Revision to the Constitution
Approved by the Capital College Senate on February 19, 2013
Approved by the Capital College Faculty on February 28, 2013
Approved by Mukund Kulkarni on April 4, 2013
Approved by the University Faculty Senate Council on October 7, 2014

Revision to the Constitution
Approved by the Capital College Senate on September 20, 2012
Approved by the Capital College Faculty on October 31, 2012
Approved by Mukund Kulkarni on January 18, 2013
Approved by the University Faculty Senate Council on February 19, 2013

Revision to the Constitution
Approved by the Capital College Senate on September 4, 2007
Approved by the Capital College Faculty on October 12, 2007
Approved by Madlyn L. Hanes on October 16, 2007
Approved by the University Faculty Senate Council on October 7, 2008

Revision to the Constitution
Approved by the Capital College Senate on June 30, 2005
Approved by the Capital College Faculty on September 1, 2005
Approved by Chancellor Madlyn L. Hanes on September 7, 2005
Approved by the University Faculty Senate Council on October 11, 2005

Revision to the Constitution
Approved by the Capital College Senate on 12/16/04
Approved by the Capital College Faculty on 1/14/05
Approved by Provost and Dean Madlyn L. Hanes 1/17/05
Approved by the University Faculty Senate Council 4/12/05

Revision to the Constitution
Approved by the Capital College Senate on 1/13/04
Approved by the Capital College Faculty on 3/05/04
Approved by Provost and Dean Madlyn Hanes on 3/16/04
Approved by the University Faculty Council on 8/24/04
Revision to the Constitution
Approved by the Capital College Senate on 3/20/01
Approved by the Capital College Faculty on 5/01/01
Approved by Provost and Dean Madlyn Hanes on 5/16/01
Approved by the University Faculty Senate Council on 8/20/01

Revision to the Constitution
Approved by the Capital College Faculty (Harrisburg and Schuylkill 5/29/97
Approved by the College Provost and Dean 3/29/98
Approved by University Faculty Senate Council on 4/14/98
Constitution, Bylaws and Standing Rules of the Capital College
Published by the
Capital College Senate Office

A revision to the Capital College Constitution of the Faculty Senate was approved by a vote of the Faculty Senate on 2/19/13 and was adopted by a unanimous vote of all valid ballots cast by the Faculty of Penn State Harrisburg on 2/28/13. Chancellor Mukund Kulkarni approved the revisions on April 4, 2013. The University Faculty Senate Council approved the revisions on October 7, 2014.

A revision to the Capital College Constitution of the Faculty Senate was approved by a vote of the Faculty Senate on 9/20/12 and was adopted by a unanimous vote of all valid ballots cast by the Faculty of Penn State Harrisburg on 10/31/12. Chancellor Mukund Kulkarni approved the revision on January 18, 2013. The University Faculty Senate Council approved the revisions on February 19, 2013.

A revision to the Capital College Constitution of the Faculty Senate was approved by a vote of the Faculty Senate on 9/04/07 and was adopted by a 2/3 vote of all valid ballots cast by the Faculty of Penn State Harrisburg on 10/12/07. Chancellor Madlyn L. Hanes approved the revision on 10/16/07. The University Faculty Senate Council approved the revisions on 10/07/08.

A revision to the Capital College Constitution of the Faculty Senate was approved by a vote of the Faculty Senate on June 30, 2005 and was adopted by a 2/3 vote of all valid ballots cast by the Faculty of Penn State Harrisburg on 9/01/05. Chancellor Madlyn L. Hanes approved the revision on 9/07/05. The University Faculty Senate Council approved the revisions on 10/11/05.

A revision to the Capital College Constitution of the Faculty Senate was approved by a vote of the Capital College Senators on 12/16/04 and was adopted by a 2/3 vote of all valid ballots cast by the Faculty of both Penn State Harrisburg and Penn State Schuylkill on 1/14/05. Provost and Dean Madlyn L. Hanes approved the revision on 1/17/05. The University Faculty Senate approved the revision on 4/12/05.

A revision to The Capital College Constitution of the Faculty Senate was approved by a vote of the Capital College Senators on 1/13/04 and was adopted by a 2/3 vote of all valid ballots cast by the Faculty of both Penn State Harrisburg and Penn State Schuylkill on 3/05/04. Provost and Dean Madlyn L. Hanes approved the revision on 3/16/04. The University Faculty Senate approved the revision on 8/24/04.
Revisions to The *Capital College Constitution* of the Faculty Senate were approved by a vote of the Capital College Senate on 3/20/01 and were adopted by a 2/3 vote of all valid ballots cast by the Faculty of both Penn State Harrisburg and Penn State Schuylkill on 5/01/01. Provost and Dean Madlyn L. Hanes approved the revisions on 5/16/01. The Constitution was accepted by the University Faculty Senate Council on 8/20/01.

The new *Capital College Constitution* of the Faculty Senate was adopted by a 2/3 vote of all valid ballots cast by the Faculty of both Penn State Harrisburg and Penn State Schuylkill on 5/2/97. The revision was approved by the Provost and Dean of the College on 3/25/98. The revised constitution was adopted by the University Faculty Senate Council on 4/14/98.
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CAPITAL COLLEGE CONSTITUTION

Article I - Functions

Section 1

The Capital College Senate of The Pennsylvania State University shall have the following functions:

(a) Legislative Function

To serve as the legislative body representing the Capital College Faculty on all matters that pertain to the educational interests of the Capital College. This authority is established by the University Faculty Senate and is subject to the Bylaws and Constitution of this body, as well as by the decisions of the President of the University and the Capital College Chancellor. Matters within the legislative jurisdiction of the Capital College Senate include the following:

- instructional programs;
- courses and programs of study;
- academic admissions standards;
- retention and graduation requirements;
- scholarships, honors, and honors programs;
- access to library and information systems for academic purposes.

(b) Advisory and Consultative Function

To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of the Capital College on any matter that may affect the attainment of the educational objectives of the Capital College such as the following:

- the establishment, reorganization, or discontinuation of organizational units and areas of instruction or research;
- policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the Capital College;
• policies and administration of the library of the Capital College;
• policies affecting the Capital College resource development and utilization;
• matters pertaining to the general welfare of the Capital College;
• overall educational policy and planning;
• the Capital College calendar;
• faculty affairs, including academic personnel;
• student affairs;
• general admissions policy;
• other appropriate matters.

(c) Forensic Function

To serve as a forum for the exchange of ideas among the members of the Capital College Faculty. Members of the Capital College community who are not members of the Capital College Senate will have the right to attend the Capital College Senate meetings as observers and may be granted the privilege of the floor in accordance with rules established by the Capital College Senate.

Section 2

The Capital College Senate interprets its legislation.

Section 3

In case of questions of legislative jurisdiction, the power of decision rests with the Chancellor of the Capital College.
Article II - Membership

Section 1

The electorate of the Capital College Senate shall be referred to as the Capital College Faculty and include professors, associate professors, assistant professors, senior lecturers, instructors, librarians, research associates, and research assistants holding full-time appointments at Penn State Harrisburg.

Section 2

(a) The Chancellor is an ex-officio, voting member of the Capital College Senate.

(b) The Student Government Association (SGA) of the Capital College is authorized and requested to appoint one (1) student representative to serve as a voting member of the Capital College Senate for a one (1) year term. This member is appointed as soon as possible after the start of the Fall semester. If the appointed student is unable to serve a full term, another student is appointed by the SGA to complete the one (1) year term.

(c) The University Faculty Senate member elected to the University Senate Council under Standing Rules, Article III, Section 3 is an ex-officio, nonvoting member of the Capital College Senate.

Section 3

The Capital College Senate is elected by the Capital College electorate as defined in Article II, Section 1.

Section 4

The elected members of the Capital College Senate are elected for two-year terms and consist of one (1) member from each School, one (1) member from the Library, and three (3) at-large members. If the President or President-Elect of the Senate is not a member of the Senate, he/she becomes a voting member of the Senate when installed as an officer.

The officers of the Senate consist of a President, President-Elect, Secretary, and Immediate Past President. The President-Elect is elected by the Faculty at-large in an election to be closed on the first academic day following March 31. The President-Elect, at the end of one year of service, automatically succeeds to the office of President. The President, at the end of one year of service, shall automatically succeed to the office of Immediate Past President. The position of President cannot be held for two consecutive terms. Installations occur at the last scheduled Senate meeting of the academic year. If no candidate for President-Elect receives at least twenty-
five percent (25%) of the votes cast or if two (2) or more candidates tie for first place, a run-off election is held. The candidates in the run-off election are the two (2) candidates with the highest number of votes in the original election or the candidates from the original election receiving a tie vote.

If the President-Elect is unable to complete his/her term, then at the discretion of the Senate, a new President-Elect may be elected in a special election. If the President of the Senate is unable to complete his/her term, the President-Elect succeeds to the Presidency, and, at the discretion of the Senate, a new President-Elect may be elected in a special election. If, for any reason, the President-Elect is unable to succeed to the Presidency, a President is elected at the direction of the Senate. Officers elected in a special election serve until the next regularly scheduled election.

A recall election for President or President-Elect is conducted if eighteen (18) Faculty members petition the Senate or if two-thirds (2/3) of the Senate passes a recall resolution. The President and President-Elect may be recalled if two-thirds (2/3) of the votes cast by the faculty in a recall election support the recall. If the President is recalled, the President-Elect succeeds to the Presidency. If the President or President-Elect is recalled, a special election is held for President-Elect. If the President-Elect is not able to succeed to the Presidency, the President continues to serve as President until new officers are elected and installed.

The Secretary is elected at the last scheduled Senate meeting of the academic year. The Secretary is elected by a majority vote of eligible voting representatives. If the Secretary is unable to complete his/her term, a replacement is elected by majority vote of the Senate to complete the existing term. Those eligible to vote in the election of the Secretary are the student representative and current members of the Senate. Votes cast for the election of the Secretary of the Senate are counted by the retiring President and President-Elect. The Secretary may be recalled by a two-thirds (2/3) vote of the respective electorate.

Section 5

In case a Capital College Senator does not complete his/her term, the School/Library which that Senator represents elects a replacement. If the Senator has been elected at-large, the candidate with the next highest number of votes in the previous election of at-large candidates is appointed to the Senate by the President of the Capital College Senate. If no such candidate is available, a special election is held.

Section 6

A staff assistant may be assigned with the concurrence of the Capital College Senate President and the College Administration to aid the Capital College Senate in the performance of its duties. The staff assistant has the privileges of the floor.
Article III - Amendments

Amendments to the Constitution of the Capital College Senate are presented to the Faculty in ballot form. Ballots are distributed to the Faculty one (1) month prior to the deadline for voting. Any thirty-day period during the academic year, from the start of the Fall semester to the close of the Spring semester, constitutes one (1) month. Approval will be by two-thirds (2/3) of the valid ballots cast. Results of the vote are announced within three (3) academic days from the close of the balloting period. An academic day is any day during the Fall or Spring semesters when Faculty would normally be present on campus. Unless otherwise indicated, the amendment is effective when the vote is announced.
BYLAWS

Article I - Officers

Section 1

The President, President-Elect, and Secretary of the Capital College Senate hold office for a one (1) year term.

Section 2

The President

• presides at meetings of the Capital College Senate and of the Faculty,

• determines matters of concern to Faculty and direct the Faculty governance response to those concerns by referring matters to the Senate or Senate Committees or subcommittees or taking other appropriate action;

• after announcing a situation of special Faculty concern, convenes the Capital College Senate or the Faculty;

• prepares the agenda for the Capital College Senate meetings and Faculty meetings;

• as appropriate, initiates, reviews, and modifies, Senate correspondence related to the conduct of Senate business, except for language specifically approved by the Senate;

• establishes liaison with the Capital College representatives to the University Faculty Senate;

• oversees Senate Officers and Senate Committee officers in the performance of their duties and orient new Senators and Senate Committee officers to their duties;

• administers the Capital College Senate budget;

• appoints a member of the Senate as Parliamentarian who serves at meetings of the Capital College Senate and at Faculty meetings; and

• performs other duties assigned by the Senate.
Section 3

The President-Elect

- assumes the duties of the President when the President is absent;
- informs the Senate of committee activities and the progress or lack of progress of committees in addressing specific charges; advises the Senate of any committee that does not meet for three months during the academic year or does not submit reports for three (3) consecutive months during the academic year; and
- performs other duties assigned by the Senate President.

Section 4

The Secretary

- keeps the official roll of attendance for meetings of the Capital College Senate and Committees of the Senate;
- prepares minutes and distribute notices, agendas, and minutes of the Capital College Senate meetings and of Faculty meetings;
- collects and distributes notices and agendas of Senate Committees;
- collects and distributes reports, including minutes of Senate Committees, to members of the Senate and informs members of the Senate of the timeliness of committee meetings and reports;
- prepares Senate correspondence in consultation with the President of the Senate;
- maintains access for all Faculty by electronic media to certain records which include: (1) Constitution, Bylaws, and Standing Rules of the College Senate, (2) rolls of Senate and Senate Committees, (3) agenda and minutes of Senate and Senate Committees, (4) a calendar of activities of the Senate and Senate Committees, and (5) other materials as appropriate; and
- performs other duties assigned by the Senate President.

Section 5

The Immediate Past President

- is an ex-officio member, voting member, of the Senate and serves on the
Executive Committee (as defined in Article II, Section 8, Subsection k.);

- assumes the duties of the President in the absence of the President and President-Elect; and
- performs other duties assigned by the Senate President.

**Article II - Election of the Capital College Senate**

Section 1

Selection for the Capital College Senate by members of the Faculty is as follows:

(a) Any member of the Capital College electorate may serve as a member of the Capital College Senate.

(b) Nominations for School/Library positions are made by individual members of the respective Schools/Library. If two or more persons are nominated from a School/Library, the School/Library representative is elected in a School/Library election by Faculty in the School/Library. The Secretary of the Senate is informed of the representatives selected by the Schools/Library no later than the first academic day following March 1.

(c) Nominations for at-large positions are made by individual members of the Faculty. If the nominees for a position exceed the number of positions, the representatives are elected in a college-wide election to be closed on the first academic day following March 31.

(d) College-wide elections are conducted in the following manner: After being notified that nominations are requested, Faculty have at least five (5) academic days to submit nominations. Elections are by secret ballots except that faculty may choose to vote by verifiable electronic means. Faculty have at least five (5) academic days to return ballots before an election is closed. School/Library elections are conducted as prescribed by the respective School/Library, provided that Faculty are notified at least five (5) academic days in advance of the date, time, and place of any meeting at which the election of a representative to the Capital College Senate occurs.

Section 2

The names of the newly elected Senators and the President-Elect are announced within five (5) working days from the counting of the ballots.
Section 3

Except for the elections of the Secretary, all elections conducted by the Capital College Faculty Senate are supervised by an Election Commission consisting of the Secretary of the Capital College Senate and at least two other members of the Faculty selected by the Senate President. Election Commissioners may serve as tellers to count votes. As appropriate, Election Commissioners may appoint faculty members, with the approval of the President of the Senate, to serve as tellers to count votes. At least two tellers participate in counting of votes in all elections. Any Faculty member who is standing for office, or who would otherwise be placed in a position of conflict of interest, may not serve as a member of the Election Commission or as a teller to count votes. If, in the judgment of the President of the Senate, a conflict of interest exists, the President appoints another Faculty member to the Election Commission and/or as a teller to count votes.

Section 4

A recall vote for an at-large representative is conducted if eighteen (18) members of the Faculty petition the Senate, or if two-thirds (2/3) of the members of the Senate pass a recall resolution. An at-large representative may be recalled by two-thirds (2/3) of the votes cast by the Faculty. A recall vote for a School/Library representative is conducted if two-thirds (2/3) of the Faculty in the School/Library or two-thirds (2/3) of the members of the Senate pass a recall resolution. A School/Library representative may be recalled by two-thirds (2/3) of the votes cast by Faculty in the School/Library.

Article III - Committees

Section 1

The Senate determines Committee structure and composition with the following stipulations:

- except for Capital College Senators, whose committee service as voting members is limited to The Executive Committee of the Senate, any willing Capital College employee or student may be appointed to a Committee or subcommittee;

- at least two-thirds (2/3) of the membership of each standing Committee and each standing subcommittee must be Faculty members as defined in Article II, Section 1 of the Constitution;

- the Senate President appoints the chairs and a member of the Senate to serve as Senate Liaisons of the standing committees on the first academic day of the fall semester. To the extent practicable, chairs should be senior faculty members and
it is preferable that they be tenured.

Section 2

Direct consultation between Faculty Committees and other bodies of the Capital College community is encouraged. However, such consultation should not be construed as action of the Capital College Senate.

**Article IV - Meetings**

Section 1

The Capital College Senate meets at least six (6) times during the Academic Year--generally once a month beginning in August.

Section 2

Upon the request of the Chancellor of the Capital College, the Capital College Senate President convenes the Capital College Senate within five (5) academic days to receive information about the status of any future plans for the College, to respond to requests for advice, and to make recommendations for Faculty action.

Section 3

In response to a written petition of at least eighteen (18) members of the Faculty, the Capital College Senate President convenes, as requested, the Capital College Senate or Faculty within ten (10) academic days to consider proposals of the petitioners, provided the petition contains the following items:

- a statement of the purpose of the petition; and
- the names of the three (3) Faculty members designated to meet with the Capital College Senate who must be authorized by the signatories of the petitioner to discuss, confirm, modify, or withdraw their request.

Section 4

By a majority vote of the members present at any meeting of the Capital College Senate, the date for any subsequent meeting may be changed.
Article V - Quorum

Section 1

A quorum for meetings of the Capital College Senate, and the Faculty consists of a simple majority of the voting members. No business, other than discussion, can be conducted without a quorum.

Section 2

A quorum for committees and subcommittees consists of a simple majority of voting members. Subcommittees reporting to a standing committee may consider business without a quorum, provided that such business is approved by the full committee to which it reports.

Article VI - Referenda

The Capital College Senate may conduct referenda of the Faculty.

Article VII - Amendments

Amendment(s) to the Bylaws are presented to the Faculty on a ballot. Ballots are distributed to the Faculty one month prior to the deadline for voting. Approval requires two-thirds (2/3) of the valid ballots cast. Results of the vote shall be announced within three (3) academic days from the close of the balloting period. Unless otherwise indicated, the amendment is effective when the vote is announced.
STANDING RULES

Article I - Rules of Procedure

Section 1

The Capital College Senate establishes its rules of procedure.

Section 2

The rules of procedure in the meetings of the Capital College Senate, except as may be otherwise specified in the Constitution, Bylaws, and Standing Rules, are those of the most recent edition of *Robert’s Rules of Order*. All motions, except as may be otherwise specified in these documents, are determined by a majority of the votes cast. The role of the Parliamentarian is advisory only.

Section 3

The order of business at each regular meeting of the Capital College Senate is as follows:

- call to order;
- approval of minutes of the preceding meeting;
- approval of the recommendations of Academic Affairs;
- communications to the Senate;
- report of the Senate President;
- comments by the Chancellor;
- comments from the Senate Council Representative;
- new business;
- unfinished business;
- new legislative business;
- forensic business; and
- advisory/consultative reports.

The Capital College Senate may change the order of business prior to any meeting. Any or all items in this Section may be suspended at the regular meeting of the Capital College Senate by a two-thirds (2/3) vote of the members present and at any special meeting called by the Senate President.
Section 4

The President of the Capital College Senate may, with due notice, convene special meetings of the Senate at such times and for such purposes as he/she deems necessary for the effective discharge of the business of the Senate.

Section 5

The order of business for any special meeting of the Capital College Senate is determined by the Senate President.

Section 6

An agenda for each regular meeting of the Capital College Senate is published at least five (5) academic days prior to the meeting.

Section 7

The President of the Capital College Senate appoints such special Committees as he/she deems necessary to consider subjects not already assigned to Standing Committees of the Capital College Senate.

Section 8

(a) To introduce new legislative business, a member of the Senate may address a communication to the President of the Capital College Senate through the Secretary of the Senate indicating the item of business he/she wishes to be considered, or to any member of an appropriate standing Committee or subcommittee. He/she may also request, on the floor, referral to Committee or subcommittee by the President. The above procedures represent the normal means for introducing new legislation in that they provide for detailed study by the appropriate standing Committee(s), or subcommittee(s). A member may introduce, by direct motion from the floor, new legislation he/she considers to be of exceptional urgency. When such a motion has been made and seconded, it is tabled until the next regular meeting of the Senate unless the President calls a special meeting to consider this item before the next regular meeting.

(b) Forensic business provides an opportunity for Senators to discuss any matter that they think is of concern to the College. To introduce forensic business, a Senator has to present in writing to the President of the Capital College Senate through the Secretary of the Senate, a title and brief summary of the matter he/she wishes to discuss at least ten (10) academic days before the meeting at which he/she wishes the matter to be considered. The Senator’s name appears on the agenda together
with the title and summary.

(c) At the discretion of the Senate President, any member of the Faculty or Student Body not a member of the Senate may be given the privilege of the floor on any item of forensic business already before the Senate.

(d) Any matter of forensic business under debate as specified in Section 8(b) above becomes legislative business when it is made the subject of a motion on which a vote of the Capital College Senate is required. When such a motion has been made and seconded, the matter in question is tabled until the next regular meeting of the Capital College Senate unless the Senate calls a special meeting of the Capital College Senate to consider this item before the next regular meeting.

(e) Matters of forensic business cannot be the subject of any motion until the President declares the forensic discussion period to be at an end. Any member wishing to make any matter of forensic business a matter of legislative business may do so under the provisions of Section 8(a).

(f) The President has the authority to place a time limit on the remarks of any non-member of the Capital College Senate.

(g) The rules of this section (Section 8) may be suspended for the duration of a meeting by two-thirds (2/3) vote of the members present.

Section 9

The Capital College Senate publishes an official record of its proceedings within five (5) academic days after each meeting. This record contains the following:

- actual agenda of the meeting;
- minutes of the meeting;
- summaries of remarks made before the Capital College Senate and/or correspondence with the Capital College Senate;
- enumeration of documents distributed prior to the meeting;
- documents via e-mail communication prior to the meeting; and
- such other items as the President directs.

Copies of the Capital College Senate Record are deposited in the Capital College Library, filed with the Secretary of the Capital College Faculty Senate, and made available through electronic media.
Section 10

(a) The elective year of the newly installed President and President-Elect of the Capital College Senate begins with the election and installation of the new members and officers at the last regularly scheduled meeting of the academic year on the first Tuesday following April 15.

(b) The President of the Capital College Senate for the previous year presides until his/her successor is installed in office.

Section 11

(a) The Capital College Senate announces the roster of Committee Chairs for the coming year on the first academic day following April 30.

(b) The two (2) year terms of Senate Committee members and the one (1) year terms of Committee officers commence on the first academic day following April 30. Committee members and officers continue to serve unless discharged by the President of the Capital College Senate or until their successors are installed in office.

Section 12

(a) The President of the Capital College Senate convenes the Faculty of the Capital College at the beginning of each semester to report to the Faculty its agenda and current business.

(b) At each of these meetings, the floor is open to the Faculty to discuss any business before the Senate or to propose new business that a Faculty member deems appropriate for Senate consideration.

Section 13

(a) Senate voting units have the authority to replace a unit Senator who has three or more absences from University Faculty Senate meetings in any given academic year. A voting unit should adhere to the procedures outlined in Article II, Section 5 for identifying a replacement Senator.
Article II - The Capital College Senate Committee Structure

Section 1

The President of the Capital College Senate is an ex officio, nonvoting member of all Standing Committees. He/she may authorize any member of the Senate to represent him/her at Committee meetings.

Section 2

With the approval of the Capital College Senate President, any Standing Committee may add to its membership or appoint ad hoc subcommittees. All Committees are encouraged to invite other Faculty, students, administrators, and staff to render testimony and advice on particular questions as circumstances dictates.

Section 3

Except for service on the Executive Committee of the Senate, members of the Capital College Senate may not serve as chairs or as voting members of Standing Committees.

Section 4

Except for members of the Senate, any full-time Faculty member may serve on Senate Committees. By the first academic day following March 1, the President identifies Faculty willing to serve on Committees. Committee members are appointed annually by the President, with the advice of the Senate, for a two-year term on an alternating basis.

Except for members of the Senate, any full-time Faculty member may serve as a member of Senate Subcommittees. Subcommittee membership is not limited to members of the full Committee. Members of a Subcommittee may be appointed by the President of the Senate or elected in a manner approved by the Senate. Any business transacted by a Subcommittee must be reported to the full Committee. Unless otherwise specified by the Senate, the rules under which a Subcommittee operates are established by the full Committee to which it reports.

The Student Government Association of Capital College is authorized and requested to appoint student members of Standing Committees and Subcommittees to serve as voting members for one (1) year terms. If a student graduates or otherwise is unable to serve a full term, the Senate requests that the SGA appoint another student to complete the term.

If a committee or subcommittee does not meet for three consecutive months during the academic year, does not provide the Senate with reports of its business, or fails to attend to its duties under these Bylaws, by majority vote of the Capital College Senate, the Chair may be removed from office.
Unless approved by the Committee Chair, the absence of a voting committee member from three (3) consecutive committee meetings constitutes an automatic resignation from the Committee. Any Committee member may be removed by a majority vote of the Senate. If a Committee member resigns or is removed, the Senate may appoint a replacement Committee member or authorize the Committee to act without the member providing the Committee shall have the minimum number of members. As appropriate, the President, with the approval of the Capital College Senate, may appoint members to Committees.

Section 5

At its first meeting in the Fall, each Standing Committee establishes a schedule for regular meetings for the Fall semester and the secretary of the Committee shall report the meeting schedule and the class schedules of Committee members for the Fall semester to the Secretary of the Senate.

Section 6

Standing Committees take up questions and tasks assigned by the Capital College Senate or brought directly to the respective Committee by any member of the College community. Regardless of the source of the question or task assignment, Committee recommendations must be submitted in writing to the Capital College Senate for approval. Standing Committees have jurisdiction within the boundaries established by the "Duties" assigned to them by these Bylaws.

Section 7

All Capital College Senate Committees are available for consultation with the Chancellor and with other administrators. Such requests for consultation are forwarded via the Capital College Senate.

Section 8

Standing Committees:

8.1 Committee on Academic Affairs

Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members may be from a single academic unit. The Chancellor or his/her representative, and the Senate President are ex-officio, nonvoting members.

Duties: The Committee on Academic Affairs
- reviews, evaluates, and recommends new courses, programs, and other curricular
proposals in accordance with published University and College Curricular Procedures;
• reviews and evaluates all other curricular matters, including proposals for courses and programs;
• reviews and evaluates academic planning including enrollment projections, faculty requirements, academic admissions standards;
• serves in a consultative and advisory capacity to the Chancellor, Associate Dean for Graduate Studies, and the Sr. Associate Dean for Academic Affairs through the Capital College Senate; and
• serves as an advisory board for academic support and learning activities.

Standing Subcommittees:
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full committee not later than its next meeting.

8.2 Committee on Athletics
Membership: Five to seven (5-7) members and one (1) student athlete. The preferred membership is one (1) member from each school and one (1) member from the Library and (1) student athlete. No more than two (2) members should be from a single academic unit. Up to two (2) additional at-large members may be appointed by the Senate President. The Athletic Director and Faculty Athletics Representative will serve as ex-officio nonvoting members.

Duties: The Committee on Athletics
• advise and monitor athletic standards related to the educational function of the College and University;
• help promote a sound academic climate for the intercollegiate athletic program; and
• support the NCAA Division III Philosophy.

Standing Subcommittees
Members of the committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee no later than its next meeting.


8.3 Committee on Faculty Affairs
Membership: Five to seven (5-7) members. The preferred membership is one (1) member from each School and the Library. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor, or his/her representative and the Senate President are ex-officio, nonvoting members.

Duties: The Committee on Faculty Affairs
• serves in a consultative and advisory capacity to the Chancellor;
• reviews, monitors and makes recommendations relating to the professional, cultural, social, and material welfare of the Faculty;
• reviews and recommends policies pertaining to faculty workload, faculty development, faculty promotion and tenure policies and procedures, instruction evaluation techniques, and privacy and faculty rights issues;
• reviews and makes recommendations regarding questions of integrity, ethics, and of intellectual properties;
• review guidelines and procedures for awarding faculty teaching and research award(s), and as requested by the Chancellor, reviews nominations for faculty teaching and research award(s);
• advises on research policies, guidelines, and procedures relating to research;
• review, monitor, and make recommendations pertaining to research units and institutes; and
• advises concerning the formulation of research-related information systems and technology policies as they affect Faculty and students and maintain a formal liaison with the Committee on Information Systems, Technology, and Library.

Standing Subcommittees
Members of the committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.

8.4 Committee on Human Resources and Business Services
Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor, or his/her representative, and the Senate President are ex-officio, nonvoting members.

Duties: The Committee on Human Resources and Business Services
• reviews and makes recommendations regarding human resources and business services provided at the College;
• reviews and recommends policies for the enhancement of a climate for Faculty, staff, and students that supports individual differences and promotes fairness and equity;
• reviews and recommends policies for the enhancement of diversity programming initiatives in all areas of diversity (gender, disability, sexual orientation, race/ethnicity), among Faculty, staff, and students;
• reviews and recommends policies for the evaluation of faculty who perform administrative functions, and for professional staff who provide academic support services;
• investigates and is the Faculty’s voice concerning the adequacy and other attributes of the University’s provisions for salaries, retirement benefits, sabbatical leaves, hospitalization and medical insurance, investment and saving plans, travel reimbursement, educational benefits, recreational benefits, and other prerequisites, benefits and conditions of faculty
employment;
• reviews guidelines and procedures for awarding service award(s), and as requested by the Chancellor, review nominations for service award(s);
• serves as liaison between the managers of the various resources and services and the Faculty; and
• serves in a consultative and advisory capacity to the Manager of Human Resources and Business Services and the managers of the various resources and services through the Capital College Senate.

Standing Subcommittees
Members of the Committee are authorized to meet as Subcommittees. Any business conducted must be ratified by the full Committee not later than its next meeting.

8.5 Committee on Information Systems, and Technology, and Library
Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Director of Instructional and Information Technology, the Head Director of the Library, College Web Manager, and the Senate President are ex-officio, nonvoting members.

Duties: The Committee on Information Systems, Technology, and Library
• reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues;
• reviews and makes recommendations regarding the functions of the Library and policies affecting the Library’s collections and services, including long-range planning and development;
• oversees studies and advisory activities either on request or at its own initiative;
• ensures an active Faculty role in formulating policies affecting academic computing and information systems;
• maintains a formal liaison with the Faculty Affairs Committee and Committee on the Physical Plant;
• serves in a consultative and advisory capacity to the Director of the Capital College Library through the Capital College Senate.

Standing Subcommittees
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.

8.6 Committee on International and Intercultural Affairs
Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor or his/her representative, and the Senate President are ex-officio,
nonvoting members.

**Duties:** The Committee on International and Intercultural Affairs
- promotes and increases international and intercultural awareness throughout the College community, and review and make recommendations regarding international and intercultural activities.

**Standing Subcommittees**
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full committee not later than its next meeting.

### 8.7 Committee on Enrollment Management and Outreach

**Membership:** Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit Chancellor or his/her representative, and the Senate President are ex-officio, nonvoting members.

**Duties:** The Committee on Enrollment Management and Outreach
- monitors and makes recommendations to the Capital College Senate regarding enrollment services, outreach, marketing, continuing education, and distance learning activities of the College;
- monitors enrollment projections data in cooperation with the Office of Enrollment Services;
- assists Enrollment Services in selecting Faculty to attend recruitment functions;
- reviews the College marketing plan and advises the Capital College Senate regarding the plan, the planning process, and future directions for the campus;
- facilitates appropriate Faculty participation in marketing of the College and other outreach activities;
- assures that outreach activities are appropriate to assist the College in achieving its diversity goals;
- reviews and recommends policies, in co-operation with the Committee on Academic Affairs, to ensure that educational evaluation procedures are in place to assess all distance learning activities, including, but not limited, to the following: credit and non-credit instruction through continuing and distance education, instruction through computer networks, radio and television, technical assistance programs, cooperative extension activities, and extended access courses and degrees; and
- establishes formal liaison with the Committee on Human Resources and Business Services.

**Standing Subcommittees**
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.
8.8  **Committee on the Physical Plant**

**Membership:** Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor or his/her representative, and the Senate President are ex-officio, nonvoting members.

**Duties:** The Committee on the Physical Plant
- reviews and makes recommendations relating to the physical plant, space utilization, and campus beautification, including long-range planning and development; the functions of facilities and maintenance operations; the development and promulgation of safety and security, including fire prevention plans;
- serves as a liaison between administrative officials responsible for the physical plant and safety and the Faculty;
- maintains a formal liaison with the Committee on Information Systems and Technology and Library; and
- serves in a consultative and advisory capacity to the Manager of Physical Plant, Maintenance and Operations through the Capital College Senate.

**Standing Subcommittees**
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full committee not later than its next meeting.

8.9  **Strategic Planning Committee**

The Strategic Planning Committee advises the Faculty Senate in all planning matters that pertain to the academic mission of the college. The committee will have access to all information pertinent to its charge, including budgetary implications, necessary to its charges.

**Membership:** Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Chancellor or his/her representative, and the Senate President are ex-officio, nonvoting members.

**Duties:** The Committee on Strategic Planning
- communicates to, and solicits feedback from, college faculty about the Capital College Strategic Plan, Master Plan, and Integrated Plan;
- reviews and recommends policies concerning relations with other educational institutions, research centers, and related organizations; and
- represents the Senate on the College’s Strategic Planning Committee; accordingly, the Senate Strategic Planning Committee’s chair will co-chair the College’s Strategic Planning Steering Committee;
• consults with other Senate committees on aspects of the Strategic, Master, and Integrated Plans that impact academic programs, and make recommendations related to potential impact on the academic mission of the College;
• reviews and recommends action on matters of College planning that affect the academic environment;
• reviews functions of the College that contribute to, or inhibit, planning process; and
• other planning activities as approved by the Faculty Senate President.

Standing Subcommittees
Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.

8.10 Committee on Student Affairs
Membership: Eight to ten (8-10) members. The preferred membership is one (1) member from each School and the Library and two (2) voting student members. One undergraduate student shall be appointed by the SGA and one graduate student by the Graduate Student Association. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Director of Student Affairs, the Faculty Athletic Representative, and the Senate President are ex-officio, nonvoting members.

Duties: The Committee on Student Affairs
• considers policies involving those aspects of student life on the campus that are of concern to graduate and undergraduate students, as well as policies that are not specifically covered in other Committees, including, but not limited to, career development and placement, housing, health, student conduct, student organizations, and extracurricular activities;
• serves as the principal agency for representing students’ concerns to the Capital College Senate and a point of origin for student proposals;
• reviews and makes recommendations relating to the quality of student life, the functions of student affairs operations, and athletic programs, including student eligibility and schedules for athletic events;
• review and make recommendations for student awards, scholarships, fellowships, and the Who’s Who Award in cooperation with the Student Activities Office and the Office of Financial Aid;
• ensures maximum possible student participation in the Faculty Senate committees, in cooperation with the SGA and GSA advisor; and
• serves as a liaison between the Faculty, the Office of Student Affairs and the SGA.

Standing Subcommittee:
Members of the Committee authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.
8.11 Executive Committee of the Senate
Membership: President, President-Elect, Secretary, and the Immediate Past President of the Capital College Faculty Senate and the Senate Council Representative from the Capital College.

Duties: The Executive Committee of the Senate
• acts for the Capital College Faculty Senate when it cannot meet, subject to ratification by the Senate at its next meeting and
• is available for consultation with the Chancellor when the Senate cannot meet or is not in session.
Article III - Other Functions of the Senate

Section 1

Selection of Ombudsmen

As provided by University Policy HR-76, one ombudsman and one alternate are appointed for Capital College. Appointments will be made by the Senate in consultation with the Chancellor from nominations solicited from the faculty. Appointments occur in the Spring semester and are effective on the opening day of the Fall semester. The term of office of the Ombudsman and alternate is four (4) years. The ombudsman is a tenured faculty member of senior rank with a minimum of five (5) years experience at the Pennsylvania State University, or a retired faculty member holding emeritus rank. In cases in which the ombudsman is not available or might recuse himself/herself for ethical considerations, the alternate assumes the duties of ombudsman.

Duties: The Ombudsman

- clarifies misunderstandings;
- advises faculty and administrators as to appropriate courses of action;
- assists in the informal resolution of differences;
- assures that appropriate department, and college procedures are exhausted before referring the case to higher levels; and
- informs the Chancellor and appropriate college officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

The Ombudsman does not

- conduct hearings;
- exceed the role of conciliator and advisor;
- substitute his or her judgment for that of appropriate administrative and/or faculty bodies; and
- serve as counsel for either party to a complaint before the Hearing Board.
Section 2

Selection of College Promotion and Tenure Committee

The Committee shall consists of seven or nine (7 or 9) tenured faculty holding the rank of Associate Professor or Professor. Six members are elected by vote of the tenured and tenure-track Faculty of the college. The election is college-wide from a slate of candidates nominated by the tenured and tenure-track Faculty of the College. To ensure that all Schools are represented on the Committee, the Faculty member from each School receiving the highest number of votes is elected. If a School(s) does(do) not have any eligible Faculty nominated to serve on the Committee, then the faculty member(s) receiving the next highest number of votes are elected to represent that School. In no case may any School have more than two elected members, nor more than one appointed member on the Committee. All elected members serve two-year terms.

In case an elected member of the Committee does not complete his/her term, a special College-wide election is held to select a replacement from a slate of candidates nominated by the tenured and tenure-track Faculty of the College to complete the original member's term. The replacement is selected to ensure that all Schools are represented on the Committee. The above mentioned distribution pertaining to faculty representation is maintained.

The Chancellor, at his/her discretion, may appoint one or three (1 or 3) additional members who serve for a one-year term. The Chancellor appoints the Chair of the Committee and calls the first meeting.

The duties of the Committee are as described in University Policy HR-23 and the Administrative Guidelines for HR-23.

Section 3

Representation in University Faculty Senate

The number of representatives from the Capital College to the University Faculty Senate is established by a means of the allocation adopted by the University Faculty Senate.

The electorate for representatives to the University Faculty Senate campus is the full-time Faculty members of the Capital College voting unit. For purposes of electing representatives to the University Faculty Senate, a Faculty member shall be counted in one and only one voting unit. Only full-time Faculty members, as defined in Article II, Section 1, who are counted in the Capital College voting unit are eligible to nominate a representative, to be nominated as a representative, and to vote in election of a representative.

The Council Member is elected at the meeting for non University Park Faculty held before the final Senate meeting of the Academic Year. The election is by secret ballot. Only Senators who
will be members of the Senate in the following Academic Year are eligible to vote. Nominations for the seat are solicited one month prior to that last meeting in the form of a memo distributed by the Capital College staff support person. This form is delivered to all incoming and continuing Senators in both electronic and hard copy.

**Article IV - Amendments**

Amendment(s) to the Standing Rules of the Capital College Senate may be adopted at any meeting of the Senate by a 2/3 vote of the Senate, provided that the amendments have been presented in writing at least one month prior to the meeting.