FSEC Committee Membership List – The following list states the member’s division and if the position is a voting or non-voting member. Currently there are 15 members, with 12 being voting and 3 non-voting.

Voting Members:
- UC Humanities & social Sciences
- UC Language Arts
- UC Math & Natural Sciences
- UC Hawaiian Studies
- Tech I (two positions)
- Tech I – Construction Academy
- Tech II (two positions)
- Academic Support
- Student Services
- Lecturer Representative

Non-Voting Members:
- Chancellor
- SSEC Representative
- Student Representative

FSEC Members – The following is summarized from the Faculty Senate Constitution Article II Section 1, all of Article V, and the FSEC Charter Appendix.
- All members are required to attend FSEC meetings, or appoint a proxy with prior notification to the Campus Chair.
- All members have the right to discuss and present reports, business items, agenda amendments, and minute’s corrections during FSEC meetings.
- All members have the responsibility to speak for the faculty; typically each member represents their division of the faculty. Representing your faculty means speaking up and presenting ideas, questions, and comments in line with the views of your entire division.
- All members are responsible to keep their faculty informed of issues, as well as gathering feedback on the issues. Representing your faculty means sending out emails to your division asking their views on topics, do not pretend they will find you and tell you.
FSEC Voting Members – The following is summarized from the Faculty Senate Constitution Article V Section 2 & 3, and the FSEC Charter under Operating Procedures, Campus Chair and System Chair, and the Appendix.

- Voting members have the right to make motions, to second motions, and to vote on motions.
- It is recommended that voting members are somewhat familiar with common meeting operations, and basic Robert’s Rules of Order.
- System and Campus Chairs are voting members and have the right to make motions, second, and vote; typically the Campus Chair only votes in case of a tie, but this unfair practice eliminates the Chair’s representative vote for their division, and should not be followed.

FSEC System Chair – The following is summarized from the Faculty Senate Constitution Article V Section 2, Article VII, and the FSEC Charter under Campus Chair and System Chair.

- The System Chair is elected from the FSEC voting members for a one year term, but may serve two years.
- The System Chair and the Campus Chair may be consolidated, but this is not recommended.
- The System Chair is responsible to maintain representation for their faculty division at HonCC, as well as represent the entire faculty of HonCC at system-wide committees. This entails all the before mentioned duties of members and voting members, especially the communication of system issues to the FSEC, and if necessary the entire faculty.
- The System Chair is required to serve on two system-wide committees, the Community Colleges Council of Senate Chairs and the All Campus Council of Senate Chairs. Typically the System Chair must adjust their work load to attend these two meetings.
- The System Chair is required to submit an end-of-year report to the Faculty; typically posted on the FSEC page of the intranet.
- The Campus and System Chairs shall co-chair Senate meetings of the entire faculty, if convened. The Campus and System Chairs shall convene Senate meetings if ten-percent of the Senate request one, but quorum of the Senate meeting must be fifty percent of the entire faculty.
- The System Chair receives three credits of release time per semester. If their work load cannot be adjusted to accommodate release time, the release time shall be banked for future use.

FSEC Campus Chair – The following is summarized from the Faculty Senate Constitution Article IV, and Article V Section 2, Article VI Section 3, Article VII, and the FSEC Charter under Campus Chair and System Chair, and the Appendix.

- The Campus Chair is elected from the FSEC voting members for a one year term, but may serve two years.
- The System Chair and the Campus Chair may be consolidated, but this is not recommended.
• The Campus Chair is responsible to maintain representation for their faculty division at HonCC, as well as represent the FSEC on campus-wide committees. This entails all the before mentioned duties of members and voting members.

• The Campus and System Chairs shall co-chair Senate meetings of the entire faculty, if convened. The Campus and System Chairs shall convene Senate meetings if ten-percent of the Senate request one, but quorum of the Senate meeting must be fifty percent of the entire faculty.

• The Campus Chair is required to help select campus committee membership with other specific individuals; the Campus Technology Committee (CTC), Committee on Programs and Curricula (CPC), Committee on Student Affairs (COSA), and the Planning Council (PC). Typically the Campus Chair works closely with the Chair of Committee on Committees (COC). Read through committee charters for specific membership requirements.

• The Campus Chair is required to submit an end-of-year report to the Faculty; typically posted on the FSEC page of the intranet.

• The Campus Chair is required to serve on the Campus Leadership Team (CLT), it is suggested to also serve on the Planning Council with Budget Committee.

• The Campus Chair is required to fill FSEC liaison positions on Planning Council (PC) with the Budget Committee (BC), the Campus Council on Institutional Effectiveness (CCIE), and any additional committee with an FSEC liaison position. If FSEC members are unwilling to represent the FSEC, the Campus Chair must fill the positions.

• The Campus Chair is required to chair the FSEC monthly meetings, which cannot run unless quorum is maintained. Quorum is two-thirds (2/3) the voting members. Currently this is eight (8) voting members.

• The Campus Chair is responsible to draft each FSEC meeting agendas, deciding what items shall be addressed by the FSEC, and presenting reasons for and against controversial items if they are removed from the agenda.

• The Campus Chair is required to post a draft FSEC agenda three day before each meeting.

• The Campus Chair is responsible for the recording of FSEC meeting, ensuring someone takes the minutes. Typically a sign-up sheet is passed around, but a member may volunteer to be standing recorder.

• The Campus Chair, and other FSEC members, will review and revise a draft of the minutes, in a timely manner. Typically the draft is presented at the next meeting for approval.

• The Campus Chair is required to post only the approved minutes on the FSEC page of the intranet.

• The Campus Chair is required to conduct an annual FSEC assessment, with committee responses to assessment questions and/or issues.

• The Campus Chair receives three credits of release time per semester. If their work load cannot be adjusted to accommodate release time, the release time shall be banked for future use.