

# **Constitution of the Advisory Council of Faculty Senates (ACFS)**

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## **Preamble**

In appreciation of the recognized importance of a collegial system of shared academic governance and to promote and strengthen the same for the public higher education system in the State of Florida as well as for each of the institutions within it, this constitution establishes the means for faculty participation in the process of statewide public university governance. The fundamental purpose of the ACFS is to work toward better and higher quality educational opportunities in the institutions of higher education in the State University System (SUS) of Florida. It shall serve as a mechanism to discuss issues of importance to higher education in Florida and provide input from a faculty perspective.

## **Article I - Name**

1.1. The name of the organization shall be the Advisory Council of Faculty Senates (ACFS).

## **Article II - Purpose**

2.1. The purposes of the ACFS are:

2.1.1. To represent the Faculty Senates of the SUS institutions in advising the Chancellor of the State University System, the Board of Governors, the Florida State Board of Education, the state Legislature and other officials and organizations involved in the establishment of policies, administration, or funding of public higher education in the State of Florida;

2.1.2. To facilitate communication, cooperation and interaction among the faculty, students, educators, and supporters of education in the State of Florida;

2.1.3. To function as a liaison between the ACFS membership and other state, local and national

collegiate organizations;

2.1.4. To promote faculty involvement in the decision-making process affecting SUS institutions, and contribute solutions to educational challenges and needs;

2.1.5. To provide a forum for all SUS faculty in the ACFS membership.

### **Article III - Structure and Membership**

#### 3.1. Structure

3.1.1. The Faculty Senate, or equivalent faculty governance structure, of each institution of the State University System of Florida shall be a member institution of ACFS.

3.1.2. The Faculty Senate, or equivalent governance structure, of each member institution of ACFS is established in accordance with each institution's constitution and tradition.

#### 3.2. Membership

3.2.1. Full Member. Two faculty representatives from each member institution shall have voting privileges and the right to speak from the floor as full members. The officers of the ACFS will also be considered to be full members with both voting privileges and the right to speak from the floor.

3.2.1.1. Full members shall be selected in accordance with procedures established by the Faculty Senate, or equivalent governance structure, of each institution. In the absence of such procedures, the steering or executive committee of the Faculty Senate, or equivalent governance structure, of that institution, shall designate the two voting faculty representatives from each institution.

3.2.1.2. One of the voting representatives from each institution shall be the current chair or president of its Faculty Senate, or equivalent.

3.2.2. Alternate Member. Two faculty representatives from each member institution shall serve as non-voting alternate members and have the right to speak when recognized by the chair or presiding officer. In the absence of full members, alternate members shall assume the rights and privileges of full members.

3.2.2.1. Alternate members shall be selected in a manner analogous to that for selecting full members.

3.2.3. Ex Officio Member. The Chancellor of the State University System or designee shall be a non-voting ex officio member of the ACFS.

3.3. A vacancy on the ACFS shall be filled by a member designated by the steering or executive committee of the Faculty Senate, or equivalent governance structure, of the vacating member's institution and for the remaining term of the vacating member.

### **Article IV - Responsibilities**

4.1. The ACFS addresses statewide matters of academic governance, including:

4.1.1. Comprehensive educational policy;

4.1.2. Curriculum policy and structure;

4.1.3. Requirements for degrees and granting of degrees;

4.1.4. Recruitment, admission, advisement and retention of students;

4.1.5. Recruitment, hiring, and retention of faculty and administrators;

4.1.6. Development, curtailment, discontinuance, and reorganization of academic programs;

4.1.7. Other matters and issues concerning university academic governance.

4.2. The ACFS fulfills its function and responsibilities by utilizing various means, including, but not limited to, the following:

4.2.1. Drawing on the combined experience, knowledge, and expertise of the F faculty represented by members of ACFS;

4.2.2. Serving as resource faculty to participate in research on issues, prepare reports and position papers, and provide recommendations and input on matters under consideration and discussion;

4.2.3. Identifying resource faculty members from various campuses, who have interest and expertise in matters under consideration and discussion;

4.2.4. Raising and discussing issues that individual Faculty Senates have identified to be of statewide importance, and bringing such issues before the Chancellor of the State University System, the Board of Governors, the Florida State Board of Education, the state Legislature and other officials and organizations involved in the establishment of policies, administration, or funding of public higher education in the State of Florida;

4.2.5. Initiating, among its members and with the individual Faculty Senates, discussion of issues of long-range importance to higher education in the State of Florida.

4.2.6. Placing its records in a public forum (such as a public website).

## **Article V - Officers**

5.1. The officers of the ACFS shall consist of a Chair, a Vice Chair, and a Past Chair. No two of these officers may come from the same institution.

5.1.1. The Chair and Vice Chair shall be elected by majority vote of the membership at the meeting in late spring or early summer. If no one in the initial slates for each position gets a majority of votes cast, a run-off election between the two top vote-getters shall be held.

5.1.2. The officers shall serve one-year terms normally starting the first Monday of August following the election; they may be re-elected for a consecutive second term.

5.1.3. The Chair

5.1.3.1. The Chair shall serve as the presiding officer at all meetings.

5.1.3.2. The Chair shall be responsible for coordinating all necessary matters preceding a meeting.

5.1.3.3. The Chair shall prepare the agenda and submit it at least two weeks prior to the meeting date.

5.1.3.4. The Chair shall appoint the members and chairs of all standing and ad hoc committees.

5.1.3.5. If the Chair, Vice Chair, or Past Chair no longer serves as a full voting member of an institution, that individual shall maintain voting privileges until expiration of his/her term.

5.1.3.6. The Chair shall be the official voice of the ACFS and shall carry forward the will of the membership.

5.1.3.7. The Chair shall represent the ACFS on the Board of Governors.

5.1.3.8. In the event that the office of Chair shall become vacant, the current Vice Chair shall succeed to the office of Chair for the remaining term of office and a new Vice Chair shall be elected at the next ACFS meeting.

5.1.4. The Vice Chair

5.1.4.1. The Vice Chair shall perform the duties of the Chair, in the absence of the Chair.

5.1.4.2. The Vice Chair shall keep minutes of the meetings and perform such other duties as directed by the members.

5.1.4.3. In the event that the office of Vice Chair becomes vacant, the membership shall elect a new Vice Chair to serve for the remaining term of office.

5.1.4.4. The Vice Chair shall attend the Board of Governors meetings.

#### 5.1.5 The Past Chair

5.1.5.1. The Past Chair may perform the duties of the Chair in the absence of the Chair and the Vice Chair.

5.1.5.2. After serving one or more terms as the Chair, the Chair shall become the Past Chair.

5.1.5.3. The Past Chair shall perform such other duties as directed by the members.

5.1.5.4. For at least one year after leaving office, the Past Chair shall attend both the ACFS and the BOG meetings with the Chair and the Vice Chair to provide continuity for policy issues related to the ACFS.

5.1.5.5. It is expected that the respective SUS institutions from which the Chair, Vice Chair, and Past Chair derive will provide the appropriate level of institutional support to the ACFS officers as that extended to the respective Chairs of their Faculty Senates, specifically with respect to release time and travel.

## **Article VI - Operating Procedures**

6.1. The ACFS shall hold regular meetings three times a year.

6.1.1. These regular meetings shall be held in the Fall semester, early in the Spring semester, and in late Spring semester or early summer.

6.1.2. The agenda and the minutes for the previous meeting shall be distributed at least two weeks prior to the scheduled meeting time.

6.1.3. Business shall be conducted according to the following order:

6.1.3.1. Call to Order

6.1.3.2. Roll Call

6.1.3.3. Adjustments to and Approval of Agenda

6.1.3.4. Approval of Minutes

6.1.3.5. Announcement and Recognition of Guests

6.1.3.6. Unfinished Business

6.1.3.7. Committee Reports

6.1.3.8. New Business

6.1.3.9. Adjournment

6.1.4. A majority of the membership shall constitute a quorum.

6.1.5. Method of voting shall be at the discretion of the presiding officer.

6.1.5.1. At the request of one-third of the members present, a vote by secret ballot shall be conducted.

6.1.5.2. Proxy voting and absentee voting shall not be permitted.

6.1.5.3. Electronic or facsimile voting shall be allowed, and shall otherwise follow procedures set forth in the ACFS Constitution. Electronic ballots shall be submitted to the Vice Chair and copied to the Chair. The Vice Chair shall acknowledge receipt of individual votes, tally the votes, and disseminate the results, with verification by the Chair. All electronic votes shall be retained electronically or as printed copies.

6.1.6. Meetings shall be conducted according to the latest edition of Robert's Rules of Order.

## **Article VII - Committees**

7.1. The ACFS may, by a majority vote, constitute committees, subcommittees, and task forces, to include ACFS members and other faculty from the State University System, and charge such groups with specific tasks.

7.2. Standing committees may be established and terminated by a two-thirds vote.

7.3. Committee members shall be chosen according to Article V, Section 5.1.3.4.

## **Article VIII - Amendments**

8.1. Amendments to this constitution shall be considered upon a written request supported by at least three members.

8.2. The text of the proposed amendment must be submitted in writing to the members at least thirty days prior to the meeting at which it will be considered.

8.2.1. For adoption, a proposed amendment must receive an affirmative two-thirds vote of the total membership.

8.2.2. Electronic or facsimile submission to members of proposed amendments shall be considered a valid form of written submission, and shall otherwise follow procedures set forth in the ACFS Constitution. Electronic or facsimile voting is allowed as set forth in Article VI, Section 6.1.5.3.

## **Revisions to the Constitution**

### **2003 Revisions to January 2001 Version (Proposed February 2003, approved May 2003):**

Formatting to include numbering of all sections and paragraphs  
Reorganization and renaming of sections pertaining to Structure, Membership, Officers, Operating Procedures, Committees, and Amendments. Voting and speaking privileges of full members and alternate members  
Establishment of standing committees  
Expand responsibilities  
Reference ACFS representative on BOG  
Number and time of meetings  
Election of officers and replacement of vacancies  
Electronic voting and amendment procedures

### **2005 Revisions to May 2003 Version (Proposed September 2005, approved January 13, 2006):**

Changes to reflect positions of Chair-Elect and Past Chair relative to the BOG. Changes to Articles 3.2.1, 5.1, 5.1.2, 5.1.3.5. Article 5.1.4.6 deleted  
Articles 4.2.6, 5.1.5, 5.1.5.1, 5.1.5.2, 5.1.5.3, 5.1.5.4, and 5.1.5.5 added.

### **2007 Revisions to January 2006 Version (Proposed August 2006, approved January 2007):**

Reflect change of Chair-elect to Vice Chair and introduce the possibility of consecutive terms.

### **2010 Revisions to January 2007 Version (Proposed January 2010, approved August 2010):**

Remove references to “public colleges” and refer only to “institutions” in the State University System.