

**CONSTITUTION OF THE PARKLAND COLLEGE ASSOCIATION  
PREAMBLE**

The members of the Parkland College Association believe that their collective voice should be heard when college policies are being determined. Therefore, the PCA: participates in fostering an atmosphere that encourages the expression and exchange of ideas; involves itself in all matters concerning educational policies; and engages in as much self-government and self-regulation as the legally established structure of authority will permit.

This Constitution defines an organizational structure for the PCA and establishes the role the PCA will play in the affairs of the institution. Further, this Constitution embodies the principle that the participation and cooperation of all parties listed as members will:

1. Result in the continuing excellence of Parkland College in the areas of learning and community service;
2. Help to establish and promote an effective and harmonious relationship among all PCA member groups and the members of the Board of Trustees of Community College District No. 505; and
3. Serve as an effective instrument to deal democratically with those problems which have been traditionally within the province of the professional staff prerogatives in American colleges and universities.

**ARTICLE I – NAME**

The name of the organization established by this Constitution shall be the Parkland College Association, hereinafter designated as the PCA.

**ARTICLE II – MEMBERSHIP**

PCA Senate Membership:

Group Name	Term (Number of Years)
* Teaching Faculty	2
* Non-Teaching Faculty	2
* Professional Support Staff	2
* Confidential Staff	2
* Administrative Staff	2
* Public Safety	2
** Part-time Faculty and Professional Support Staff	1
*** Student Body Representatives	1

\* Denotes designation as full-time staff. These members are automatically full voting members of the PCA, and are hereinafter referred to as the full-time staff.

\*\* Denotes designation as associate members of the PCA. These members participate fully in the activities of the PCA, but vote only through their duly elected or appointed representatives as specified in this Constitution.

\*\*\* Denotes designation as full voting members on all Senate issues.

PCA Voting Designation for At-Large Issues:

Group Name	Code Letter Designation for PCA Voting Eligibility  F = Full-voting member: Everyone in the Group may vote on at-large Issues  A = Associate-voting member: Only senators representing the Group may Vote on at-large issues
Teaching Faculty	F
Non-Teaching Faculty	F
Professional Support Staff	F
Confidential Staff	F
Administrative Staff	F
Public Safety	F
Part-time Faculty and Professional Support Staff	A
Student Body Representatives	A

**ARTICLE III - AUTHORITY AND RESPONSIBILITY**

Although ultimate authority and responsibility rest with the Board of Trustees of Community College District No. 505, certain authority and responsibility are delegated directly to the PCA in addition to and in conjunction with that authority and responsibility delegated to the various administrative levels within the College. The general purpose of the PCA is to provide advice, counsel, and assistance to the President of the College and to the Board of Trustees in order to promote and to develop the goals and philosophy of Parkland College. The PCA has the authority and responsibility to participate fully in the formulation and implementation of policies and practices concerning:

1. The general development and enrichment of the academic life of the College.
2. The development and review of the curricula of the College.
3. The conduct of matters of common concern to students and staff, and the promotion of cooperation and communication with the student body.
4. The development and revision of conditions of employment for those not covered by an appropriate collective bargaining unit, and the consideration of grievances and ethics of the members and associate members of the PCA.
5. The setting of academic standards and the admission of students to programs of study.

6. The promotion of the professional growth and development of the college staff.
7. The planning of the College's future.
8. The restructuring of committee responsibilities.

#### **ARTICLE IV - GOVERNANCE STRUCTURE**

The PCA is organized so that every group at the College has the opportunity to contribute to the conduct of PCA business and to represent their own special needs and concerns. The main components of the PCA structure are a president, a vice president, an executive council, a senate, and constitutional and standing committees.

##### A. Officers

###### 1. President - *Elected at-large; one-year term*

Chief Executive Officer of the PCA and Chairperson of the Senate

###### a. Conditions of Office

(1) Election. The President is elected each year by a majority vote (of those voting) of the PCA eligible voters. The one-year term begins on January 1 and ends on December 31.

(2) Removal. The President may be removed from office prior to term expiration under the following conditions: (1) one-fourth of the PCA eligible voters petition the Senate to conduct a recall referendum; and (2) a majority of the PCA eligible voters vote in favor of removal.

(3) Succession. If for any reason the office of President becomes vacant before December 31, the Vice President will automatically succeed to the office and will serve as President until December 31. If there is no Vice President in office when the office of President becomes vacant, the Treasurer will call a special election to elect new officers.

###### b. Duties

(1) Act as chief executive officer of the PCA; preside over all PCA Senate meetings and Executive Council meetings.

(2) Make appointments necessary to conduct Senate and PCA business. Appointments will be made with the advice and approval of the Senate. Example: a parliamentarian will be appointed at the first Senate meeting each year.

(3) Coordinate the work of the Senate and PCA committees. Enlist the cooperation of the PCA membership in the conduct of Senate and PCA business.

(4) Conduct the business of the Senate by (1) scheduling and calling meetings; (2) preparing meeting agendas; (3) scheduling reports, discussion of issues, and legislation. Will see that Senate agendas and minutes are made available to all PCA members via e-mail.

(5) Provide follow-up on the final disposition of recommendations and resolutions passed by the Senate.

(6) Meet monthly with the college president to discuss PCA, Senate, and college matters.

(7) Represent the PCA and the Senate at meetings of the Board of Trustees, the Parkland College Foundation Board and in other situations in which such representation is appropriate.

- (8) Submit periodic reports to the PCA and the Senate.
- (9) Request reports to the Senate from other non-senate college commissions and committees.
- (10) Provide an avenue for communication with union presidents.

Revised: February 18, 2015

2. Vice President - *Elected at-large; one-year term*  
Assists the President and serves as a senator.

a. Conditions of Office

- (1) Election. The Vice President is elected each year by a majority vote (of those voting) of the PCA eligible voters. The one-year term begins on January 1 and ends on December 31.
- (2) Removal. The Vice President may be removed from office prior to term expiration under the following conditions: (1) one-fourth of the PCA eligible voters petition the Senate to conduct a recall referendum; and (2) a majority of the PCA eligible voters vote in favor of removal.
- (3) Succession. If for any reason the office of Vice President becomes vacant before December 31, the Senate will elect a successor by majority vote at the first Senate meeting following the vacancy. If there is no President in office when the office of Vice President becomes vacant, the Senate will call a special election to elect new officers.

b. Duties

- (1) Assist the PCA President in the conduct of PCA and Senate business; serve as a senator.
- (2) Act as President in the absence of the President, and represent the Senate and the PCA when the President is unable to do so.
- (3) Attend the monthly meeting of the PCA President and the College President.
- (4) Serve as chairperson of the Policy Manual Committee as described in the Bylaws.

3. Secretary - *Appointed by PCA President with Senate approval*

a. Duties

- (1) Record the minutes for all meetings of the Senate and present these to the Senate for approval.
- (2) Make copies of the minutes available to PCA members via e-mail.
- (3) File and retain all Senate documents and records.

4. Treasurer - *Senator appointed by PCA President with Senate approval*

a. Duties

- (1) Receive, disburse, and account for all monies of the PCA and the Senate.
- (2) Maintain a record of the constituencies of the various areas within the PCA.

(3) Verify the proper designation of student body representatives by the group they represent.

(4) Receive and verify all petitions presented to the Senate.

(5) Serve as chairperson of the PCA Election Board.

B. Executive Council

Membership: PCA officers and chairpersons of the constitutional committees.

Purpose: Meetings serve to facilitate communication among its members and to facilitate the agenda preparation for Senate meetings.

C. Senate

College forum and PCA legislative arm through which the individual members of the Parkland College community voice their opinions as voted by their duly elected representatives. Through the Senate the PCA membership makes recommendations to the College President and to the Board of Trustees on matters that fall within the province of the PCA, specifically participating in the formulation of policies and procedures which affect the academic and professional affairs of the College

1. Structure

The Senate is composed of a combination of area senators, senators at-large, student body representatives, senate officers, and a senator ex officio.

a. Area Senators

(1) Definition. Area senators represent all PCA membership groups (see ARTICLE II- Membership)

	Group	Apportionment	Description of Senator Representation
i.	Teaching Faculty	At the time of election: 1 Senator for each 15 PCA members or fraction thereof; maximum of 4	Senators from the instructional departments represent all full-time teaching faculty directly within their departments except those who hold administrative contracts.
ii	Non-Teaching Faculty	Same as i	Senators represent all full-time, non-teaching faculty who do not hold an administrative contract. Included are the counseling faculty, and the library faculty.
iii	Administrative Staff	Same as i	Senators represent all full-time professional staff members who hold administrative contracts.
iv	Confidential Staff	Same as i	Senators represent all full-time employees who are classified as confidential staff and who (1) are governed by the policies and (2) receive the same fringe benefits as professional support staff. Note: Confidential staff are not represented by nor are members of the professional support bargaining unit.

v	Public Safety Staff	Same as i	Senators represent all full-time public safety officers
vi	Professional Support Staff	Eight (8)	Senators represent all full-time and part-time professional support staff members.
vii	Part-time Faculty	Four (4)	Senators represent all part-time faculty members
viii	Special Representatives	Two	Senators appointed by Student Government; serve with Senate approval.

- (2) Election. Area senators must be employed within the areas they represent, and must be elected by a majority of the constituents voting in that area. *Area senators may serve only while under contract to the College.* (Note: If PCA members in any area decide senate representatives by an alternate method, a majority of the PCA members in that area must agree to the election alternative.)

All two-year terms of the senators are to be staggered as specified in the Bylaws. All terms begin on January 1 and end on December 31.

By November 17 elections and/or appointments for the one-year terms of the senators will be completed. All terms begin on January 1 and end on December 31.

- (3) Removal. An area senator may be removed from the Senate prior to expiration of term under any of the following conditions.

*Recall* of a senator who is a full-voting member: Upon receipt of a petition signed by one third of the PCA members in the area represented by that senator, the Senate will designate an election officer to conduct a recall referendum in the area. The Senator will be removed if a majority of the total constituency in the area of representation votes in favor of removal.

*Recall* of a senator who is an associate-voting member: Upon receipt of a petition signed by 25 or more constituents of that senator's group, the Senate will designate an election officer to conduct a recall referendum in the group. The Senator will be removed if a majority of the total constituency in the area of representation votes in favor of removal.

*Absence.* An area senator who accumulates three unexcused absences from duly called senate meetings during any one-year term automatically loses his/her senate seat. An area senator may arrange for a substitute from that senator's area. After the third unexcused absence, the senator may present to the Senate's executive council the reasons for the absences. The council will reinstate the senator if the absences are deemed to be necessary and unavoidable. Any subsequent unexcused absence by said senator will result in the automatic loss of his/her senate seat, subject to the same conditions for appeal. (Necessary, unavoidable absences include those due to College business, illness, personal leave, and/or bereavement leave.) An excused absence is one in which the absent senator has notified the PCA President of his or her absence prior to the duly called senate meeting and/or has arranged for a substitute. All other absences are unexcused.

- (4) Replacement. If for any reason a senate seat becomes vacant the seat may be filled through the area's regular senator election process.

#### b. Senators At-Large

- (1) Description. The chairpersons of the constitutional committees as described in Article I of the Bylaws serve as senators at-large.

(2) Removal. Automatically loses his/her senate seat under the absence policy as stated above in 1. a. (3)

c. Senator Ex-Officio

The President of the College serves as senator ex-officio and is a voting member of the Senate.

d. Special Representatives - *One-year term*

(1) Definition. Two special senate seats are designated for student representatives. The special senators have all the rights and obligations of other senators. Term of office runs from January 1 to December 31.

(2) Conditions of Office. The student group, in accordance with its own system of governance, may elect or otherwise designate two full-time students to be representatives to the Senate. It is the prerogative of the Senate to confirm that the student body representatives were duly elected or designated and do represent the group specified.

(3) Removal. May lose his/her seat according to absence policy as listed in 1. a. (3).

(4) Replacement. If for any reason the seat becomes vacant before expiration of term, the group represented may designate one of its members to fill the vacated seat for the remainder of the term.

2. Conduct of Business

The PCA Senate is the deliberative and legislative body of the PCA. It represents the will of the majority of the PCA membership, and in so doing must act on all matters of policy and procedure that fall within the areas of authority and responsibility delegated to the PCA as set forth in Article III. In the conduct of its business, the Senate follows Robert's Rules of Order Revised.

a. Duties

(1) Provide a forum for deliberation of issues falling within the areas of concern of the PCA and the college community.

(2) Receive reports from committees.

(3) Act upon proposals generated either on its own initiative or by committees, other groups or individuals dealing with policies and procedures affecting any of the matters within the province of the PCA.

(4) Receive validated petitions from the Treasurer; act upon them as required or as the Senate deems appropriate.

(5) Confirm the validity of the election of any member of the Senate.

(6) Make whatever rules, regulations, procedures, bylaws or other guides of conduct are necessary for carrying out the provisions of this Constitution and the business of the Senate within the provisions of the Constitution.

(7) Approve an annual budget of PCA monies, if any, and oversee the proper expenditure of same.

(8) Name committees as necessary for the conduct of Senate and PCA business. Approve the memberships of committees and subcommittees as presented by the PCA President, the chairpersons of the constitutional committees, and the duly named standing and ad hoc committee chairpersons.

(9) Conduct senate meetings in an open fashion, and provide the opportunity for all sides of an issue to be heard.

(10) Conduct open hearings and/or referenda on issues when the Senate deems them appropriate.

(11) Judge the interpretation and application of this Constitution in cases in which the intent or wording is ambiguous.

#### b. Limitations

(1) Recall of Senators. See Section C.1 of the Constitution describing recall requirements for the senate seat in question.

(2) Repeal of Senate Actions. Upon petition by one-fourth of the PCA full- and associate-voting members, the Senate will conduct a repeal referendum on any piece of legislation previously passed by the Senate. The legislation will automatically be repealed if the majority of the PCA full- and associate-voting members vote in favor of repeal. Any other result allows the legislation to stand and places no legal obligation on the Senate.

(3) At-Large Vote on Proposals. Upon petition by one-fourth of the PCA full- and associate-voting members, the Senate will conduct a referendum instead of a senate vote on any proposal before the Senate. A vote by the majority of PCA members will determine the issue and will substitute for and have the same legal standing as a majority vote in the Senate. Any other result places no legal obligations on the Senate.

(4) Open Hearings. Upon petition by one-tenth of PCA full- and associate-voting members, the Senate will postpone action on any proposal before it until the sponsor conducts an open (at-large) hearing on the proposal if such a hearing has not already been conducted. The Senate may conduct one of its own meetings as an open hearing if it deems such an action necessary or appropriate.

(5) Testimony on Proposals. Subject to the rules of the Senate, PCA members and associate members must be allowed to present their case before the Senate on any issue under deliberation if such members feel that a minority view is not being adequately represented by the sponsors of legislation.

#### c. Procedures

(1) Meetings. The PCA President will call meetings of the Senate at least four times (approximately once a month) during the fall semester and four times during the spring semester to consider the business of the Senate and the PCA. At least 51 percent of senate members must be present for the Senate to conduct business. All senate actions require a majority vote of the senators present unless otherwise specified in the Constitution or Bylaws.

(2) Legislation Requiring Board Approval. On any Senate proposal requiring the specific approval of the Board of Trustees, senate action takes the form of a recommendation to the President of the College to be passed on to the Board for approval. The College President, within 45 days after the Senate's action, will either approve the proposal and present it to the Board with recommendations for its approval, or return the proposal to the Senate with



reasons for its return and/or suggestions for its revision. The Senate may review the proposal in line with the college President=s suggestions, or work out a compromise satisfactory to both the College President and the Senate. If after reconsideration, however, a two-thirds majority of the total senate membership so votes, the original proposal will be referred directly to the Board for its consideration. In any case in which a senate proposal is presented to the Board without the college President=s recommendation for approval by the Board, representatives of the Senate will be given an opportunity to discuss the policy with the Board prior to the Board=s action on the proposal. Provisions of the proposal take effect immediately upon the Board=s approval unless otherwise specified.

(3) Legislation Requiring the Approval of the President of the College. On any Senate action which requires the approval of the President of the College but does not require the specific approval of the Board of Trustees, senate action takes the form of a recommendation to the college president. Within 30 days after the Senate=s action, the college president will either notify the Senate of her/his approval and will forward it through the appropriate channels, or return the proposal to the Senate with reasons for its return and/or suggestions for revision. The Senate may review the proposal in line with the college president=s suggestions, or work out a compromise proposal satisfactory to both the college president and the Senate. If, however, after reconsideration a two-thirds majority of the total senate membership so votes, the original proposal will again be submitted to the college president for her/his approval. The college president will inform the Senate of the disposition of the proposal within 30 days after her/his approval. Provisions of the proposal take effect immediately upon the college president=s notice to the Senate of her/his approval unless otherwise specified.

(4) Legislation Requiring Senate-Only Approval. Senate action on a proposal not requiring the approval of either the Board of Trustees or the President of the College is forwarded through appropriate channels by the PCA President. Unless otherwise specified, provisions of the proposal take effect immediately upon their approval by the Senate.

### 3. Committees

A member of any PCA membership group may serve on PCA committees and subcommittees if her/his respective group approves the appointment. All members of committees or subcommittees have full standing as members of the committees and subcommittees on which they serve. Each committee may establish within constitutional limits its own rules of procedure.

#### a. Constitutional

Constitutionally formed to carry out certain regular responsibilities of the PCA. Report to the PCA and the Senate. When appropriate, propose legislation to the Senate. Chairpersons occupy seats on the Senate.

##### (1) Chairpersons - *Serve as senators at large*

*Chairperson may not serve more than two full terms consecutively for any one committee*

##### (a) Removal - three methods

- ┆ nonattendance at senate meetings
- ┆ recall - same as described for PCA President
- ┆ failure to call sufficient meetings for the conduct of committee business; requires two-thirds vote of the Senate

(b) Succession - If for any reason the office of chairperson becomes vacant before expiration of term, the Senate will elect by majority vote a chairperson to fill out the

remainder of the term.

(2) List

- (a) Academic Assessment
  - ┆ Subcommittee for General Education Assessment
- (b) College Planning
- (c) Curriculum
- (d) Diversity
- (e) Institutional Effectiveness
- (f) Professional Development
  - ┆ Subcommittee on Faculty Concerns
  - ┆ Subcommittee on Staff Concerns
- (g) Student Affairs
  - ┆ Subcommittee on Student Discipline
  - ┆ Subcommittee on Student Grievance
  - ┆ Subcommittee on Student Academic Progress/Academic Exceptions
- (h) Sabbatical Leave Committee
- (i) Sustainable Campus
- (j) IDEAS

a. Standing

Established by the Constitution or the Senate to serve ongoing functions of the PCA or needs of its members. Do not have constitutional committee status.

Standing committees may be formed or dissolved by a two-thirds vote of the membership of the Senate.

b. Ad Hoc

Additional committees may be named by the Senate for special tasks which do not fall within the jurisdiction of constitutional or standing committees.

(1) Ad hoc committees may be established by a majority vote of the Senate.

(2) These committees answer directly to the Senate, and are dissolved automatically upon completion of the task for which they were formed.

(3) The mandate to an ad hoc committee expires with the term of the Senate that formed the committee. If the assigned task has not been completed upon expiration of term, the committee's mandate also expires unless renewed by the new Senate.

**ARTICLE V - AFFILIATION**

Membership in the PCA does not preclude membership in or affiliation with other professional organizations such as the Parkland Academic Employees (PAE). Nothing in this Constitution is in any way intended to be incompatible with such concurrent memberships or affiliations on the part of individuals or groups embraced by the PCA.

**ARTICLE VI - AMENDMENT AND REVISION**

This Constitution may be amended or revised in the following manner.

The following procedures apply only to substantive changes deemed to be beyond editorial changes. Editorial changes, such as the correction of grammatical errors and changes in position titles, may be incorporated silently by the Policy and Procedures Manual Committee.

(First) The sponsors of the amendment or revision are to follow the same general procedures as set forth for legislation being proposed by a constitutional committee.

(Second) The proposed amendment or revision must be presented to the PCA membership before the first reading at the Senate.

(Third) The proposed amendment or revision must then be presented to the Senate for discussion at two consecutive meetings. At the third consecutive meeting, the Senate votes on the proposal or revision. If the amendment or revision is approved by a majority vote in the Senate, the Senate will direct the Election Board to conduct a referendum of voting PCA members.

(Fourth) The proposed amendment or revision becomes effective if a majority of the votes cast are favorable.

## BYLAWS OF THE PARKLAND COLLEGE ASSOCIATION

### ARTICLE I – COMMITTEES

The number of members on committees that include representatives from each department will automatically change according to the number of departments. In addition to the Constitutional and Standing Committees listed below, the PCA Constitution (Article IV.3.c) also allows for the formation of Ad Hoc committees, which are not enumerated in the bylaws.

A. Constitutional Committees (Note: The term faculty means full- or part-time faculty member unless stipulated otherwise)

#### 1. Academic Assessment Committee

Number of Members	Membership	Term	Responsibilities
17	Information	Term	
* 1	** Chair: Full-time faculty member jointly selected by the College President and the PCA President	3 years	Academic Assessment
* 8	Full-time faculty member, including at least one Department Chair, selected from each academic department	Staggered: 3 years	
* 1	Support Assessment Committee representative	2 years	
* 1	PCA member elected at-large, odd-numbered years	2 years	
* 1	PCA member appointed by Academic Assessment Committee Chair		

1	Institutional Accountability and Research representative, (advisory)		
1	Director of Counseling and Advising, (advisory)		
1	Dean of Learning Support		
1	Vice President for Academic Services		
	** New chair selected one year in advance to prepare and to participate in academic assessment professional development workshops and related activities. If the chair becomes vacant, a college-wide search process will be used.		

Subcommittee for General Education Academic Assessment

Number of Members	Membership		Responsibility
8	Information	Team	
	Chair: Full-time faculty member on the committee selected by the Vice President for Academic Services and the Chair of Academic Assessment		Assess and make recommendations to the Curriculum Committee regarding General Education Core Courses and Objectives.
*5	One full-time faculty member selected from departments responsible for general education courses (Humanities, Natural Sciences, Fine & Applied Arts, Mathematics, Social Science & Human Services)	Staggered: 2 years	
1	Chair of Academic Assessment Committee		
1	Director of Institutional Accountability and Research		
1	Vice President for Academic Services		
*Voting			

2. College Planning Committee

Number of Members	Membership		Responsibilities
15	Information	Term	
1	Chair: President of the College or the President's designee		Strategic planning
1	Vice President for Academic Services		Annual planning
1	PCA President		
1	PCA Vice President		Capital development planning
6	<i>One Representative from each of the following:</i> PAE Professional Support Staff Part-time Faculty Department Chairs Student Services Communications and External Affairs		Setting guidelines for budget priorities
1	Chair of Academic Assessment Committee		Handling space allocation issues
1	Chair of Support Assessment Committee		Reviewing all proposals for new PCA/College-wide committees
1	Committee Vice President for Administrative Services/CFO		Review Parkland College Mission and Purposes every two years as part of the strategic planning process
2	<i>Two PCA members elected at-large (one must be a full-time faculty member)</i>	Staggered: 2 years	

Revised: July 17, 2013  
 Revised: March 15, 2017  
 Revised: September 16, 2020

3. Curriculum Committee

Number of Members	Membership		Responsibilities
15	Information	Term	
* 1	<i>Elected at large:**</i> Chair: Full-time faculty member	2 years	Approve credit courses numbered less than 300
* 1	PCA member	Staggered: 2 years	Approve credit programs
* 10	<i>Full-time faculty member selected from:</i> (9) Each academic department (1) Non-teaching faculty	Staggered: 2 years	Review/oversight for non-credit courses and programs
1	Vice President for Academic Services		Review/oversight for credit courses numbered greater than 300
1	Associate Director of Admissions and Enrollment		Provide faculty oversight of General Education Core Courses, objectives, and assessments
			Provide faculty oversight of transfer

1  *Voting	Management		degree goals and assessment
	Director of Institutional Accountability and Research		

\*\* New chair selected one year in advance to prepare and to participate in committee-related activities so that continuity is preserved.

Revised: February, 2008

#### 4. Diversity Committee

Number of Members	Membership		Responsibilities
14	Information	Term	
	Chair: Selected by the committee from among its members	1 year	Evaluate and propose initiatives concerning academic and social climate, programs, and services for meeting the needs of the college community.
	Three faculty members elected at-large	2 years: 2 elected in even-numbered years; 1 in odd-numbered years	
	Three professional support staff or confidential staff elected at-large	2 years: 2 elected in odd-numbered years; 1 in even-numbered years	
	One administrator elected at-large	2 years: Elected in even-numbered years	
	Seven members, selected by and from each of these areas: <ul style="list-style-type: none"> <li>- Student Government</li> <li>- Parkland Library</li> <li>- Accessibility Services</li> <li>- Learning Support</li> <li>- International Education</li> <li>- Human Resources</li> <li>- Public Safety</li> </ul>		

Revised: September 16, 2020

### 5. Support Assessment Committee

Number of Members	Membership		Responsibilities
8	Information	Term	
1	** Chair: Faculty, administrative staff, professional support staff, or confidential staff member jointly selected by the College President and the PCA President	3 years	Internal and external accountability  Key indicators of effectiveness  Environmental scanning
1	Director of Institutional Accountability and Research		
1	Vice President for Administrative Services		
1	Vice President for Student Services		
4	PCA members elected at-large of which two are faculty members	Staggered: 2 years	

\*\*New chair selected one year in advance to prepare and to participate in institutional effectiveness professional development workshops and related activities. If the chair becomes vacant, a college-wide search process will be used.

### 6. Professional Development Committee

Number of Members	Membership		Responsibilities
	Information	Term	
28 ** 11 Total	<b>COORDINATING COMMITTEE:</b> Chair of Professional Development subcommittee for Faculty Chair of Professional Development subcommittee for Staff Two (2) other representatives (1 from each subcommittee) Vice President for Academic Services Vice President for Administrative Services/CFO Vice President for Institutional Advancement Vice President for Student Services Director, Center for Excellence in Teaching and Learning Assistant Director, Center for Excellence in Teaching and Learning		Review and recommend professional development goals for faculty and staff
* * *			Review advisory recommendations for The Center for Excellence in Teaching and Learning
*Voting ** Members of sub-committees			Review and recommend college-wide policies on ethics and values

Revised: December, 2006  
Revised: February 22, 2012

Subcommittees on Professional Development:

Subcommittee For Faculty		Subcommittee for Staff	
14 Members	Recommend actions on faculty professional development	14 Members	Recommend actions on staff professional development
Chair selected from within membership		Chair selected from within membership	
<i>Staggered, two-year terms:</i>	Advise and make recommendations to The Center for Excellence in Teaching and Learning	<i>Staggered, two-year terms:</i>	Advise and make recommendations to The Center for Excellence in Teaching and Learning
* One full-time faculty member selected from each academic department		* <i>Ten</i> members selected from professional support and confidential Staff	
* One non-teaching faculty	Communicate professional development ideas to and from academic departments	* One member from Public Safety	Communicate professional development ideas to and from campus units
* One part-time faculty Representative		Vice President for Administrative Services/CFO	
Vice President for Academic Services	Other duties as determined by the subcommittee	Vice President for Student Services	Other duties as determined by the subcommittee
Director, Center for Excellence in Teaching and Learning		Professional Development Coordinator for Faculty and Staff	
Professional Development Coordinator for Faculty and Staff		* Voting	
* Voting		<i>NOTE:</i> Membership may be expanded as needed to include other groups not otherwise represented.	

Revised: December, 2006  
 Revised: February 22, 201



7. Student Affairs Committee

Number of Members	Membership		Responsibilities
	Information	Term	
9			
1	Chair, full-time faculty member elected at-large	1 year	Hear/review academic exceptions appeals  Review and recommend new/revised academic policies as they impact academic standards
3	Full-time faculty members elected at large	Staggered: 2 years	
2	Professional support staff members elected at-large		
1	Vice President for Student Services or designee		
1	Vice President for Academic Services or designee		
1	Student Government President or designee		

Revised: June 20, 2007  
 Revised: February 22, 2012  
 Revised: March 15, 2017

Subcommittees:

Members on the following subcommittees are appointed by the chairperson of the Student Affairs Committee

	Student Grievance Committee	Academic Policy Appeals Committee
	Three full-time faculty members from at least two different departments.  Three students *  Grievance Advisor <i>(votes only in case of tie)</i>	Student Affairs Committee Chair One full-time faculty member  One staff member  One Student Representative  One Parkland Employee

\*The student representatives to the Student Affairs Subcommittees will be selected from a pool of students trained by the Dean of Students or his/her designee.

Revised: June 20, 2007  
 Revised: February 22, 2012  
 Revised: March 15, 2017

8. Sabbatical Leave Committee

Number of Members	Membership		Responsibilities
5 Minimum	Information	Term	
* 5  * Voting	<p>Chair: Selected by the committee from its members</p> <p>Full-time faculty members selected at large from academic departments with no two members from the same department according to guidelines in the Policy and Procedures Manual. Members who have been granted sabbaticals are preferred.</p>	1 year	Evaluate proposals and make recommendations to the Parkland College President and Vice President for Academic Services according to Policy and Procedures Manual guidelines.

9. Sustainable Campus Committee

Number of Members	Membership		Responsibilities
12	Information	Term	
*1	Chair: Selected by the committee from its members		Evaluate and propose initiatives concerning Parkland's environmental impact <ul style="list-style-type: none"> <li>Existing facilities upgrade</li> <li>New construction</li> <li>Day-to-day activities</li> </ul>
*5	3 full or part time faculty members elected from academic departments, 2 full or part time faculty members selected at large by presiding committee members. No more than two members from the same department.	Staggered 2 year terms	
*4	2 elected staff members, 2 staff members selected at large by presiding committee members	Staggered 2 year terms	Increase student involvement in environmentally responsible activities
*2	1 administrator selected by the Office of the President, 1 administrator elected by the College	Staggered 2 year terms	Increase faculty and staff awareness of environmentally responsible actions in conducting day to day responsibilities
*1  *Voting	Student member; selected by Student Government	1 year term	

B. Standing Committees

┆ Election Board

Membership	Responsibilities
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Information	Term	
<p>Senate Treasurer (serves as Chair)</p> <p>Two or more members nominated by the Chair and approved by the PCA President</p>	<p>1 year--<i>without limitation on succession</i></p>	<p>Conducts all PCA elections and referenda according to the provisions of the Constitution and the Bylaws.</p> <p>Solicits nominations, conducts all polling, and reports the results.</p> <p>Serves at the will of the Senate in special elections and referenda.</p> <p>At-large Elections: Supervises election of the PCA President, Vice President, and chairpersons of constitutional committees.</p> <p>Area Offices: Gathers the names of senators selected by their respective areas and forwards them to the PCA.</p> <p>Will take necessary steps to assure staggering of terms.</p> <p>Will set Fall election schedule during spring semester each year and e-mail schedule to appropriate PCA members.</p>

Notes: 1. an election board member may not participate directly in the supervision of an election in which s/he is a candidate unless a witness, appointed by the PCA President, is present during all election proceedings conducted by the election board member.

2. For all elections, the term "majority vote" means a simple majority of those voting.

↓ Policy Manual

Membership		Responsibilities
Information	Term	
<p>PCA Vice President (<i>serves as Chair</i>)</p> <p>Other members are nominated by the Chair with the advice of the PCA President and the approval of the Senate.</p>	<p>1 year--<i>without limitation on succession</i></p>	<p>Reviews all proposals by other committees that will affect college policies and procedures.</p> <p>Assists in preparing the appropriate wording changes in or additions to the Parkland College Policy and Procedures Manual.</p> <p>Determines which procedures should be included in the Parkland College Policy and Procedure Manual and which procedures should be located in another identified location.</p> <p>Initiates ideas on its own and receives suggestions from other members or associate members of the PCA as to appropriate and desirable changes in the Manual.</p> <p>Channels ideas and suggestions for changes in policy and procedures to the appropriate committees.</p> <p>Acts independently only on those matters which do not fall within the jurisdiction of another PCA or senate committee. <i>In presenting its own proposals to the Senate, it is subject to the same procedures as the constitutional committees.</i></p>

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10. IDEAS\* Committee

Number of Members	Membership		Responsibilities
9	Information	Term	
1	Chair: Appointed by PCA President	Staggered 2-year terms	Review, evaluate, and rank IDEAS proposals twice a year (spring and fall)
*3	Faculty (FT, PT, and/or non-Teaching)	Staggered 2-year terms	Forward ranked proposals to College President for final approval and funding decisions
*3	Staff (PSS, Confidential, and/or Police Officers)	Staggered 2-year terms	
*1	Administration	Staggered 2-year terms	
1	College President (ex-officio)		Provide feedback on proposals to project teams
*Voting			<i>Note: Members are prohibited from submitting proposals for evaluation during their tenure on the committee.</i>

\* Inspire, Develop, Engage, Assess, Sustain Innovation

Revised: February 19, 2014

## ARTICLE II – ELECTIONS

All elections and referenda of the PCA will be supervised by the PCA Election Board. The Election Board will establish procedures for conducting elections and referenda within the guidelines of the PCA Constitution and Bylaws. Elections may be conducted electronically or using traditional paper ballots. Elections will be held during the fall semester. Collective bargaining units govern the selection of their respective senate representatives.

NOTE: All dates in this Article will shift to the next day College offices are open if the given date falls on a Saturday, Sunday, or holiday.

### A. At-Large Elections

1. The Election Board will supervise the election of the PCA President, Vice President, the chairpersons of the constitutional committees and all committee seats elected at-large.

a. On or before September 15, the Election Board will distribute a notice to all PCA members announcing the upcoming general election, and soliciting nominations for candidates for the at-large offices and the open at-large constitutional committee chairs.

(1) The Election Board will accept only those nominations cleared with the nominees by the person making the nomination.

(2) The name of the PCA Vice President will automatically be placed in nomination for the office of PCA President unless the Vice President declines.

b. On or before September 25, a tentative list of nominees will be sent by e-mail to all PCA members.

c. Additional nominations for at-large offices and at-large constitutional committee chairs will be accepted with the nominee's consent until noon October 5.

d. On or before October 15, a final list of nominees shall be distributed by e-mail to all PCA members.

e. On or before October 25, the Election Board will conduct the general election using the following guidelines.

(1) Each ballot will provide for the election of candidates for all at-large offices and constitutional committee chairs scheduled for election, and will provide space for write-in candidates.

(2) Elections will be by secret ballot, and each PCA member is allowed as many votes per office as there are vacancies to be filled for that office, but may not cast more than one vote per candidate.

(3) In the event that a majority vote is not obtained by a candidate, a runoff election will immediately be held between the two candidates per office (including ties) receiving the most votes.

(4) In the event that no nominations are received for an office, write-in candidates must receive a write-in vote equal to one-third of the total number of ballots cast for the at-large election.

(5) The Chairperson of the Election Board will then e-mail a notice to all PCA members listing the names of the newly-elected office holders.

2. The Chairperson of the Election Board will keep the ballots from each election on file for exactly two weeks following the date of the election so that any PCA member may view the results of the election.

B. Area Senator and Area Office Elections

*Note: Also refer to Election Board chart*

1. The selection or election of area senators and area office elections (Example—representative from Natural Sciences for the Curriculum Committee) shall take place in a manner approved by the majority of the members of that area. On or before the first Tuesday of November, the area will forward the manner of selection/election and the names of those serving as Senators or in area offices to the Election Board Chairperson for inclusion in the November PCA meeting and minutes.

**ARTICLE III - ABSENTEE VOTING**

In the conduct of PCA elections and business, absent members vote according to the following procedures.

NOTE: The procedures below apply only to PCA elections conducted using traditional paper ballots. Elections conducted electronically will not allow for absentee voting.

A. In the case of any PCA election or referendum, a PCA member may cast an absentee ballot only if the envelope containing the ballot is signed by that absent PCA member. The absentee ballot must indicate specifically the individual(s) running for specific office(s) and/or the absentee's position on a given proposal. Absentee ballots are to be presented to an election board member and will be accepted up until the close of balloting as determined by the Election Board. Absentee ballots will not be counted in runoff elections unless the absentee is aware of the specific candidates involved in the runoff.

B. In the case of a PCA Senate meeting, a senator may cast an absentee vote in one of the following ways:

1. By writing on a sheet of paper her/his position on a given proposal, signing the sheet of paper, and placing it in an envelope, which is to be presented to the Secretary of the Senate; a vote cast in this way will not count toward determining a quorum.

2. By appointing a substitute, who is entitled to the senator's voting privileges for that senate meeting. The substitute may not be another senator. A substitute so appointed will count toward determining a quorum and the senator's absence from that meeting will be recorded as excused.

C. If available, official ballots will be used for absentee voting.

D. General proxies are not permitted except as defined in this Article, B. 2.

**ARTICLE IV - SUCCESSION/FILING PROCEDURES**

A. Within two weeks following election or appointment of a new chairperson to a constitutional or standing committee, the outgoing chairperson will place all applicable committee records in appropriate PCA office files.

B. In order to facilitate smooth transition of committee members, the outgoing committee will furnish the new committee with guidelines for its operating procedures.

C. The records of any ad hoc committee shall become the property of the Senate upon dissolution of that committee. Such records will be placed in appropriate PCA office files.

D. Prior to January 20 each year, each committee will complete the PCA standard form for reporting committee proceedings during the previous year.

E. If a standing committee member's position becomes vacant, an alternate committee member will be appointed by the respective standing committee chairperson. The appointment will be subject to Senate approval.

#### **ARTICLE V – COMMUNICATIONS**

A. Committee proposal for action by the PCA Senate must be distributed to the senate membership at least one week prior to the meeting at which action is to be taken unless otherwise decided by the Senate.

B. Where appropriate, agendas for meetings of the constitutional committees will be available for e-mail distribution to the PCA membership at least three days prior to the meeting.

C. Where appropriate, notice of all open hearings will be e-mailed to PCA members at least three days prior to the meeting.

#### **ARTICLE VI – AMENDMENT**

The following procedures apply only to substantive changes deemed to be beyond editorial changes. Editorial changes, such as the correction of grammatical errors and changes in position titles, may be incorporated silently by the Policy and Procedures Manual Committee.

These Bylaws may be approved or revised by a majority vote of the Senate. Proposed amendments or revisions of these Bylaws must be presented at two consecutive regularly scheduled meetings of the Senate before they may be voted on.

Revised: February 22, 2012