Hill College Faculty Council By-Laws

To be considered for approval by the Hill College Board of Regents on December 16, 2025

Article I: Name and Establishment

Section 1: Name

The name of this organization shall be the Hill College Faculty Council (hereafter called "Faculty Council").

Section 2: Establishment

The Faculty Council is established in accordance with Texas Education Code Sec. 51.3522 and Senate Bill 37 along with the applicable Hill College policies to ensure that faculty participate meaningfully in institutional governance.

Article II: Purpose, Functions, and Procedures

Section 1: Purpose

The purpose of the Faculty Council is to act as an advisory body in matters of general concern to the college and to serve as an organized voice for the faculty of Hill College. The Faculty Council will represent the interests of all faculty in instructional and professional matters and provide a structured avenue for communication and recommendations to college administration. The Faculty Council shall participate in an advisory capacity with college administration through making recommendations on curriculum and instruction, instructional standards and policies, faculty welfare, institutional planning or other matters as needed. Such recommendations, to become official, shall require the approval of the President of the College and the Board of Regents, when applicable.

Section 2: Communication

The Faculty Council shall maintain communication with faculty on its activities through regular reports, agenda of all meetings, meeting minutes, and open forums. All regular reports, agendas of meetings, and meeting minutes will be posted on the Faculty Council webpage which will be housed in MyHC under the Student Learning and Success page.

Minutes shall be posted within 30 days to MyHC.

Section 3: Rules of Procedures

The Faculty Council shall establish its own rules of procedures, except those that may be in conflict with these bylaws or college policies or applicable laws or regulations. Business shall be conducted according to the most recent edition of *Robert's Rules of Order*, unless otherwise specified.

Article III: Faculty Representatives Membership, Qualifications, Responsibilities, and Elections

Section 1: Membership

The Faculty Council shall consist of the full-time faculty representing each instructional pathway. Each pathway shall have at least five members; the College President will appoint one member from each pathway to the Faculty Council (called "Pathway Representative"), and the remaining four members from each pathway (called "Faculty Representative") will be elected by the faculty of their respective pathways with the exception of Job Training & Workplace Partnership (JT), which shall have at least one member. The instructional pathways, for the purpose of electing members to the Council, shall be as follows:

I) Arts & Humanities
II) Business & Industry
III) Science, Technology, Engineering, and Math (STEM)
IV) Health & Public Service
V) Job Training and Workforce Partnerships (JT)

Section 2: Qualification

All full-time faculty employed by Hill College are eligible to be elected to serve on the Faculty Council. Representatives assuming an administrative position during their term of office shall not be eligible to continue as members of the council.

Section 3: Responsibilities

Responsibilities of representatives include, but are not limited to, representing the interests and concerns of faculty, attending and participating in all meetings, reviewing existing or proposed instructional policy, exploring concerns related to the college, initiating policy proposals, advising the administration on the formulation and implementation of policies, and participating in an advisory capacity for the college through its representation of the faculty.

Section 4: Terms of Office

All elected faculty representatives shall serve two-year terms; Arts & Humanities and STEM will be elected on odd years, Business & Industry, Health & Public Service, and JT will elect on even years, such that approximately half are elected each year. If a faculty representative is elected by special election to fill an unexpired term having less than one year remaining, that representative may be elected for a two-year term. A pathway representative on the Council that is appointed by the College President may serve up to six-consecutive one-year terms, if reappointed. Once members have reached their term limit, they may only be reelected or reappointed after the second anniversary of the last day of the member's most recent term.

Section 5: Faculty Representative Nominations

The election committee will be responsible for facilitating the nomination process for faculty representatives each spring semester during All Staff Day. The election committee will be responsible for informing each pathway of expiring terms before the spring All Staff Day. The faculty of pathways in which the terms of their faculty representatives are expiring shall nominate members to the role of faculty representative in accordance with Article 3 Section 4 of the bylaws. A nomination may be a self-nomination or nomination from another faculty member, but all nominations must have a second affirming vote from another faculty member. If no eligible faculty member is willing or able to fill an expiring term, then that position will remain vacant until an eligible faculty member is available.

Section 6: Elections of Representatives

Regular elections for faculty representatives within each pathway shall be held each spring semester and be completed by the second Friday of April. Instructional pathways shall elect four members to serve as faculty representatives. The election committee will oversee this election process, using either paper ballot or electronic ballot. Regardless of the method, names of all nominees shall be included on the ballot, and all elections shall be conducted by secret ballot.

In pathways that have only one faculty representative to be elected, the vote will be by a simple majority. In the event no candidate receives a majority, the names of the candidates with the highest and next highest number of votes shall remain on the ballot for a run-off election. In the case of a tie vote (equal number of votes) in the run-off, the winner will be determined by lot.

In pathways that have multiple faculty representatives to be elected, faculty may vote for as many candidates as there are positions to be filled. The votes received by each candidate will be tallied, and those candidates receiving the largest number of votes will be declared elected, subject to the possibility of a run-off election in the case of a tie or no clear winner being elected. If the run-off election results in a tie, the winner will be determined by lot.

Any faculty member eligible to vote may submit to the elections committee a written demand for a recount of the votes within a specific instructional pathway. Such a demand must be made within three days following the notification of the results of the election and must state the reason for the demand. Notification of the results of the recount will be announced at the following Council meeting or sooner via electronic means.

At the completion of the faculty representative elections in each pathway, each pathway will submit the names of the four elected faculty representatives to the incumbent Council president. The incumbent Council president shall submit the names of the elected faculty representatives to the President of the College.

Section 7: Pathway Representative Appointments

The College President shall appoint one pathway representative from each pathway from the remaining full-time faculty in the pathway no later than the first Friday in May.

Section 8: Vacancies

Vacancies in the membership of the faculty and pathway representatives shall be declared by the presiding officer of the council upon the resignation, promotion, death, ineligibility or removal from the council. A vacancy in the Council is not created by the absence of a representative during the summer or by a faculty leave of absence of less than one semester; however, representatives are not able to vote in the Council while on leave of absence from the college.

If a Faculty Representative's post is vacated, the President of the Faculty Council shall call a special election, beginning with nominations to be submitted within seven days of the notice of the vacancy. If a Pathway Representative post is vacated, a notice of vacancy shall be sent to the College President. The Faculty Council shall submit a list of nominees to the College President to review and appoint the pathway representative as nominated or appoint a faculty member from the designated pathway.

If a faculty or pathway representative is moved into an interim position in Administration, that position will remain vacant until the interim period is completed or the interim position becomes a full-time assignment. At that point a special election will occur to elect a new representative from that Pathway.

If vacancies cannot be filled due to no eligible faculty members, then that position will remain vacant until an eligible faculty member is available, or a reapportionment or restructuring of the council is conducted.

Section 9: Removal

Faculty Representatives of the Faculty Council can be immediately removed from the Faculty Council for failing to conduct the members' responsibilities within the Council's parameters, failing to attend meetings, or engaging in other similar misconduct. A Council representative who is removed has the right to appeal to the Council, which may reinstate the representative by majority vote. If a council member is asked to be removed by the Vice President of Student Learning and Success, approval from the College President is required. In all cases, the Council member shall be provided with the opportunity of due process.

Section 10: Resignation

Faculty representatives who are leaving the College or who can no longer serve shall submit to the Council President a written letter of resignation indicating the effective date of resignation. Pathway representatives who are leaving the college or who can no longer serve shall submit the Council President a written letter of resignation indicating the effective date of resignation, which then must be submitted to the College President.

Article IV: Officers

Section 1: Officer Titles and Roles

The Faculty Council shall have the following appointed officers: President, Vice President, and Secretary. The duties and functions of the Faculty Council Officers shall include the following:

The President shall:

I) Preside over all Faculty Council meetings, notify the membership of the Faculty Council of upcoming meetings and provide an agenda for all Faculty Council meetings.
II) Call special meetings of the council when needed.
III) Vote in the case of a tie in all meetings.
IV) Delegate responsibilities to officers and Faculty Council representatives as necessary to carry out the duties and wishes of the Faculty Council.
V) Perform all other appropriate duties as may be assigned by the Faculty Council.
VI) Act as an official representative of the Faculty Council whenever directed to do so by the Faculty Council. The president may also assign a representative to act in his or her absence, as requested by the president (with notification to the Faculty Council of the appointment of a representative to serve in his or her absence). The president may appoint all special committees and assign their duties with the advice and assistance of the other Faculty Council representatives.
VII) Maintain a complete updated email list of all full-time faculty members and will include all faculty in electronic email communications on all official Faculty Council business and communications.
VIII) Ensure that the faculty who wish to address the Faculty Council are provided with the opportunity and sufficient time to present in front of the Faculty Council.
IX) Recruit and canvass representatives for committees as needed.
X) Attend Board of Regent meetings each month as called; the president may also request the vice president, secretary, or other Faculty Council representative to attend the board meeting in the event of the president's absence.
XI) Recommend topics for discussion and consideration to be placed on the Faculty Council meeting agenda.
XII) Encourage faculty members of the college to participate in the Faculty Council.
XIII) Make available (electronic and paper copies) of the bylaws for all faculty members.
XIV) Maintain and update the Faculty Council web page within the Hill College website as needed.
XV) The President shall serve as ex officio member of all committees of the Faculty Council (except the nominations and elections committee).

The Vice President shall:

I) Preside at the Faculty Council meetings in the absence of the president.
II) Shall also serve on committees as directed by the president and the Faculty Council.
III) Assist the president in the carrying out of some duties and perform the duties of the president when the president is absent.
IV) In the event the president must vacate or leave the position before completion of their term, then the vice president will assume the duties of the president and

complete the remainder of the president's term upon approval of the College President.

V) Assuming, temporarily, the duties of Faculty Council president in the event the existing Faulty Council president recuses himself or herself from the meeting.

VI) Recommend topics for discussion and consideration to be placed on the Faculty Council meeting agenda.

VII) Serve as parliamentarian for Faculty Council meetings and ensuring the orderly conduct of business with adherence to the by-laws and use of the current version of the constitution, as well as adherence to and use of the most recent edition of *Robert's Rules of Order.*

VIII) Ensure adherence to the by-laws.

The Secretary shall:

I) Ensure that the agenda is posted on the Faculty Council website no later than seven days prior to a meeting of the Faculty Council.

II) Record and keep an accurate written record (minutes) of the regular and special meetings of the Faculty Council and have these records available for distribution to Faculty Council members within thirty days following a Faculty Council meeting.

III) Record the names of Faculty Council members in attendance when the Faculty Council conducts business related to a vote of no confidence regarding an institution or system administrator or policies related to curriculum and instructional standards.

IV) Distribute copies of the minutes of Faculty Council meetings to all members of the Faculty Council.

~~V)~~ Serve as chair of committees as directed by President or the Faculty Council, including the Nominations and Elections Committee.

VI) Maintain all official records, documents, and correspondence of the Faculty Council.

VII) Carrying out correspondence, including sympathy, greeting, get well cards, etc.

VIII) Carry out collection and spending of donations from faculty that can be disbursed for gifts, appreciation, bereavement, or other occasions

IX) Perform other such responsibilities and duties as may be assigned by the president of the Faculty Council.

X) Maintain an updated roster of the college faculty, membership of the Faculty Council, list of officers, and current committee members.

XI) Conduct the council meeting in the event the president and vice president are not present.

XII) Determine a quorum at Faculty Council meetings.

XIII) Assist the presiding officer during meetings by keeping track of the order of those wishing to speak, motions, amendments, voting, and any other aspect.

XIV) Offering advice, when requested, to any member desiring help with motions or other parliamentary procedures.

XV) Make available (electronic and paper copies) of the Constitution for faculty members.

Section 2: Qualifications

Any faculty member interested in serving as a Faculty Council Officer for the next instruction year must submit their names or be nominated. Appointed officers must be full-time faculty members that have prior experience on the Faculty Council.

Section 3: Appointment of Officers

The College President shall appoint the Faculty Council officers (President, Vice President, Secretary) annually, based on input from college leadership and faculty, as appropriate. The College President shall appoint the officers from the elected faculty representatives no later than the first Friday in May.

Once the faculty representative elections are completed in April, The Faculty Council may choose to forward to the College President for consideration recommendations for the selection of officers from the pool of elected faculty representatives. To determine which elected faculty representatives will be recommended for officer positions, all full-time faculty members may nominate members with current or prior experience to serve as a council officer. Current officers of the council are considered nominated for their current role or higher position, unless the officer refuses to accept the nomination or term limit has been reached according to section 3 of this Article.

To determine which elected faculty representatives will be recommended for officer positions, all full-time faculty are eligible to vote by secret ballot. All nominees will appear on the ballot in alignment with the office for which they are running. The votes received by each candidate will be tallied, and those candidates receiving the largest number of votes will be declared the recommended nominee. In the event that no candidate receives a majority, the names of the candidates with the highest and next highest number of votes shall remain on the ballot for a run-off election, according to the office for which they are running. Run-off elections shall be conducted within 10 days. The run-off election shall be conducted within 10 days. If the run-off election results in a tie vote, all nominees' names will be submitted to the college president for consideration.

Section 4: Terms of Office

Officer appointments shall be for a term of one instructional year and are renewable in accordance with Texas Education Code section 51.3522

Section 5: Vacancies

Vacancies in officer roles shall be declared by the presiding officer of the Faculty Council upon the death, resignation, ineligibility, or removal of such officer.

(a) In the event of a vacancy in the office of president, the vice president shall assume that office.

(b) If a vacancy occurs in the office of vice president, the secretary shall assume that office.
(c) If a vacancy occurs for the secretary, the Faculty Council will appoint an individual nominated by the college faculty to fill the vacant position and submit the name to the College President.
(d) All filled vacancy are temporary until the College President has approved the nomination.
(e) Vacancies shall be filled for the remainder of the term.

Section 6: Removal of Officers

Officers of the Faculty Council may be removed for cause. To remove an officer of the Faculty Council from the duly appointed position, a vote will be conducted by the president, unless that individual is the one subject to removal, in which case the vote will be conducted by the vice president. Removal will occur if a majority of the Faculty Council present so vote. Any removal of an officer approved by the Faculty Council must be submitted to the College President for final review and approval. The removal will not be considered final until the College President has confirmed the action.

Section 7: Officer Resignation

Any council officer who are leaving the College or who can no longer serve shall submit to the Council and the College President a written letter of resignation indicating the effective date of resignation.

Section 8: Spending of Donations

Funds collected from faculty will be deposited in an agency account with the college. Officers of the Faculty Council shall be responsible for the spending of donations with the consent of the faculty. To spend the donations, Council officers shall utilize the Council's procurement card provided by the College. Purchases made with the procurement card will adhere to the college's procurement card guidelines and purchasing guidelines. Any deviation from these guidelines could result in suspension of use of the procurement card, and reduction or elimination of the council's ability to collect and spend funds as an advisory body of the college. Purchases on the procurement card will require a reconciliation form being submitted to Administrative Services at the College.

Article V: Meetings

Section 1: Regular Meetings

The Faculty Council shall hold regular meetings on the first Friday of each month during the instructional year. The Faculty Council shall conduct meetings in a manner that is open to the public and in accordance with college policy. The Faculty Council shall broadcast over the internet live video and audio, as applicable, of each meeting if more than 50 percent of the members of the Council are in attendance. The broadcast link will be published on the Council webpage.

Section 2: Special Meetings

Special meetings may be called by the Council President or upon request of one-third of the Council members. An agenda must be posted at least seven days prior to that meeting on the Council webpage.

Section 3: Public Notice

The following should be made available to the public on the Faculty Council's webpage not later than the seventh day before a meeting of the Faculty Council:

I) an agenda for the meeting with sufficient details to indicate the items that are to be discussed or that will be subject to a vote
II) any curriculum proposals reviewed by the Faculty Council that will be discussed or voted on at the meeting.

Section 4: Quorum

A quorum shall be declared by the Council president if 50% of the Council are present. In the absence of a quorum, business cannot be conducted, and the meeting is declared adjourned by the presiding officer. When a quorum is declared, the Faculty Council meeting will be streamed live.

Section 5: Agenda

The agenda shall be set by the Council officers and made available in accordance with section 3 above. Council representatives who wish to propose new business shall apply to Council officers for a place on the agenda for consideration of such business. Any member of the college may bring a matter of concern to the attention of the Council by indicating such, in writing, to the secretary, who will advise as to the necessary procedures to be followed. Faculty members, college administrators, and the public in attendance at the Council meetings may seek recognition by the presiding officer to address an agenda item. The presiding officer may recognize such people to speak at times that are consistent with the agenda.

Section 6: Voting Procedures

Voting by the Council on agenda items shall only be by voice or show of hands. Only Council members are allowed to vote on agenda items, which must be completed in person.

Article VI: Committees

Section 1: Executive Committee

The Executive Committee shall be a standing committee. It shall include the immediate past president, who shall serve as ex officio, the president, vice president, and the secretary. Standing committee members shall take office at the beginning of the following instructional semester according to the school's published schedule.

Section 2: Nominations and Elections Committee

The Nominations and Elections Committee shall be an ad hoc committee. It will be assembled in January –no later than one month before the regularly scheduled spring Council meeting. It shall include the chairperson plus five faculty members, one member from each of the five Instructional and Career Pathway divisions: Business and Industry, Arts and Humanities, Health & Public Service, STEM, and JTWP.

The Council secretary will serve as chairperson of the committee and may call the committee together as needed or at the request of the Council in the event of a vacancy of a Faculty Council officer position. In the event the secretary is unable to serve as chairperson for this committee, the Council president will appoint a member to serve as chairperson.

The nominating committee will canvass for and recommend to the Council nominees for each general officer position as the position becomes vacant. The committee may submit the names of those nominees to the Council via email or in person at a Council meeting. The names of the candidates shall be published to the Council members in writing at least ten days prior to the election and the regularly scheduled spring Council meeting.

Section 3: Special (ad hoc) Committees

Special (ad hoc) committees may be assembled by the president or by a vote of the Council as needed. The committee's purpose, size, and duration shall be determined by the officers of the Council. Membership and chairperson shall be designated by the Council president in conjunction with (advice and consent) of the Council officers. Special Committees shall report to the president and be collectively supervised by the Council officers.

Section 4: Committee Powers

The president shall serve as ex officio member of all committees of the Council. All committees shall be empowered by the Council to investigate problems and proposals in the area of their jurisdiction and make recommendations for appropriate action to the Council. Committees will undertake specific action only at the direction of the Council. Members of committees may conduct business if at least 50% of the committee membership is present, which shall constitute a quorum for the transaction of official business.

Article VII: Participation in the College, Use of College Facilities, and Waiver of Charges

Section 1: Hill College Board Meeting Representative

The Council shall have a representative present at each Hill College Board of Regents meeting. The Council president, vice president, secretary, or other chosen Council member[s] will attend each meeting to represent the Faculty Council.

Section 2: Hill College Executive Council

The Hill College Executive Council is made up of members of the president's Executive Leadership Team (ELT) as well as participation by the Hill College Faculty Council officers,

which include the president, vice president, and secretary. This executive leadership group (including the Council officers) will work toward achieving the goals as established by the Hill College president's Executive Leadership Team focusing their work on the four Pillars of Institutional Excellence.

Section 3: Hill College Instructional Council

The purpose of the Instructional Council is to facilitate communication among faculty related to instructional concerns (e.g., core curriculum, educational plans/degree plans, faculty load guidelines). The Instructional Council coordinates the origination, development, and revision of the institution's educational offerings, thereby helping to ensure faculty leadership in the curriculum process. Instructional Council is a primary mechanism for ensuring a dynamic and faculty-owned curriculum for Hill College.

The Instructional Council is a communication group that often serves as a review group for recommendations that go to Curriculum Committee and/or individual Pathways, programs, or faculty members. The Instructional Council serves as an intermediary step in the review process before Institutional Effectiveness and/or Executive Leadership Team. Decisions and recommendations may arise out of the Instructional Council, which will in turn be shared with the Council and be discussed and considered by the Council.

Faculty Council participation within the Instructional Council is to ensure active faculty involvement in the discussion and development of instructional and faculty related matters, to promote faculty participation and leadership in the development of curriculum and programs at Hill College, and finally to serve as a representative voice for the entire faculty in the overall development of curriculum and programs here at Hill College.

Section 4: Use of College Facilities

The Council shall periodically use College facilities for meetings. If the Council needs a designated meeting space, the College will make every effort to provide adequate space, provided that the Council follows the established facilities requisition process. Should the Council require sound or audio-visual equipment for any meeting, coordination will be managed through the College's requisition process on a case-by-case basis.

Section 5: Waiver of Charges

The College agrees to waive any charges for the use of meeting space and sound, or audio-visual equipment requested by the Council, provided these requests are made in compliance with the College's facilities requisition process.

Article VIII: Amendments and Ratification

Section 1: Proposal of Amendments

Any Council member or faculty may propose an amendment to these bylaws. Proposed amendments must be submitted in writing to the Council at least ten days before a regular meeting. When the Council receives the proposed amendment, the presiding officer may

request the amendment author to appear before the Council for a discussion on the proposed amendment. The proposed changes are then sent out to the faculty for their feedback.

Section 2: Approval of Amendments

Upon feedback from the faculty, the proposed amendment shall be eligible for an approval vote from the Council. Amendments shall be approved by a two-thirds vote of the Council members present, provided that the amendment has been distributed at least one meeting in advance.

Section 3: Adoption of Amendments

Upon the approval of the amendment, the amendment shall be forwarded to the College President for consideration. Should changes be recommended by the College President, the amendment shall be returned to the Council for consideration of the modifications. Once the amendment has been approved by the Council and College President, then the amendment shall be adopted, and the bylaws must be updated to reflect the newly adopted amendment(s).

Section 4: Ratification

These bylaws shall be approved by two-thirds vote of the Council who are present for the vote. These bylaws shall be adopted and take effect immediately upon the approval of the College President and the Board of Regents.

Article IX: Compliance with Texas Law

These bylaws are adopted in accordance with Section 51 of SB 37 (89th Texas Legislature, 2025) and shall be reviewed annually to ensure compliance with any applicable statutory or regulatory changes.

Executive Leadership Team Approval/Revision December 1, 2025