

[site] Faculty Senate

Established under the terms of Article 28 in the Contractual Agreement between MDUSD and MDEA as reproduced below:

28.1 *The parties agree to the following in the interest of fostering both good communication and mutual efforts aimed at enhancing the common good of the school or program:*

28.1.1 *When the majority of the unit members at a site or in a program elect to form a Faculty Advisory Senate/Faculty Senate, representatives shall be elected by a majority of the unit members at the site. The principal/administrator shall meet with such representatives about all appropriate matters which the Faculty Advisory Senate/Faculty Senate proposes.*

28.1.2 *The agenda for the above-mentioned meeting shall be provided to the principal/administrator at least 48 hours before each scheduled meeting. The principal/administrator will be permitted to place items on the agenda of such a meeting.*

Bylaws

ARTICLE I Name

The name of this organization will be the [site] Faculty Senate.

ARTICLE II Purpose

The [site] Faculty Senate is an organization whose purpose is to promote the general welfare of MDEA members by acting as a channel of communication between MDEA members and administration. The Senate will consider all matters of concern from MDEA members and will take whatever actions are deemed necessary.

Adopted [date]

ARTICLE III Membership

- A. Three full/part time MDEA members will be elected to this Senate.
- B. The members will be elected for a two-year, re-electable term.
- C. In the case of a vacancy, the opening will be filled with a special election, nominating a member for the remainder of the term.
- D. Elected Senate members are MDEA members who receive the majority vote as stated per Article VI of these bylaws.
- E. Elections are to be held in May, every other year.
- F. Nominations will be made by self-nomination or when a MDEA member agrees to be nominated by another MDEA member.

ARTICLE IV Functions

- A. To communicate to the principal/administrator matters of MDEA members' concerns and issues of importance related to the school. B. To act in an advisory capacity to the principal.
- B. To ensure contractual correctness and to make certain that all MDEA members are represented.
- C. To communicate with [site] Leadership Team to promote unity with the staff.
- D. To know contract – in order to not make commitments that violate contract.
- E. To hold a bi-monthly meeting, with a set agenda (See #2, below).
 - 1. Faculty Senate meetings will be held at a time and date agreeable to both parties. An annual schedule of the year's Faculty Senate meetings will be posted on the MDEA board by September 15th.
 - 2. If there are no issues or concerns one week prior to a scheduled meeting, the meeting may be cancelled.
 - 3. Minutes will be taken at all meetings and will be electronically sent to MDEA members within one week of the meeting.
 - 4. The Faculty Senate agenda will be given to the site administrator 48 hours prior to the next meeting. Administration can add items to the agenda at this time.

ARTICLE V Ways to Bring Issues to the Faculty Senate

- A. If a staff member is on the agenda, he/she may voice an issue during a meeting.
- B. Faculty Senate will ensure that there is a MDEA lockbox and “issue slips” available at all times. A MDEA member can fill out an “issue slip” and place it in the lockbox or can email a Faculty Senate member.
- C. All concerns must be submitted in writing at least 72 hours prior to a scheduled Faculty Senate meeting to be included on that meeting’s agenda.
- D. Faculty Senate will retrieve any “issue slips” from the MDEA lockbox prior to submitting the agenda to the principal/administrator.

ARTICLE VI Amendments to Bylaws

- A. Amendments will be in written form and presented at the scheduled Faculty Senate meeting.
- B. Proposed amendments will be posted on the MDEA board following the Faculty Senate meeting for a minimum of two weeks.
- C. Proposed amendments will be voted upon by secret ballot and ratified by a majority vote of the faculty. In order for a vote to be valid, a minimum of 50% of MDEA members must vote. A vote passes with a simple majority, 50% plus one.
- D. A written announcement will accompany all ballots to notify members of date and time of ballot counting. Any MDEA member interested in participating may attend.