

PORTERVILLE COLLEGE ACADEMIC SENATE BYLAWS

ARTICLE I – ESTABLISHMENT OF QUORUM

- Section 1** A quorum for meetings of the Association shall consist of two-thirds of the membership.
- Section 2** A quorum for meetings of the Senate shall consist of 51% of the voting Senate members.
- A. A division representative or the adjunct representative may, by written or verbal message to the Senate President or Secretary, delegate a voting proxy.
 - a. The proxy must be a faculty member who would be eligible for election or appointment to the same position as the Senate Member for whom they are acting as proxy.
 - 1. A proxy for a division representative shall be faculty from the same division.
 - 2. A proxy for the adjunct faculty representative shall be an adjunct faculty member.
 - B. A proxy representative designated as above shall be considered a voting member for the meeting in which they are designated as proxy and shall be considered as such in determining a quorum.
 - C. No person may serve simultaneously as both a regular voting member and a proxy member; no member shall exercise 2 votes in the same meeting.

ARTICLE II – GENERAL MEETINGS

- Section 1** General meetings of the Association may be called by the President, with approval of the Senate, whenever they are deemed necessary.
- Section 2** General meetings of the Association may be called either (1) upon the written request of twenty-five percent of the membership of the Association or (2) upon the written request of thirty percent of the Senate membership.
- Section 3** During the summer or other academic recess the Senate shall meet when deemed necessary by the President. Every attempt to communicate with all Senate members shall be made, by telephone and e-mail. Only critical and immediate issues shall be voted upon.

ARTICLE III – REPRESENTATION

- Section 1** The senate shall consist of the elected officers and representatives.
- Section 2** Any Association member eligible to vote in a Division Chair election shall be considered a member of that Division for purposes of representation.

Section 3 Adjunct faculty shall be represented on the Senate. An adjunct faculty member may be nominated or may volunteer for consideration by the Senate President.

ARTICLE IV – NOMINATION AND ELECTION PROCEDURES

Section 1 The President-elect shall be nominated by any Association member and elected by Association majority from the votes cast.

Section 2 All the officers shall be nominated and elected from the Senate members.

Section 3 Nomination of Representatives:

- A. Each Division shall select its representative.
- B. A master list of Divisions, including the names and number of members in each Division, is to be maintained by the Secretary/Treasurer.

Section 4 Solicitation of Nominees for Senate President

- A. Nominees for Senate President-elect shall be solicited by mail or e-mail from the Association as appropriate, at least two weeks prior to the election.
- B. The name(s) of nominee(s) for Senate President-elect shall be distributed to all Association members.

Section 5 Election Procedures

- A. Election ballots shall be prepared and distributed to members of the Association by the Immediate Past President, who will list, alphabetically, the name(s) of all nominee(s) for the Senate President-elect position.
- B. All election ballots will provide for abstentions and write-in votes.
- C. All election ballots shall be returned to the Senate, Secretary/Treasurer or designee for official tally by the Executive Board by November 30th.
- D. Eligibility to Vote requires being a member of the Association.
 - 1. In Senate President-Elect (at-large) elections, every Association member shall have one full vote.
 - 2. An Association member on a one or two semester sabbatical leave is entitled to vote based upon the normal area of assignment.

- E. If no nominee receives a majority of the votes cast, a run-off election shall be conducted between the two candidates receiving the most votes.
- F. In case of a tie vote the winner shall be determined by a toss of a coin at a regularly scheduled Senate meeting.
- G. The results of each election shall be announced at the next Senate meeting. The results will be included in the Senate minutes and be forwarded to the College President.
- H. The vote count and ballots will be available by appointment in the Senate office for inspection for a period of two weeks after each election and will then be destroyed unless a dispute has been initiated.

Section 6 The Senate, by a two-thirds majority vote, may substitute special procedures if circumstances not anticipated by Section 5 should occur.

ARTICLE V – COMMITTEES

Section 1 Committees may be formed by the Senate as needed.

Section 2 Committees shall be formed upon recommendation by the Senate President with notification to the entire Senate.

Section 3 The Senate President may select a chair for any college-wide committee.

Section 4 Committee Structure

- A. Standing Committees of the Senate are formed when the committee business is of an on-going nature. Examples of this type of committee are Curriculum, Distance Education, and Student Learning Outcomes. The chair of a Standing Committee becomes a non-voting representative on the Senate in accordance with Article V, Section 1 of the Constitution.
- B. Ad-hoc Committees of the Senate are formed for specific, limited, or short-term purposes where the task has a finite ending. The chair of an ad-hoc committee may be invited to attend Senate meetings to make reports as needed.
- C. When representatives are needed for any Senate or Campus-wide committee from each Division, each Division shall select its representative. When the committee is of a more limited scope and membership, the Senate President shall appoint faculty member(s) to serve on the committee.

ARTICLE VI – LIMITATION ON PUBLIC STATEMENTS

- Section 1** The President shall be the official spokesperson for the Senate.
- Section 2** The President shall not represent a Senate position on any public or professional issues unless one of the following conditions is met:
- A. The position of the Senate is already a matter of record.
 - B. The President is given specific authorization by the Senate to express an opinion on a given public issue.
 - C. The issue is submitted to the Association and, through an official ballot, the Association authorizes the President to issue an opinion on a given public issue.

ARTICLE VII – COLLECTIVE BARGAINING AGENT RELATIONSHIP

- Section 1** The campus chair of the Collective Bargaining Representative shall be a non-voting member of the Senate unless (s)he is also a Division Representative.
- Section 2** The Senate shall cooperate with the Collective Bargaining Representative, within the scope allowed by the California Education Code, the Board of Governors, and any other legal statute.
- Section 3** A report from the campus chair of the Collective Bargaining Representative shall be included on the agenda of each regular Senate meeting.

ARTICLE IX – AMENDMENTS TO THE BY-LAWS

- Section 1** Amendments to these by-laws may be proposed by any three Representatives, or by petition signed by twenty percent of the Association.
- Section 2** Amendments to these by-laws shall be ratified by a two-thirds vote of the membership of the Senate.

By-laws Ratified by Senate: 13 April, 2018

Jeff Keele, president

Matthew Flummer, Secretary

