

Report to the Faculty Senate
Committee on the By-Laws and the *Faculty/Administration Manual*
College of Charleston
October 9, 2007

Faculty Members: Brian McGee (Committee Chair), David Gentry (Senator), C. Michael Phillips (Senator)

Committee Duties: “(1) To review on a continuing basis the Faculty By-Laws and the Faculty/Administration Manual; (2) To propose changes for the improvement of the documents and to forward the recommended changes to the administration and/or the Faculty Senate as appropriate; (3) To incorporate any revisions to or interpretations of either document in new editions of the documents....” (Faculty By-Laws, Art. V, Sect. 2.B.3(b)).

Proposed Amendment to the Faculty By-Laws. At the regular September meeting of the Faculty Senate, the committee proposed an amendment to the Faculty By-Laws concerning the description of the parliamentarian. The By-Laws require further study of this amendment by our committee, even though we are the committee that proposed the amendment. We report today that we have nothing to add to the original rationale for this amendment supplied to the Senate in September.

Removing Certain Sections from the FAM. Following the release of the 2007-2008 *Faculty/Administration Manual*, our committee was contacted by some administrators and staff who expressed concern that certain FAM sections were inaccurate, incomplete, or obsolete. The bulk of those concerns focused on Article V (Benefits and Privileges of Faculty and Administrators) and Article VII (College Facilities and Services). As material contained in these articles is more regularly updated and more accurately described on various institutional Web sites, our committee is now considering a recommendation that these two articles be removed entirely from the next edition of the *Faculty/Administration Manual*. As part of our review, we welcome advice on this matter from any member of the Faculty Senate or campus community. Please contact us with this advice by the end of October.

Proposed Amendment

Faculty By-Laws, Art. III, Sect. 1.I.6.

Strike certain passages and insert new language concerning the selection and service of the Parliamentarian.

6. The Speaker ~~will~~ *shall* appoint a ~~p~~Parliamentarian to the Faculty, ~~at the first Senate meeting of the academic year from among the Senators who shall serve at the pleasure of the Speaker.~~ The ~~p~~Parliamentarian ~~will~~ *shall* advise the Speaker or other presiding officer, and the faculty and Senate, concerning parliamentary procedure. The Parliamentarian ~~will~~ *shall* perform other duties normally associated with such an office. *If the Parliamentarian is unable or unavailable to perform those duties during a meeting of the Faculty Senate, the Speaker may appoint an Acting Parliamentarian to the Faculty until such time as the Parliamentarian shall return to service.*

Rationale: During the summer months, Speaker of the Faculty Joseph Kelly asked the Committee on the By-Laws and the *Faculty/Administration Manual* to review the section of the Faculty By-Laws relevant to the appointment and service of the Parliamentarian. This motion is the result of our review.

Currently the Faculty By-Laws require the Parliamentarian to be a Faculty Senator. Parliamentary authorities such as *Robert's Rules of Order* typically recommend that parliamentarians not be members of the deliberative assembly being advised. This amendment will allow great flexibility to the Speaker in naming a Parliamentarian, without regard to that individual's Senate membership. The amendment also would allow the Speaker to follow the advice of the Senate's designated parliamentary authority. With this new flexibility, even a professional parliamentarian not otherwise employed by the College of Charleston might be appointed to serve this function, a possibility we encourage future Senate officers to consider if funding permits.

The amendment also allows for the appointment of an Acting Parliamentarian, who might perform these duties at Faculty Senate meetings when the Parliamentarian is not available. In particular, our intent with the amendment is to give the Speaker every opportunity to secure parliamentary advice for all meetings of the Faculty Senate.

The amendment would resolve a problem of inconsistent capitalization and would substitute "shall" for "will," consistent with the usual parliamentary advice on this subject.