

Hawai'i Community College  
Department of Mathematics  
Legislation of Departmental Policy Protocols (2<sup>nd</sup> draft)

- (i) Any member of the Mathematics Department may propose a policy. To proceed to further consideration that policy requires approval by at least one other departmental member.
  - (ii) A proposed policy which passes a simple majority of a quorum present at a regularly scheduled meeting of the Mathematics Department may move forward to the following legislative constitutional process...
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- Article I: A proposed policy to be decided shall have its wording formally finalized by consensus at a regularly scheduled meeting of the Mathematics Department.
- Article II: The finalized wording of a proposed policy shall then be presented at the next regularly scheduled meeting of the Mathematics Department.
- Article III: Voting upon the finalized wording of proposed policy shall be conducted according to the following criteria and standards –
- (A) The voting/balloting period shall be two (2) weeks in length.
  - (B) Voting/balloting shall be administered with two separate venues;  
(1) all permanent faculty (½-time or greater?) constitute one such legislative body; and (2) all adjunct faculty (lecturers?) constitute the second such legislative-body.
  - (C) The ballots cast in each venue shall be counted in the presence of the Mathematics Chairperson with at least two (2) additional faculty/staff in witness thereof.
- Article IV: Policy which passes a simple majority of the votes cast in both legislative bodies is considered officially adopted by the entire membership of the department.
- Article V: Officially adopted policy becomes effective at the beginning of the subsequent academic year (*i.e.*, first day of the following Fall semester).
- Article VI: All policies must be re-accredited according to Article III standards at least once every 2-1/2 years, otherwise that policy becomes rendered void at the end of the current academic year (*i.e.*, the last day of the Spring semester).
- Article VII: Officially adopted policy may be nullified by a veto of the Mathematics Department Chairperson within thirty (30) days of the passage of the policy.
- Article VIII: Officially adopted policy may be rescinded, or policy nullification may be overturned, by a two-thirds (2/3) majority of the membership of both legislative bodies. Any such repeal process shall be consistent with Articles I, II, III & V.
- Article IX: An amendment to any existing policy shall be subject to the same procedures and provisions as all other normative policy (*i.e.*, as stipulated heretofore).
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All departmental policies will be maintained in (1) hard-copy form in the Mathematics Department Chairperson's office, and (2) electronic form on the Mathematics Department website.