COASTAL BEND COLLEGE

FACULTY SENATE BYLAWS
Adopted May 8, 2009

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Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.
Article I
Name and Purpose

The name of the organization shall be the Coastal Bend College Faculty Senate, hereafter referred to as the Senate.

The purpose of this Senate shall be:
- To provide a formal organization capable of speaking for the teaching personnel, counselors, and librarians of Coastal Bend College.
- To take action on any issue the members consider important for the operation of the college,
- To promote the professional and economic welfare of the members.
- To promote effective two-way communication between the members and administration, and the members and student services.
- To provide unity among members
- To promote academic excellence in the classroom, the college, and the community.
- To foster and encourage a learning environment based on integrity, trust, dignity, and respect.

In order to achieve these purposes, the Senate shall:
- Present the views and recommendations of the electorate to the administration and to the Board of Trustees of Coastal Bend College as they relate to the policies of academic and professional matters.
- Be an integral and active part of the instructional programs, policy making and growth plans of Coastal Bend College.
- Foster programs and activities that shall develop the pride, responsibility, leadership, character, and community involvement of the members.
- Develop cooperation and fellowship among the faculty, staff, and administration of Coastal Bend College.
- Develop cooperation between the instructional programs, and between the instructional and support programs of Coastal Bend College.

Article II
The Electorate

Section 1: The Senatorial electorate shall include any of the following persons who are employed by Coastal Bend College prior to an election:
- Full and part-time teaching personnel
- Full and part-time counselors and librarians
- Departmental chairpersons

Section 2: Subject to the provisions of Article II, Section 1, the Faculty Senate shall have the power to rule on disputes involving the qualifications for membership in the electoral body.

Section 3: Upon termination by Coastal Bend College, an individual will cease to be a member of the electorate.
Article III
Roles and Responsibilities

SECTION 1: ELECTORATE MEMBERS
Every member shall have the right and responsibility to:
16. Participate in the nominating process for President-Elect, Secretary, Parliamentarian, Senators, and Committee members.
17. Participate in elections by voting for President-Elect, Secretary, Parliamentarian, Senators, and on any changes in the bylaws.
18. Vote in referenda on proposed major changes in policies and procedures affecting the electorate if such referendum is called for by the Senate after the topic has appeared on the agenda of at least one Senate meeting providing the electorate an opportunity for discussion and debate.
19. Receive minutes of Senate meetings within two weeks after the meeting, and receive agendas of Senate meetings within the week before the Senate meeting.
20. Communicate their ideas and opinions to their Senators and to the officers on issues of concern to the electorate and to the Senate.
21. Propose items for the Senate agenda and speak to the Senate on issues as described in Article VII, Meetings.
22. Serve on standing and ad hoc committees of the Senate.
23. Participate in the nominating process in the first year of the senate for the Senate president and one senator at large to serve in the immediate past presidents seat. In year two of the senate, the first year president shall fill the seat of the immediate past president and the extra senator at large seat shall cease to exist.

SECTION 2: Senators
In addition to his or her responsibilities as a full-time faculty member, full time member of the library staff, or full time counselor, every Senator shall have the right and responsibility to:

24. Attend all meetings of the Senate, or to send an alternate.
25. Participate in discussions and debate in the Senate.
26. Make decisions in light of what is best for the electorate and College as a whole.
27. Serve as a liaison between electorate and the Senate.
28. Make recommendations to the President for committee appointments.
29. Be available to serve on committees as assigned by the President.

Article IV
Senate Membership

SECTION 1: COMPOSITION
♦ The membership of the Senate shall consist of a President, a President-Elect, Secretary, Parliamentarian, an Immediate Past President, and twelve full-time members elected from the electorate.
♦ Each Campus shall have at least two Senators. One will be a member of the academic faculty and one a member of the Workforce faculty.
♦ There shall be one senator at large elected by the counselors and librarians and one

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senator at large elected by the Internet/Distance/Weekend College faculty. There shall also be two senators elected at large to represent the entire electorate.

♦ The President-elect shall be elected at large. This will make the president and immediate past president positions elected at large

♦ The Senate, upon the advice of the Nominating Committee, shall, no later than its February meeting each year, determine who will be eligible to be elected as academic and Workforce Senators from each Campus and for the at-large positions. For purposes of this determination, faculty members at a teaching site not designated as a Campus shall be considered as part of the faculty of the Campus to which that site is administratively related, if applicable. If not, the Senate shall determine to which Campus faculty members will be assigned for purposes of Senate representation.

♦ A Senator shall be elected for a one-year term with a maximum of three consecutive terms. Terms are from the beginning of the fall semester through the end of the next summer. Terms served as President, Immediate Past President, President-Elect, Secretary, and Parliamentarian shall not be considered as part of the limit to three consecutive terms nor as a break in service.

SECTION 2: Removal
A Senator shall be removed from office if he or she is neither in attendance nor represented by a faculty member serving as his or her alternate at three meetings during an academic year.

Faculty at a Campus may remove a Senator from office in a recall election. A recall election is initiated by a petition from twenty percent of the full-time faculty members at that Campus. Upon receiving a petition, the President shall call a meeting of all full-time faculty at that Campus to discuss the removal. Following this meeting, if the removal petition has not been withdrawn, a recall election is conducted by the Nominating Committee. A two-thirds majority is required to remove the Senator.

SECTION 3: REPLACEMENT
If One of the Senator positions becomes vacant, the position shall be filled temporarily from the full-time faculty at that Campus by a two-thirds vote of the Senate. A permanent replacement shall be selected at the next special election or regular election.

SECTION 4: ALTERNATE
A Senator who must miss a meeting may send a full-time faculty member to the meeting as his or her alternate. The alternate must submit written authorization from the Senator to the Senate Parliamentarian. The alternate is counted in establishing a quorum.

Article V
Officers

SECTION 1. COMPOSITION
The officers in order of rank shall be the following:
♦ President,
♦ President-Elect,
♦ Immediate Past President,
♦ Secretary,
♦ Parliamentarian.
No person may hold more than one office simultaneously. The President-Elect shall be elected by a vote of the entire electoral body for a one-year term to be followed by a one-year term as President. The Secretary and Parliamentarian shall be elected for a one-year term by a vote of the entire electoral body. The President-elect, Secretary and Parliamentarian shall not be from the same campus.

SECTION 2: DUTIES
One or more officer(s) may speak for the group in meetings with administrators and/or Board Members with the general authorization of the Senate. Officers are to report to the Senate members the proceedings of any consultations, meetings, or conferences, either scheduled or impromptu, that they attend as representatives of the Senate, before or at the next regularly scheduled meeting. Officers shall make all Senate documents available to the Bylaws Committee within seventy-two hours of receipt of a written request from the chairperson to the Bylaws Committee.

The officers shall perform the following duties:

A. PRESIDENT
The president conducts regular and special Senate meetings, signs documents necessary to conduct Senate business, makes appointments to Senate and selected college-wide committees, serves as spokesperson for the Senate and full-time faculty, and disseminates Senate related documents and information. The President and Senate officers are required to meet with College administrators on a regularly scheduled basis.

Responsibilities:
42. consults with Senate officers concerning Senate business and meeting agenda.
43. schedules and conducts regular and special Senate meetings.
44. be familiar with the standard code of parliamentary procedure and to work cooperatively with the parliamentarian to ensure meetings are conducted in a fair and orderly manner.
45. stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from advancing own point of view as part of discussion.
46. authenticates, by signature if necessary, all acts, orders and proceedings of the Senate.
47. serves as mentor to the President-Elect.
48. petitions Senate for nominations to standing or ad hoc Senate committees as needed throughout the fiscal year. Appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.
49. determines the need for ad hoc Senate committees. Appoints members with the approval of a majority of other Senate officers.
50. petitions full-time faculty senate for nominations to College-wide task forces, committees, councils, etc., upon requests by College administrators. Appoints members with the approval of a majority of other Senate officers.
51. serves as ex officio member of all Senate committees.
52. serves as Senate liaison to College administration and Board of Trustees. President and Senate officers are required to meet with College administrators on a regularly scheduled basis and with the Board as needed.
53. reports on meetings with administrators and on board activities.
54. represents full-time faculty and acts as spokesperson to media.
55. notifies Senate and full-time faculty about new postings on Senate Web site, including agendas, minutes, relevant reports, etc.
56. communicates in a timely manner via e-mail any new information pertinent to full-time faculty.
57. assures that all Senate documents are provided to the Bylaws Committee in a timely manner.

Rights:
The President holds all the rights and liabilities outlined in a standard code of parliamentary procedure.

1. To vote in the event of a tie.
2. To fill officer vacancies in consensus with other officers.

B. PRESIDENT-ELECT
The President-elect serves in the absence of the elected President and automatically becomes President at the end of his/her term as President-elect. Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.

Responsibilities:
58. schedules and conducts regular and special Senate meetings in the absence of the President.
59. assumes authority of President in emergency.
60. automatically becomes President if the elected President vacates the office.
61. petitions full-time faculty for interest in serving on standing Senate committees for the upcoming fiscal year. At the beginning of term as President, appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.
62. chairs the ad hoc Committee on Standing Senate Committees.
63. represents the adjunct faculty.
64. automatically becomes President upon the completion of term as President-Elect.

Rights:
Has the same voting privileges as other Senators.

C. IMMEDIATE PAST PRESIDENT
The Immediate Past President shares experience to provide continuity and support the newly-elected Senate representatives and officers, including the new President. Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.

Responsibilities:
65. assists the President with assigned duties.
66. ensures continuity to the Senate as a body.
67. presides in absence of President and President-Elect.

Rights:
Has the same voting privileges as other Senators.

D. SECRETARY
The Secretary serves as the chief recording officer for the Senate. The Secretary also preserves and maintains Senate documents except those specifically assigned to other officers; and ensures print copies are permanently retained for Bylaws Committee review.

These documents and records include, but are not limited to:
♦ agendas,
♦ minutes,
♦ record of attendance of all Senate meetings,
♦ membership rolls of the Senate,
♦ previous years’ audit reports, and
♦ information pertinent to the college budget (especially regarding salaries).

Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.

Responsibilities:
74. maintains records of all proceedings of the Senate, for example regular or special meetings.
75. ensures that minutes and reports for regular or special meetings accurately represent Senate proceedings and are prepared and corrected according to standard parliamentary procedure.
76. ensures that minutes and reports for regular or special meetings include meeting date and time, members and assigned substitutes present, and other information as outlined by standard parliamentary procedure.
77. ensures Senate meeting minutes are recorded in the notebook and posted to the Senate Web site in a timely manner.
78. maintains complete roll of membership of the Senate and the full-time faculty.
79. documents members’ attendance or absence from regular and special meetings and records in minutes.
80. works cooperatively with the Parliamentarian in maintaining record of member attendance.
81. provides all documents maintained by the Secretary to the Bylaws Committee in a timely manner.
82. Ensure that a faculty website is created and maintained in a timely manner.
83. Serve as the senate representative on the Bylaws committee.

E. PARLIAMENTARIAN
The Parliamentarian is a source of information on parliamentary procedure, but has no authority to make rulings or enforce them. At the beginning of the term, the Parliamentarian will ensure that a standard set of rules of parliamentary procedures are available for all new officers, and that a copy is available at each regular or special
meeting. The preferred rules are Sturgis' Standard Code of Parliamentary Procedure, a modernization of Robert's Rules of Order.

Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.

**Responsibilities:**
84. advises the President and members on all questions of parliamentary procedure which arise during meetings.
85. assists the President in maintaining order.
86. informs the President when time has expired for discussion of agenda items.
87. determines if a quorum is present.
88. consults with the Secretary on attendance and reports to the President when any Senator has missed three meetings without being represented by an alternate.

**Rights:**
Has the same voting privileges as other Senators.

**SECTION 3: REMOVAL OF AN OFFICER**
If an officer should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she may be removed from office according to the following procedures:

♦ A petition containing the signatures of five Senators (representing at least two Campuses) asking for the item to be placed on the agenda of the next Senate meeting shall be given to the chairperson of the nominating committee at least two weeks before the Senate meeting.
♦ The Secretary shall add this item to the written agenda of the next Senate meeting.
♦ The chairperson of the nominating committee shall preside over the portion of the Senate meeting for discussion of this item.
♦ The Senate shall vote on whether to recommend removal of the officer from office.
♦ A two-thirds majority of those voting shall be required to remove the officer.
♦ If removal is recommended, the nominating committee shall conduct an election by the entire electorate as per the conditions described in Article VI.

**SECTION 4: REPLACEMENT**

**A. Temporary Replacement** If the President takes leave from the College for one semester or less, the President-Elect becomes Acting President until the President returns. If the Secretary or Parliamentarian takes leave from the College for one semester or less, the President shall select a temporary replacement from the Senate membership.

**B. Permanent Replacement** If the President takes leave from the College for more than one semester, resigns, or is removed from office, the President-Elect becomes President. If there are six months or less of the term of the President remaining, the President-Elect shall serve the remainder of that term and continue to serve the next entire term as President.

**C.** If the President-Elect takes leave from the College for more than one semester,
resigns, assumes the office of President upon that office becoming vacant, or is removed from office, a special election shall be held to fill the position. If the person elected is a Senator, that Senate seat becomes vacant.

D. When the Secretary, and Parliamentarian, takes leave from the College for more than one semester, resigns or is removed from office or from the Senate, the Senate shall elect a permanent replacement from the Senate membership.

Article VI
Elections

SECTION 1: REGULAR ELECTIONS
In February the Nominating Committee shall solicit nominees for the Senate from each Campus for the positions of President-Elect, Secretary, Parliamentarian and senators. The Nominating Committee shall ensure that the ballot for each campus shall have nominations in conformity with Article IV (Senate Membership), SECTION 1 (Composition) of these Bylaws.

The slate of nominees shall be announced to the members no later than the second Friday of March. If any electorate member, for any reason, wishes to make nominations in addition to those on the slate presented by the Nominating Committee, such must be submitted to the Nominating Committee by the last Friday in March. All additional qualified nominations shall be added to the ballot.

All names placed on the ballot must be accompanied by a “written consent” to serve.

SECTION 2: THE BALLOT
The Nominating Committee shall prepare ballots specific to each campus and special constituents of the electorate.

Academic and Workforce Faculty shall be allowed to vote for academic and workforce senators representing their campus, the two general senators at large, President-Elect, Secretary and Parliamentarian. If an academic or workforce faculty member also teaches Internet courses, Distance courses, or Weekend College courses, they shall be allowed to vote for the Internet/Distance/Weekend College senator.

Counselors and Librarians shall be allowed to vote for the Counselor and Librarian senator at large, the two general senators at large, President-Elect, Secretary and Parliamentarian.

Internet/Distance/Weekend College Faculty shall be allowed to vote for the Internet/Distance/Weekend College Senator at large, the two general senators at large, President-Elect, Secretary and Parliamentarian.

SECTION 3: ELECTION COUNT
➢ The Nominating Committee shall conduct the election and present the results to the
Senate President by the third Friday in April. The President shall announce the results to the electorate and the Senate.

- The President-Elect, Secretary, and Parliamentarian shall be elected by a simple majority of electoral members voting. If no nominee receives a majority, a runoff election shall be held.
- All senate seats shall be elected by a simple majority of the eligible electorate. If no nominee receives a majority, a runoff election shall be held.
- Voting shall be by written ballot following procedures established by the Nominating Committee.
- Ballots and vote tally records shall be retained and placed on file with the Bylaws Committee.

SECTION 4: SPECIAL ELECTIONS
The Senate may set a special election at any time it is needed. However, elections during the summer should be avoided, if possible, and there should be no more than one special election per year, if possible. In normal circumstances, the one special election per year should be scheduled in early December, to fill any positions that have become vacant by that time.

SECTION 3: RECALL ELECTIONS
- The Ballot for any recall election shall simply state the name of the Senator or Officer; the statement, "Resolved: That this person be removed from the position of _____ _____ ____________"; and two choices: ☐ For Removal and ☐ Against Removal.
- For recall of an Officer, the ballot is presented to the entire electorate.
- For recall of a Senator the ballot is presented only to the electorate at that Campus or special population.
- A two-thirds majority of those voting shall be required for removal.

Article VII
Meetings

SECTION 1: Regular and Special Meetings
The Senate will meet at least seven times during fall and spring semesters combined, at least once during the summer, and at special times according to the following:
- Called for by a majority of the Senate Officers.
- By written request of one-third of the Senators.
- By written request of ten percent of full-time faculty.


Meetings shall be open to electorate who wish to attend. If a member (who is not a Senator) wants to speak during a meeting, he or she shall sign up at the beginning of the meeting to speak on any agenda item(s). The time shall be limited to three minutes per individual on an agenda item. The time may be extended for an individual by the majority vote of the Senators present.
SECTION 2: Quorum
To conduct the business of the Senate, a simple majority of Senators must be present to establish a quorum. The President, Immediate Past President and the President-Elect shall be considered as part of a quorum. Alternates with written authorization are counted in establishing a quorum. The Parliamentarian shall determine if a quorum is present.

SECTION 3: ORDER OF BUSINESS
A majority of the officers, to include the President (who will chair the meeting), will prepare the agenda for Senate meetings. The agenda for Senate meetings must be prepared in a timely manner to allow all electorate to receive it at least 72 hours before a Senate meeting.

Insofar as possible, the President shall attach to the agenda copies of draft policies, resolutions, or other documents to be discussed and possibly acted upon at the meeting.

At the Senate meeting, the adoption of the agenda, after opportunity for amendment, shall be the first order of business.

The agenda shall include time limits for discussion on each item. At the end of the time limit Senators shall vote on any motion or amendments under consideration. A member may request an extension of time for further discussion. This action must be approved by a majority of the Senators in attendance. The total time allowed for the agenda shall not exceed one and one-half hours, unless additional time is approved by majority vote.

At the beginning of a Senate meeting, the time shall be automatically extended for each agenda item as needed to accommodate electorate wishing to speak on an item.

An item may be placed on or added to the agenda in one of four ways:

- Senator or any Committee Chairperson may submit an item to the President no later than ten working days before the meeting. The officers shall prepare the agenda. If the officers decide not to place an item submitted by a Senator or Committee Chairperson on the agenda, Article VII, SECTION 3. C or D. would be the only means of adding the item to the agenda.

- An electorate member who is not a Senator may submit agenda items to any Senator for addition to the agenda. The procedure defined in Article VII, SECTION 3A would be followed.

- A group of three Senators may submit an item in writing (with their signatures) to the President at any time during the period of ten days before a Senate meeting and no later than the call to order of a Senate meeting. The item's inclusion on the agenda shall be subject to the approval of a majority of the Senators present at the meeting. Such approval carries with it an automatic ten minute extension of the agenda time.

- A group of ten electoral members may present a petition with a description of the proposed agenda item and their signatures at any time before the call to order of the meeting. The item will be added to the agenda with an initial ten minute limit on the issue.
SECTION 4: ATTENDANCE
Every Senator is expected to attend all Senate meetings or give written authorization to a
electoral alternate from the Senator's umbrella who may attend. While serving as an
alternate, one has full voting privileges.
Meetings shall be open for all electoral members who wish to attend. Other persons mayattend by invitation or permission of the President or presiding officer.

Article VIII
Committees

During the month of April, The President-Elect of the Senate shall solicit from the
electorate the names of those electoral members wishing to serve as a chairperson or
member of a standing committee of the Senate. This information shall be compiled and
ad hoc committee shall establish a recommended list of chairpersons and list of
prospective committee members. This ad hoc committee shall be composed of the
President, President-Elect and three Senators (chosen from three different campuses)
selected by the President.

The list those nominated to be elected to a committee chairperson position shall be
subtracted to the Senate at the May meeting, at which time the Senate will elect a
chairperson for each of the standing committees.

The list of those nominated to serve as committee members shall be submitted to the
elected chairperson of the standing committee. During the summer, the committee
chairperson shall select members of the each standing committee in the ratio described in
Article VIII, Section 1a - g. Each standing committee chairperson shall submit a list of
committee members to the Senate for approval at the first senate meeting of the fall
semester. The final list of committee members shall then be submitted to the entire
electorate as soon as possible.

Each committee should include at least one Senator, and the chairperson should not be a
Senator. If a committee member resigns, the officers may appoint a replacement.

SECTION 1: STANDING COMMITTEES

A. Committee Titles, Membership, and Responsibilities

a. Nominating and Elections Committee- [seven members, 2 academic faculty, 2
workforce faculty and 3 at large representing at least three campuses.]
Presents a ballot for the regular election and any special elections, within the time
lines stated under the article on elections. The ballots shall include at least one
nominee for each of the Senate positions and officers.

Conducts all regular, special, and recall elections. Conducts any referenda and
elections concerning amendments to bylaws called for by the Senate. Assures that all
If a member of the Nominating and Elections Committee wishes to run for President-Elect, he or she must resign from the Committee: however, it will not be necessary to resign from the Committee to run for Senator. Upon election as Senator, he or she must resign from the Committee.

b. Salary and Benefits Committee - [seven members, 2 academic faculty, 2 workforce faculty and 3 at large representing at least three campuses.]

Studies matters relating to electorate salaries and non-salary employee benefits, brings recommendations to the Senate meeting about such matters, and (if so directed by the Senate) communicates with appropriate administrators about the same.

c. Bylaws Committee - [three members 1 academic faculty, 1 workforce faculty and 1 at large representative representing at least two campuses.]

Considers Bylaws revisions as needed or requested and bring recommendations to the Senate about the same.

d. Academic Freedom and Responsibility Committee - [five members, 2 academic faculty, 2 workforce faculty and 1 at large representing at least three campuses.]

The Committee on Academic Freedom and Responsibility shall continually review the policies of Coastal Bend College concerning academic freedom and responsibility including faculty development and make appropriate recommendations to the Senate.

e. Evaluation of Instruction Committee [seven members, 2 academic faculty, 2 workforce faculty and 3 at large representing at least three campuses.]

The Evaluation of Instruction Committee shall continually study instruction at Coastal Bend College and shall suggest means of evaluating instructional effectiveness. The purpose of the evaluation shall be the self-improvement of the faculty members.

The committee shall work with the office of Institutional Effectiveness to ensure the methods and procedures are in compliance with Southern Association of College and Texas Coordinating Board requirements. The committee will be responsible for preparing guidelines as to how evaluations may be distributed and used.

f. Social and Courtesy Committee - [seven members, 2 academic faculty, 2 workforce faculty and 3 at large representing at least three campuses.]

The Social and Courtesy Committee shall plan and make arrangements for electorate social functions as directed by the College President. This committee shall also determine the need for, plan, and make arrangements for any additional social
functions for the electorate. These special functions will be paid for by those electoral members choosing to participate in them should funds not be made available by the college.

g  Facilities Committee - [ five members, 1 academic faculty, 1 workforce faculty and 3 at large representing at least three campuses.]

Considers matters relating to electorate concerns about the condition of the physical facilities of the College and also the long-range planning for future facilities.

B. TERM OF MEMBERSHIP
Term of membership on all standing committees shall be for one year beginning with the fall semester.

SECTION 2: AD HOC COMMITTEES
The Senate President, subject to concurrence by a majority of the officers, may appoint ad hoc committees to perform specific tasks within specific time limits.

SECTION 3: QUORUM FOR COMMITTEE MEETINGS
A simple majority of the membership of a standing or ad hoc committee will constitute a quorum carrying on the committee's business.

Article IX
Amendments

Proposed amendments to the Bylaws shall be presented in writing at a regular meeting of the Senate. Voting by Senators on such proposals cannot be conducted before the next regularly scheduled meeting. If a two-thirds majority of the Senate present and voting approve the change, the proposal will be submitted to the full electorate before the next Senate meeting. A two-thirds vote of the electorate shall be required to adopt an amendment to the bylaws. The Nominating Committee shall report voting results from that election to the Senate at the next regularly schedule meeting.
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This makeup will provide 16 voting senators, with the president (number 17) only voting when there is a tie.