Hawai‘i Community College  
Department of Mathematics  
Legislation of Departmental Policy Protocols (2nd 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...

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Article VIII: Officially adopted policy may be rescinded, or policy nullification may be overturned, by a two-thirds (2/3) majority of the membership of both legislative bodies.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).

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.