Senate, and Board of Directors meetings on a regular basis.
7. Perform other duties as assigned by the President.

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#### **IV. Faculty Senate Procedures**

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- A. The schedule of regular Senate meetings shall be determined by the Board of Directors in a timely manner so that it can be included in the Schedule of Meetings distributed by the College. Special meetings can be called, if necessary, by the Board of Directors.
- B. Regular Senate meetings shall be open to all faculty members.
- C. All faculty members are to be informed of the meeting schedule and specific meeting agendas.
- D. The Senate may invoke the right of closed session and/or ask non OCCFA members to leave in the following situations: (1) when a faculty member's right of privacy would otherwise be violated and (2) discussions related to bargaining or contractual matters.
- E. The Presidents of the Oakton Community College Adjunct Faculty Association (OCCAFA) and the Staff Association may submit items of mutual interest to the Board of Directors for possible inclusion on the Senate agenda.
- F. The Senate may direct the President to call at least one meeting of OCCFA for the beginning of the fall semester, and can at its discretion, direct the President to call additional meetings as needed.
- G. Minutes of Senate proceedings shall be distributed to full-time faculty and others as requested by the Senate.
- H. Decisions by the Senate shall be determined by a simple majority of the Senators and Officers voting.
- I. The Senate must respond to any petition signed by twenty (20) percent of the OCCFA membership and submitted to the Secretary.
- J. A quorum of members of the Senate shall be necessary for the Senate to conduct business. Nine Senators and Officers shall constitute a quorum during the Academic year.
- K. Summer meetings shall include newly-elected Senators and officers as well as those whose terms expire at the end of the summer session. During the summer, a quorum consists of nine (9) current and newly elected Senators and Officers.
- L. Members of the Senate include Senators and Officers of the Association.
- M. Members of the Senate are expected to attend all regular meetings in their entirety. If a Senator has a time conflict in a particular semester of his/her term of office or cannot perform his or her duties, the Board of Directors will select a replacement to serve until the Senator can once again serve or until the next regular election of Senators or election at a Division meeting, whichever occurs first.

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## V. Committees

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- A. Senators in each division will conduct elections for Sabbatical Committee, Promotions Committee, and Lane Change Committee as well as other committees needing elected faculty representation in the spring semester to fill vacancies for the following academic year.
  - 1. Special elections will be held, as needed, to replace faculty who are unable to complete their term on a committee. The President of OCCFA will appoint a faculty member on an interim basis until the Division holds an election.
  - 2. All elections will be by closed ballot.
  - 3. If the election is contested, each candidate will have the opportunity to address the Division prior to the election.
- B. Program Review Committee.
  - 1. The President of OCCFA shall appoint a full member of OCCFA to represent the Senate on the Program Review Committee.
  - 2. The faculty representative shall make periodic reports to the Senate.
- C. Research and Development Committee.
  - 1. The President of OCCFA shall appoint a full member of OCCFA to represent the Senate on the Research and Development Committee.
  - 2. The faculty representative shall make periodic reports to the Senate.
- D. Curriculum Committee.
  - 1. Discipline faculty will hold elections for membership in the spring semester to fill vacancies for the following academic year. Special elections will be held, as needed, to replace faculty who are unable to complete their term on a committee.
  - 2. Members of the Curriculum Committee will elect their own chair and make their own rules, which must be approved by the Senate.
  - 3. Meeting agendas and minutes will be provided to all faculty, who may attend all curriculum committee meetings.
  - 4. The Chairperson of the Curriculum Committee will make periodic reports to the Senate.
- E. Negotiating Team.
  - 1. Any full member may submit his/her name and qualifications to the Board of Directors for appointment to the Negotiating Team.
  - 2. The Board of Directors may invite applications for membership.
  - 3. The Negotiating Team shall be formed by the end of the Fall semester in each negotiating year by the Board of Directors.
  - 4. It shall report to the Board of Directors and, with its approval, to the Senate during negotiations.
  - 5. It can call meetings, open to all members, if so authorized by the Board of Directors, to discuss negotiations.

6. It shall submit the results of negotiations to the Board of Directors who will submit the contract proposal to the full members of OCCFA for a vote to ratify or not ratify the proposal.
- F. Grievance Committee.
1. Any tenured, full member may submit his/her name and qualifications to the Board of Directors for membership to the Grievance Committee.
  2. The Board of Directors may invite applicants for membership.
  3. The Grievance Committee shall be formed within thirty (30) days from the start of the Fall semester.
  4. The Vice President of OCCFA shall serve as chair of the Grievance Committee and vote only in cases of ties.
- G. Political Action Committee
1. Members will be appointed by the President of OCCFA.
  2. The President of OCCFA will appoint one full member of OCCFA to serve as Chair.
  3. The Political Action Committee shall be formed within thirty (30) days of the start of the fall semester.
- H. Board of Elections.
1. The Board of Elections shall be appointed by the President of OCCFA within (30) days from the start of the Fall semester.
  2. The Board shall consist of one Senator from each Division.
  3. The IEA/NEA Regional Council Representative will Chair the Board of Elections.
  4. The Board of Elections will handle all elections related to OCCFA business.
- I. Events Committee.
1. Any full-time faculty member may serve on the Events Committee.
  2. The Events Committee shall arrange and conduct all social and fund-raising activities (e.g., Retirement and other celebrations, faculty "get-togethers," scholarship benefit).
  3. The Events committee shall welcome new full-time faculty.
  4. The Events Committee shall be appointed by the Board of Directors at the end of the spring semester to serve for the following year.
  5. The Senate President shall appoint a member of the committee to convene the first meeting of the year.
  6. The Events Committee shall elect its own chairperson.
  7. The chairperson shall make periodic reports to the Senate and work with the Treasurer to budget for activities.
- J. Council of Chairs and Coordinators.
1. The Council of Chairs and Coordinators will consist of all department/program chairs and coordinators, including the chair of the library faculty and coordinator of student development faculty.

2. The council will select its own chairperson ("Chair of Chairs").
    - a. The Chair of Chairs will be elected by the Council of Chairpersons and Coordinators (Council of Chairs) for a two-year period commencing and ending at the end of the summer term after new chairpersons and coordinators have been appointed. If the chair cannot complete his or her term of office, the Board of Directors will appoint a person to convene the Council of Chairs at which time a new chairperson will be elected to complete the two-year term.
    - b. The Chair of Chairs will serve in an advisory (non-voting) capacity on the Board of Directors.
  3. The council will select other officers, if needed.
  4. The council will meet at least twice each semester, with additional meetings called as needed.
  5. Faculty who are not chairs or coordinators may attend meetings but may not vote.
  6. The council will inform the Faculty Senate of all meeting times and agendas.
  7. The council will send the Faculty Senate a copy of its meeting minutes via the Association President.
  8. The council will bring to the Faculty Senate any recommendations that relate to working conditions, academic concerns, or contractual matters.
  9. The Vice President for Academic Affairs and other administrators may be invited to meet with the Council to discuss issues related to their areas of responsibility.
  10. Some of the topics that the Council may address are training for chairs/coordinators, job descriptions for chairs/coordinators, policy implementation, new program research and development, interdepartmental collaboration for curriculum development, and compensation/released time associated with program management.
- K. Contract Matters Committee.
1. The Contract Matters Committee shall be appointed by the Board of Directors.
  2. All faculty will be invited to submit their name if they are interested in serving on the committee.
  3. The Contract Matters Committee will be chaired by the Vice-President of OCCFA.
  4. Subcommittees will include Shared Governance Oversight/Working Conditions, Insurance, and Finance. Other subcommittees will be formed as needed. Chairs of the Subcommittees will be appointed by the Board of Directors.
  5. Duties.
    - a. Collect and analyze college and other information on a regular basis.
    - b. Learn about issues related to collective bargaining.
    - c. Advise the Senate, Negotiating Team, and other College committees on contract matters.
    - d. Report yearly and more often as needed to the Senate.

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## **VI. Procedures for Nominations and Election for OCCFA Officers, for Faculty Senate Members, and for Other Elected Faculty Positions.**

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- A. Elections for officers and Senators shall be held in the spring semester of each year for the term beginning at the start of the following fall semester. Elections for other faculty positions will be held as needed.
- B. A person seeking nominations as an officer of OCCFA:
  - 1. Must be a full member of OCCFA.
  - 2. Shall file with the Board of Elections a nominating petition, obtained from the Board of Elections Chair, stating the position desired and the name of the candidate, and signed by at least (15) full members of OCCFA, not including the candidate.
- C. A person seeking nomination as a member of the Faculty Senate:
  - 1. Must be a full member of OCCFA.
  - 2. Shall file with the Board of Elections a nominating petition, obtained from the Board of Elections Chair stating the term of office (one year or two years) and the name of the candidate, and signed by at least five (5) members of the candidate's division, not including the candidate.
- D. Immediately after the announced closing date for filing, the names of all petition signers shall be validated by the Board of Elections, working with the OCCFA Secretary, as full members in good standing.
- E. Prior to the election, there will be a forum during which time candidates for each contested office or Senate position will have the opportunity to make a short statement and answer questions posed by the faculty.
- F. The Board of Elections shall notify all members in writing and/or by electronic mail of the names of all candidates and the office for which they are filing at least five (5) days excluding weekends and holidays, prior to voting.
- G. The Board of Elections shall send ballots and voting instructions to all members by interoffice and/or electronic mail to be received at least three (3) days prior to the date or dates of the election, excluding weekends and holidays.
- H. The ballots will be specifically prepared for each division and will contain the names of the candidates for the OCCFA offices and the candidates for the specific division.
- I. Each full member of OCCFA may complete one ballot.
  - 1. Completed ballots are to be placed in a sealed envelope (envelope #1).
  - 2. Envelope #1 (containing the ballot) is to be placed in a second envelope (envelope #2).
  - 3. Envelope #2 should be addressed to OCCFA and must contain the voter's printed and signed name as well as their Division number.
  - 4. Voters may either mail or take their completed ballots to the Chairperson of the Board of Elections, to a designated Division Office or Offices, or to the OCCFA office as specified by the Board of Elections.
- J. The counting of ballots shall be done by at least one member of the Board of Elections and two other full members of OCCFA, who are not running for office or Senate position. At the time the ballots are counted, the Board of Elections will validate each ballot. Any OCCFA member may observe the counting of ballots. All

elections will be decided by a simple majority of those voting for that office or position. If no one has a simple majority, a run-off will be required between the top two candidates.

K. The results of an election shall be reported to the faculty within two (2) college days of the election.

L. Vacancies.

1. If a vacancy occurs among the officers of OCCFA due to an inability to serve, recall or resignation, the remaining Board of Directors shall choose a successor, with the approval of the Senate, to serve during the vacancy or until the next regular election. If the vacant office is the Presidency, then the Vice-President will convene a meeting as soon as possible to choose a successor. The Vice-President will assume the duties of the President until a successor is chosen.
2. If a Senator has a time conflict in a particular semester of his/her term of office or cannot perform his or her duties, a replacement will be selected as described in Section IV. Faculty Senate Procedures of the By-Laws.

M. Recall of an Officer.

1. A petition listing the reasons(s) for recall bearing the signatures of twenty percent (20%) of the full members initiates the recall proceedings, or
2. A petition listing the reason(s) for recall bearing the signatures of a simple majority of the full Senate and Officers shall initiate the recall proceedings.
3. The petition is to be delivered to the OCCFA Secretary, unless the recalled officer is the Secretary, in which case the petition will be delivered to the OCCFA President.
4. Within seven (7) working days after recall proceedings have been initiated, the President or the Vice-President shall convene a meeting of the Senate to discuss the issues involved. The officer being charged shall be able to present his/her case and question the petition presenters. A simple majority of the Senators and Officers present, excluding the Officer being charged, will determine whether a recall vote will be taken by the membership of OCCFA.
5. A recall ballot shall be prepared by the Board of Elections listing the charges. The time and place of voting will be announced by the Board of Elections within five (5) working days excluding weekends and holidays. Voting will be by closed ballot and a simple majority of full OCCFA members is required to decide the issue.

N. Recall of a Senator.

1. A petition listing the reason(s) and bearing signatures of one-third (1/3) of the members of the Senator's Division or five (5) Senators and/or Officers initiates the recall proceedings.
2. The petition will be delivered to the President who will forward it to one of the Senators from that Division to be placed on the agenda of the next Division meeting.
3. At the Division meeting following the receipt of the petition there will be a discussion of the issue involved followed by a vote (procedure to be determined by the division) as to whether or not the Senator should be recalled, decided by a simple majority of those voting. If a Senator is recalled, the vacancy will be filled as specified in the By-Laws.

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## **VII. Balloting Procedures for Issues Submitted to the Membership**

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- A. The Senate may direct the Board of Elections to conduct a vote of the full membership of OCCFA on any issue brought before it.
- B. The Board of Elections shall then notify all OCCFA members in writing and/or by e-mail of the issue(s) on the ballot at seven (7) calendar days prior to taking the vote. If the vote is to take place at a time other than the regular fall or spring semesters or seven-week summer term, then twenty-one (21) calendar days notice must be given.
- C. The vote will be by closed ballot on a weekday(s) that the College is open for business.
- D. The method of balloting and the counting of ballots will be the same as for the election of an officer or Senator.

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## **VIII. Balloting Procedures for Contract Ratification**

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- A. Contract language must be made available to the membership five (5) calendar days before a ratification vote.
- B. A general faculty meeting must be held to answer questions prior to the vote.
- C. The vote will be by closed ballot on a weekday(s) that the College is open for business during the fall semester, spring semester (including Orientation weeks and excluding holidays or breaks), or seven-week summer term.
- D. The method of balloting will be the same as for the election of an officer or Senator.
- E. The counting of ballots will be done by at least three (3) full OCCFA members, at least one (1) of which did not serve as a Negotiator.
- F. All full OCCFA members may observe the counting of ballots.
- G. The contract will be ratified by a simple majority of those voting.

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## **IX. Amendment of By-laws**

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Proposed revisions of these By-laws may be submitted by the Board of Directors to the Faculty Senate at a regular or special meeting, and a two-thirds (2/3) vote of full OCCFA members present shall rule, provided that all members of the Association have been sent notice of the date and place of the meeting and of the proposed revision(s) at least fourteen days prior to the meeting.

**REVISED January, 2006**