



**COLLEGE ADMINISTRATIVE PROCEDURE MANUAL**

<b>Procedure Title</b>	<b>Procedure Number</b>	<b>Page(s)</b>	<b>Date Adopted:</b>
Faculty Council	BGC – I – a	5	04/22/2026

**BASED ON BOARD POLICY**

<b>Section</b>	<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Adopted:</b>
B – Local Governance	Administrative Organization: Councils and Faculty Senates	BGC	12/3/2025

**PURPOSE**

The Faculty Council (hereafter referred to as the Council) is an official organization of the College, established by the Board of Trustees in Board Policy BGC (Local) for the purpose of encouraging and facilitating the free exchange of ideas between the instructional staff and the administration. In the event that there is any conflict between (i) the authorizing statute (Texas Education Code §51. 3522) and/or Policy BGC (Local) and (ii) this Procedure, then §51. 3522 and/or Board Policy shall control. The Council, composed representatives elected by the faculty and appointed by the College President from all Units (as defined in Policy BGC (Local), serves as the official advisory body between the faculty and the administration in matters of interest to the faculty related to the general welfare of the College. The Council is advisory only and does not and shall not be delegated the final decision-making authority on any matter.

**I. SCOPE OF ACTIVITIES**

The purview of the Council shall include the discussion of college procedures, consideration of faculty suggestions, and study of problems related to faculty interests for the purpose of formulating recommendations to the College President.

The Council Chair shall call the meetings and preside over them in accordance with §51.3522, Board Policy BGC (Local) and the procedure established herein, and shall appoint all committees with approval of the Council.

The Council shall meet at least once each month during the fall and spring semesters and may meet during summer sessions if necessary.

Any and all recommendations of the Council shall be made, in writing, to the College President, with a copy to the Vice President, Instruction & Student Engagement.



Subsequent discussion of such recommendations may be conducted by the College President (or other administrative officers designated by the College President), and the Council Chair as the College President deems appropriate.

## **II. OFFICERS AND MEMBERSHIP**

The terms of office of the Chair and Vice Chair shall run from the first day of May through the last day of April the following calendar year. These officers are appointed by the President in consultation with the Vice President, Instruction & Student Engagement, and the former may receive nominations from the Council. Although the President is not bound to these nominations, they will be considered as part of the Council's advisory work.

As noted in BGC (Local), each Unit shall elect, by a vote, one representative per nine eligible faculty members within each Unit. These elections will take place in February or March of each year. Elections will be administered with the assistance of Institutional Research and Effectiveness, and will include all eligible faculty members from a division. Once open, elections will last a single calendar week (seven days).

Elected members serve a two-year term of services with one half rolling off each academic year.

Appointed members will be named by the College President in the seven calendar days following the determination of elected membership. Once the full complement of elected and appointed members is determined, a meeting will be called by either the Vice President, Instruction & Student Engagement or the Council officers from the prior year. Such a meeting may also be conducted during a regularly scheduled Faculty Council meeting. At this meeting, the Council may nominate members for each officer position (Chair, Vice Chair, Secretary). In the event that the Council chooses to nominate members for officer positions, they shall nominate two members for each position. This nomination process is advisory only and serves to assist the College President 1) in knowing who is willing to serve and 2) who the Council feels has strong capacity for leadership. Upon selection of officers by the College President, the new Council will be constituted and free to conduct its business as set out in this procedural document, Board Policy BGC (Local) and Section 51.3522.

### **Secretary, Vice Chair, Chair**

With the understanding and acceptance that the President of the College or the appropriate Governing Board holds the final authority in appointing the Secretary, Vice Chair, and Chair, the Faculty Council recommends the following: to preserve institutional knowledge, maintain continuity, and build upon the experience gained, the individual appointed by the President to the position of Vice Chair should also



be nominated to the position of Chair upon completion of their one-year term as Vice Chair.

While the President of the College or the appropriate Governing Board may lawfully appoint the same individual to multiple consecutive terms as Chair, the Faculty Council's general practice is that the Chair will ordinarily serve a single one-year term.

The Faculty Council should make a recommendation to the President of the College or the appropriate Governing Board for at least two nominees for the positions of Chair, Vice Chair, and Secretary.

### **III. DUTIES/RELEASE TIME/STIPEND**

Service on the Council is an additional duty of the faculty member's employment. Members of the Council are not entitled to compensation or reimbursement of expenses for their role as members of the Council.

The Chair of the Council shall preside over meetings of the Council and represent the Council in official communications with the institution's administration. The Vice Chair shall serve in the capacity of Chair in the absence of the Chair at any meeting. Where feasible, the Chair or Vice Chair shall represent the Council as its voting member at meetings of the Instructional Council.

The Secretary shall handle the official written correspondence of the Council, shall record minutes of the meetings, shall distribute these minutes to the Council for approval, and shall provide copies of the approved minutes to the administration and to the faculty.

### **IV. OPERATIONAL PROCEDURES**

#### **Quorum**

The Council shall meet, in person, at least once each month during the fall and spring semesters and may meet during summer sessions if necessary. No meeting shall be convened or business conducted without a quorum consisting of at least 50% of the Council's members.

#### **Decorum**

Faculty Council members are expected to participate in a professional and respectful manner, recognizing the value of differing viewpoints and the right of others to express



them. Members should avoid personal attacks, harassment, or behavior that materially and substantially interferes with the ability of others to participate.

### **Absences**

Faculty Council members are expected to attend all scheduled meetings of the Council. An absence is defined as failure to attend a scheduled Faculty Council meeting in person. Proxies count for attendance only once per long semester. Upon incurring a second absence, the member's attendance record will be reviewed by the Faculty Council Chair or Vice Chair, followed by recommendations that could include removal from the Faculty Council.

### **Proxies**

In the absence of an elected Faculty Council representative, a department/division may appoint, from within their own academic unit, a proxy to attend a meeting on the representative's behalf. Faculty Council members should also notify the Vice Chair or Chair by email of their designated proxy. During roll call, a proxy must clearly announce both their own name and the name of the representative for whom they are substituting. Faculty Council members can only use a proxy once a long semester. A proxy has voting privileges that represent the vote of the Faculty Council member they are representing.

### **Non-Members Addressing the Faculty Council**

Non-members who wish to speak during a Council meeting for up to three minutes must complete the following steps:

1. Email the Council Secretary no later than 15 minutes prior to the start time of the meeting, indicating any specific agenda items they wish to address. Regardless of the number of agenda items, non-members only have up to three minutes to speak.
2. Include a brief description of the comments or issues to be presented.
3. Towards the end of the meeting, wait to be recognized by the Chair or Vice Chair before speaking and keep remarks within the allotted three minutes.
4. Non-members given confirmation to speak must be present in person at the meeting and included on the live stream.

The Secretary will confirm receipt and approval of speaking requests by email before the meeting and will provide the Chair and Vice Chair with a copy of each written request.

## **V. COMMITTEES**

The standing committees of Faculty Council are an Elections Committee, Procedure Committee, Student Success Liaison Committee, Bookstore Committee, Workforce Committee, and Compensation Committee.



The Elections Committee will conduct the following elections: Unit Elections, Sabbatical Leave Committee, Professional Development Committee, Tenure Conversion Committee, and one Minnie Stevens Piper Foundation Nominee. Based on the criteria of the Minnie Stevens Piper Foundation award, only full-time faculty members are eligible to participate.

Ad hoc study committees may be appointed as needed by the Chair. It is the responsibility of the Council Chair to communicate to each committee the procedures to be followed, deadlines to be met, and, where appropriate, to provide any applicable records or documents.

## **VI. PROCEDURE REVISIONS**

Proposed revision(s) of this procedural document may be considered by the Council. Formal discussion of such revision(s) must occur in an official meeting prior to the meeting in which a vote on the proposed revision(s) is taken. The Council, by a two-thirds majority of the members present, provided a quorum has been established, may approve the proposed revision(s) for submission to a vote of the general faculty. Faculty approval by a simple majority vote is required to approve any proposed procedure revision(s) for consideration by the College President. Any and all such proposals of revisions to this procedure document are advisory only, as the College President determines procedures and Board determine policy at McLennan Community College and the College President may revise this procedural document at any time without the necessity of going through the process described above.

## **VII. FACULTY COUNCIL FUND**

The McLennan Community College Foundation holds a Council Fund. Expenditures from the Council Fund (e.g., an appreciation gift for the outgoing Council President) must be approved by the current Council. Anyone may designate donations to the Council Fund.