

Faculty Senate Bylaws and Faculty Code Committee (BFCC): Procedures Manual

1. Stated purpose of the committee as defined by the Faculty Senate Bylaws: “The Faculty Senate Bylaws and Faculty Code Committee shall be concerned with the continuing study and improvement of the Faculty Senate Bylaws (Bylaws) and Faculty Code (Code). It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the Executive Committee (EC), coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the Senate Executive Committee”. The BFCC acknowledges CWU's shared vision of equity and belonging. Accordingly, the committee acknowledges the essential role of varied backgrounds, perspectives, and cultures in its examination and enhancement of the Code and Bylaws. Committee members will consider the impact of Code and Bylaws changes on non-tenure track faculty as they comprise a large proportion of faculty, yet have little representation in Senate.
2. Responsibilities of the committee:
 - 2.1. The committee receives its charges from the EC.
 - 2.2. When requested by the EC, the committee reports to the Faculty Senate and/or to the EC.
3. Process for election of the committee chair:
 - 3.1. Each year the committee shall elect a chair from among its members. Any committee member may be nominated for the position by any other member, including by themselves.
 - 3.2. The election shall occur at the committee’s final meeting of the academic year or if needed at the first meeting of the following academic year. If the vote is tied (due to there being an even number of members at that time), the Faculty Senate Chair shall be asked, as soon as is practicable, to cast a deciding vote.
4. Responsibilities of the committee chair:
 - 4.1. Ensure that the committee’s responsibilities, outlined in Section 2, are fulfilled.
 - 4.2. Determine committee meeting days and times (in discussion with committee members).
 - 4.3. Manage committee meetings.
 - 4.3.1. Arrange location and equipment needed for in-person meetings or a link to virtual meetings.
 - 4.3.2. Call meetings.
 - 4.3.3. Set agenda for meetings.
 - 4.3.4. Preside over meetings.
 - 4.4. Manage committee workload.

- 4.5. Ensure that meeting minutes are taken and handled appropriately.
 - 4.5.1. Ensure that minutes are taken either by the secretary or administrative assistant; or, if neither of these is present, take the minutes themselves or assign a committee member to take minutes. These meeting minutes should include meeting date and time, start and end times, names of attending and absent members, and motions as approved by the committee.
 - 4.5.2. Forward the draft minutes to the committee members for review and approval.
 - 4.5.3. Forward the committee-approved minutes to the Faculty Senate.
- 4.6. Liaise between the committee and the Faculty Senate.
 - 4.6.1. Report to the Senate on the work of the committee, as required by the EC.
 - 4.6.2. Report to the committee on any Senate work relevant to the committee.
- 4.7. Liaise between the committee and the Faculty Senate EC.
 - 4.7.1. Provide the EC with timely written and oral communications as needed regarding the committee's work.
 - 4.7.2. Report to the EC any cases of persistent non- attendance or non-participation by committee members.
 - 4.7.3. Prepare and present motions to the EC for Senate consideration.
 - 4.7.4. Prepare and present the committee's annual report to the EC, including suggested charges for the following year.
- 4.8. Collaborate with other Senate and University committee chairs (as needed).
- 4.9. Prepare an evaluative letter for each committee member regarding their participation, to include a statement of their attendance record; and send a copy to the EC and to the member's department chair
5. Responsibilities of the committee members:
 - 5.1. Attend committee meetings.
 - 5.2. Participate actively in carrying out the committee's responsibilities, outlined in Section 2.
 - 5.3. Prepare reports and lead discussions on specific topics assigned at committee meetings by the committee chair.
 - 5.4. Serve in place of the chair to present the committee's motions to the Senate in the event the chair is unable to attend.
 - 5.5. The Faculty Senate Chair-elect serves as the liaison between BFCC and EC. At the chair's request, the liaison requests clarification from EC regarding charges, brings updates and feedback from EC and other committees whose charges intersect with BFCC.