

California Community College
Constitution, Bylaws, and Rules of Order
Codex

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Allan Hancock College: Articles of Agreement

ARTICLES OF AGREEMENT

To promote the college mission, we the faculty of Allan Hancock College affirm our commitment to student success and to excellence in teaching, learning, and service. To that end, we uphold a philosophy of shared governance through open communication and collaboration and of academic freedom and integrity. The Academic Senate represents the faculty in governance and is an organization whose primary function is to make recommendations with respect to academic and professional matters.

Article 1 – The Faculty

The Allan Hancock College Academic Senate represents all faculty. Full-time faculty senators must be full-time tenured or full-time tenure-track (including Willie Brown or reduced workload) and must represent a department.

Article II - The Academic Senate

Each department in the college shall be represented in the Academic Senate. For purposes of this document an additional department, hereafter referred to as the Academic/Student Service Department, and shall be considered in existence. Members of this Department include faculty eligible to serve as a senator (as defined in Article 1) who work in the Learning Assistance Program, Library, the District's nurses office, and Distance Learning.

Representation shall be based on the ratio of one senator for each seven members of the department or major fraction thereof, provided that each department has at least one senator. In event that a faculty member is serving in more than one department, the said faculty member shall choose the department in which the faculty member shall be counted.

Part-time faculty are represented by three senators appointed by the Part-time Faculty Association during the spring semester prior to finalization of the next fall's class schedule, no more than one per division. Full-time faculty senators shall be elected within each department during the spring semester prior to finalization of the next fall's class schedule.

The term of each senator shall be for two years and each senator shall have one vote.

The Academic Senate shall be the judge of the qualifications and elections of its members; and by a vote of two-thirds may expel a member, even if the senator is a member of the Academic Senate Executive Council Committee. The senate shall make provision for any vacancies that may occur in the representation of any department in the senate or any officer thereof.

The Academic Senate may establish policies to clarify their position on College activities under their purview. These include, but are not limited to, the creation of standing committees and task forces and the development and execution of Academic Senate related election processes. New policies may be created or existing policies revised with a simple majority vote of senators.

Public comments at academic senate meetings are limited to 5 minutes per person with an additional 5 minutes at the discretion of the senate president.

Article III - The Executive Committee of the Academic Senate

SECTION ONE

At the beginning of each spring semester, prior to finalization of the next fall's class schedule, full-time tenured faculty or full-time tenure-track faculty (including Willie Brown or reduced workload faculty) shall elect at large five members of the Executive Committee of the Academic Senate, all of whom must have the qualifications of the senators, except that no more than two of whom may be members of the same department. They shall serve for two years and may be re-elected. Executive Committee members



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shall serve staggered terms so as to render the Executive Committee a continuing body. The immediate past president shall serve a one-year term as an ex-officio member of the Executive Committee.

SECTION TWO

Immediately after they shall be assembled in consequence of their election, the Executive Committee shall choose by simple majority from among the five above, a President of the Academic Senate, a Vice-President of the Academic Senate, a Secretary-Treasurer of the Academic Senate and two Senator Counselors. Their selections shall be submitted to the Senate for confirmation at the first regular meeting following the elections. The president of the senate shall preside over the senate and the faculty in convocation; and shall, with the advice and consent of the Executive Committee, make all appointments not herein provided for; and prepare the agenda for the senate and the faculty in convocation; and discharge any and all responsibilities delegated to him/her by the senate or the faculty in convocation. The vice-president shall perform the duties of the president in the absence of the president and assume the office of president, should that office become vacant. The Secretary-Treasurer of the Academic Senate shall keep all minutes, records and accounts of the Academic Senate and the faculty in convocation. The vice-president, the secretary-treasurer, and the senator counselors shall advise, counsel and assist the president; and perform such duties and discharge such responsibilities as may be delegated to the Executive Committee of the Academic Senate by the senate or the faculty in convocation.

SECTION THREE

The Executive Committee shall set the times and places of its own meetings and of all elections, and determine the rules of its proceedings. It may, for purposes of these Articles, redefine the constituency of the Academic/Student Service Department as referred to in Article II without an Articles of Agreement change. A majority of the senate shall constitute a quorum to do business, but a smaller number may be authorized to take such measures deemed expedient to induce a quorum. Members of the Executive Committee of the senate are senators-at-large with all the rights and responsibilities of senators except that the president of the senate shall have no vote unless the senate is equally divided or the president's vote would otherwise determine the result.

ARTICLE IV - REMOVAL OF SENATORS

Any senator (including members of the Executive Committee) elected by the faculty may be required to stand for recall, upon demand by valid petition of one-fourth of the full-time tenured faculty or full-time tenure-track faculty (including Willie Brown or reduced workload faculty) provided that a convocation of the faculty occur between the demand and the recall election, and that provision be made for the continued occupancy of the office.

ARTICLE V - AMENDMENT

These Articles of Agreement may be amended at convocation called for by valid petition of one-fourth of the full-time tenured faculty and full-time tenure-track faculty (including Willie Brown or reduced workload faculty) or upon the request of the Academic Senate. The proposed amendments must be distributed to the faculty no later than 10 days before the convocation. A minimum of thirty percent of the full-time tenured faculty and full-time tenure-track faculty (including Willie Brown or reduced workload faculty) must be present to vote on the changes. Changes will pass upon a majority vote of those present.

Adopted at a Faculty Convocation 1/17/14



American River College Academic Senate Constitution

Approved April 2003

ARTICLE I: NAME

This organization shall be known as the American River College Academic Senate, hereinafter referred to as "the Senate."

ARTICLE II: POWERS AND RESPONSIBILITIES

- Section 1. The purpose of the Academic Senate is to provide the faculty with its formal representative voice. The Senate represents the American River college faculty in "academic and professional matters" as defined in AB 1725 and Title 5 of the California Code of Regulations. "Faculty" is defined as any full- or part-time faculty member whose salary is determined by either the regular unit pay or temporary salary schedules.
- Section 2. The Senate may accept any powers and responsibilities delegated to it by law and by the Board of Trustees.
- Section 3. The Senate shall present its written views and recommendations directly to the Board of Trustees or to such regularly established channels as the District Academic Senate, the president of the college, or the chancellor of the District.
- Section 4. The Senate shall be available to act as a consultative body both to the president of the college and to the Board of Trustees in any matter affecting the conduct and welfare of the college.
- Section 5. The Senate shall be responsible for conducting any meetings necessary for carrying out these responsibilities, as specified in the Senate Bylaws

ARTICLE III: ORGANIZATION

The Senate shall consist of members elected from organizational units of the college, as defined in the Senate Bylaws. Bylaws shall make provision for representation both regular and adjunct faculty and shall stipulate terms of office and procedures involving vacancies.

ARTICLE IV: ELECTION OF SENATORS

Senators shall be chosen in elections according to procedures stipulated in the Senate Bylaws.

ARTICLE V: ELECTION AND DUTIES OF OFFICERS

Senate officers shall include a President, a Vice President, a Secretary, and a Past President; these officers shall comprise the Senate Executive Council. Terms of office, duties, and election procedures shall be stipulated in the Senate Bylaws.

ARTICLE VI: PROCEDURES

Senate Bylaws shall specify procedures for preparing and presenting recommendations, formulating agendas, referrals to committees, and conduct of meetings.

ARTICLE VII: CHANGES TO THE CONSTITUTION

This Constitution may be amended by two thirds of the entire votes cast by the American River College faculty.

American River College Academic Senate Bylaws

ARTICLE I: NAME

This organization shall be known as the American River College Academic Senate.

ARTICLE II: POWERS AND RESPONSIBILITIES

Powers and responsibilities of the Senate are as stipulated in the Constitution.



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ARTICLE III: ORGANIZATION

Section 1. The Senate shall consist of members elected from each Area, Division, or other appropriate organizational unit of the college, as recognized by the Senate and defined in the Senate Bylaws. For purposes of Senate organization the Areas of American River College are

- Behavioral/Social Science Business and Computer Science Counseling
- English
- Fine and Applied Arts Health and Education Humanities
- Learning Resources Mathematics
- Kinesiology and Athletics
- Sacramento Regional Public Safety Training Center Science and Engineering
- Student Support Services Technical Education

The Academic Senate Executive Board shall assign faculty coordinators to one of the Areas, Divisions or other organizational units listed above. A list of affiliations shall be maintained on the Academic Senate web site. Coordinators assigned to the unit shall have the same rights and responsibilities as other faculty members in the unit, including the ability to serve as a Senator from their unit as well as to represent their unit on committees.

The Senate shall consist of three full-time faculty members from each Area of American River College, except that there will be two full-time faculty members from Learning Resources, one full-time faculty member from the Sacramento Regional Public Safety Training Center, and one full-time faculty member from Student Support Services.

The Senate shall also consist of one adjunct faculty member from each Area of American River College.

Each Area shall also elect one alternate full-time Senator and may elect one alternate adjunct senator, whose name(s) shall be forwarded for inclusion on the Senate roster.

Section 2. The Senate may establish committees, task forces, and work groups, and may define and limit the powers and duties of these groups. The Academic Senate President will appoint all faculty members of groups established. Other members of groups may be selected from outside the Senate.

ARTICLE IV: ELECTION OF SENATORS

Section 1. Members of the Senate shall serve terms of three years. The terms shall be staggered so that one third of the Senators will be elected each year. Terms of office shall begin May 1 for normally-expiring terms and immediately upon election in the case of unexpired terms.

Section 2. In the case of expiring terms of Senators, Areas shall hold elections in April prior to term expiration. In the event of a vacancy, a member shall be elected to fill the unexpired term.

Section 3. It shall be the responsibility of the Area Senators to inform their Areas of regular and special elections. No candidate shall be involved in monitoring elections or tallying votes.

Section 4. Members of the faculty shall be nominated for a term in the Senate:

- A: By accepting a nomination offered by the Area nominating committee, or
- B: By actively seeking nomination; this member shall originate a petition which must subsequently be endorsed by 50 percent of the Area's eligible faculty

Within each Area, full-time faculty shall elect full-time and alternate Senators, and adjunct faculty shall elect adjunct Senators and may elect alternate adjunct Senators.

Section 5. Members of the Senate shall be eligible for reelection.

Section 6. The Senate President may declare vacant the position of a Senator who, without extenuating circumstances communicated to the President:

- A: Is absent from two consecutive regular meetings of the Senate, unless the elected alternate substitute from him or her, or
- B: Beginning with the fourth regular meeting of any school year is absent from a total of 50 percent of the regular Senate meetings held to date for that school year, unless the elected alternate substitutes from him or her.



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A Senator whose position has been declared vacant under the provisions of this section may not be a candidate to the Senate for one calendar year following removal from office.

Section 7. To recall a Senator:

- A: A petition to recall a Senator must be signed by 50 percent of the faculty of that Area and presented to the Senate President or Secretary. Only full-time faculty are eligible to sign to recall full-time Senators; only adjunct faculty are eligible to sign petitions to recall adjunct Senators.
- B: On receipt of the petition, the Senate shall inform and poll the appropriate faculty of that Area within 10 school days.
- C: If a majority of the eligible faculty of that Area supports the recall, the position shall be declared vacant, and the eligible faculty of that Area shall elect a replacement to fill the unexpired term.

Section 8. When a Senator has been elected as one of the Senate's Officers (President, Vice-President, or Secretary), the Area which the Officer had represented shall elect a substitute to serve during the Officer's term of Office. Likewise, the Past-President, a Senate Officer by virtue of past service to the Senate rather than election, shall not represent an Area. Senate Officers, except for Senate President, may vote in all matters of the Senate as representatives of the entire faculty. The Senate President may vote only to break a tie.

ARTICLE V: ELECTION AND DUTIES OF OFFICERS

Section 1. Senators will elect their officers, who shall include a President, a Vice President, and a Secretary. There shall also be a Past President. The election of officers will occur as follows: a nominations committee shall be established, receive nominations in March, and preside over the election; the election shall occur no later than the last scheduled meeting in April. Candidates for office may not serve on the nominations committee. The term of office for Senate officers shall be from May 1 of the current year until April 30 of the following year. Officers may be reelected.

- A: The officers shall constitute the Senate Executive Council; should an officer be unable to complete his or her term, the Senate shall elect a replacement to finish the term.
- B: The Senate Executive Council shall meet at least monthly during the school year for planning purposes.
- C: The Senate Executive Council shall meet regularly with the College President.
- D: The Senate Executive Council shall serve as members of the District Academic Senate.

Section 2. Duties of the President

- A. The President shall preside over all Senate meetings and all other meetings called by the Senate.
- B. The President shall appoint all faculty members of committees.
 - 1. The ARC Academic Senate President makes official faculty appointments to all college standing committees.
 - a. Faculty representation on a committee is determined according to each committee's requirements.
 - b. The terms of service are for three years. Each representative may serve up to two consecutive three year terms. Then, that faculty member must remain off of that committee for three years before they are eligible to serve again on that committee.
 - 2. The District Senate President makes faculty appointments to District Committees, based on recommendations from the College Academic Senate Presidents.



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- a. The ARC Academic Senate President will call for names of faculty interested in serving on District-wide committees.
 - b. In the case that more faculty are interested in serving than there are seats allocated to ARC on a committee, the following process will occur:
 - i. A letter of interest will be required from each interested faculty member that addresses the experience and interest that the faculty member has regarding this committee.
 - ii. The ARC Senate Executive Committee will consider each application and forward a faculty name and an alternate to the ARC Academic Senate President. The ARC Academic Senate President will then forward the recommended name and the alternate as a recommendation to the District Academic Senate President for appointment. If the appointed faculty member is unable to serve, then the alternate faculty member will be appointed.
 - C. The President shall be empowered to suggest policies and plans for all committees.
 - D. The outgoing President shall report to the Senate in May on the previous year's accomplishments; copies of the report will be distributed to the full faculty.
- Section 3. Duties of the Vice President
The Vice President shall serve as assistant to the Senate President and preside over Senate meetings in the absence of the Senate President.
- Section 4. Duties of the Secretary
- A: The Secretary shall keep accurate minutes; an accurate roster of officers, Senators, and Senate appointments; and a master copy of the Constitution and Bylaws. Further, the Secretary shall notify the faculty of changes in the Bylaws within ten days of approval by the Senate;
 - B: The Secretary shall call to the attention of the President any motions or other business passed by the Senate requiring action on the part of the Senate President and shall record the action taken.
- Section 5. Duties of the Past President
The Past President shall provide historical background to the other officers as needed and perform other duties as assigned by the President.

ARTICLE VI: PROCEDURES

- Section 1. The Senate procedures for formulating and presenting recommendations include the following:
- A: Committee reports will be presented as information items and will then be acted on, if necessary, at a subsequent meeting;
 - B: Senate recommendations or views will be sent to the college President on matters of college policy and to the District Academic Senate on matters of district policy;
 - C: At its discretion, the Senate shall take action on any policies involving academic or professional matters before the Chancellor submits them to the Board;
 - D: As warranted, the Senate shall review college and district policies involving academic or professional matters.
- Section 2. The procedures for formulating the agenda for Senate meetings include the following:
- A. Any faculty member of American River College may place an item on the agenda by written notice to the Senate President. Items for the agenda shall be submitted at least five school days prior to a Senate meeting.
 - B. Agenda items shall be categorized as “discussion” or “decision”. Decisions growing out of discussion items shall not be voted on at that meeting unless two thirds of the Senators who are present vote to suspend this rule.



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- C. Reports of committees or subcommittees shall be attached to the Senate agenda or electronically transmitted.
 - D. The agenda shall be distributed at least three school days before the Senate meeting. Senators are responsible for posting the agenda in prominent places in their respective Areas before the Senate meeting.
- Section 3. The Senate President shall be empowered to refer a proposed agenda item to the appropriate committee with the following provisions:
- A. Items so referred shall be included as submitted in the regular agenda under the heading of “referred to committee,” and copies of the item, as submitted, shall be included with the agenda with a notation indicating the committee having responsibility.
 - 1. The President shall notify the faculty member submitting the item of the decision to refer to committee, indicating which committee has been assigned responsibility.
 - 2. Items appearing in the regular agenda under the heading “referred to committee” shall not be debated at that meeting except as provided in Section 3B below.
 - B. The faculty member who submitted the item or any member of the Academic Senate may appeal the President’s decision to refer to committee if said faculty member or Senator feels immediate consideration of the item is imperative. For such appeals,
 - 1. A simple majority of negative votes shall be sufficient to overturn the President’s decision to refer;
 - 2. If the President’s decision is overturned, the item shall then be placed on the regular agenda as an information item.
 - C. The committee to which the item has been referred shall conduct such investigations as are deemed necessary.
 - D. The committee shall submit a report on the item. The report may simply give the committee’s findings, recommend passage or rejection of the item, suggest amendments, make an alternative proposal, or recommend such other disposition as the committee may deem advisable.
- Section 4. Meeting procedures include the following:
- A. All Senate meetings shall be open to faculty members and other visitors. Visitors wishing to speak on agenda items shall notify the presiding officer prior to the meeting. On each agenda, the item designated as “Public Comments” will provide members of the public the opportunity to address the Senate on matters on the agenda.
 - B. The Senate shall publish reports of its meetings and actions.
 - C. The Senate shall meet at least once a month during the school year; such meetings will be included on the regular college calendar.
 - D. Fifteen Senators present at a regular or special meeting shall be considered a quorum.
 - E. Special meetings of the Senate may be called either at the discretion of the Senate President or when requested in writing by a majority of the members of the Senate;
 - F. A simple majority of negative votes shall be sufficient to overturn any appointment or other action by the President;
 - G. In all matters of internal functioning not covered by the Bylaws, the Senate shall be governed by Robert’s Rules of Order;
 - H. The American River College Academic Senate shall abide by all rules and regulations of the Brown Act.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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ARTICLE VII: CHANGES OF BYLAWS

The Bylaws may be changed by a two-thirds vote of the Academic Senate at any meeting, provided the changes have been published and circulated among the entire senate at least two weeks prior to the time of voting.

Approved September 8, 2011.



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

Antelope Valley College Academic Senate Constitution

Article I Name of the Organization

The name of this organization shall be: The Antelope Valley College Academic Senate. The four executive officers shall be the Senate Executive Committee.

Article II Purpose

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices as specified in Title 5, Chapter 2, Section 53200, Board Policy 2510 Participation in Local Decision-making, Academic Senate, 3 & 4 which states:

- (3) Rely Primarily---The Board of Trustees of Antelope Valley College will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:
- (1) Curriculum, including establishing prerequisites.
 - (2) Degree and certificate requirements.
 - (3) Grading policies.
 - (4) Education program development.
 - (5) Standards or policies regarding student preparation and success.
 - (8) Policies for faculty professional development activities.

The Governing Board is also required to rely primarily on the advice and judgment of the Academic Senate in establishing policies and procedures for Faculty Hiring Criteria (Ed. Code 87360 (b) and (c), Equivalencies to Minimum Qualifications (Ed. Code 87359 (b) and Administrative Retreat Rights (Ed. Code 87458 (a). These areas may also have collective Bargaining aspects.

- (4) Mutual Agreement---The Board of Trustees will come to mutual agreement with the Academic Senate for policies and procedures related to the following Academic and Professional Matters:
- (6) District and college governance structures, as related to faculty roles.
 - (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports.
 - (9) Processes for program review.
 - (10) Processes for institutional planning and budget development.
 - (11) Other academic and professional matters as mutually agreed upon.

Article III Electorate

The Academic Senate shall be composed of full-time faculty members and an adjunct representative as specified in Article IV. Senators elected from their respective divisions are expected to exercise their voting privilege on behalf of their divisional constituents. Senate issues may be presented to the entire regular faculty, and voted upon, in accord with Article XII, Section 4 of Article XIII. "Regular Faculty" shall mean all full-time faculty.

Article IV Senate Representatives

- Section 1. Tenured faculty or those probationary faculty in their third or fourth year shall be eligible to serve on the Senate.
- Section 2. Each division shall select their Senate representatives according to the following formula:
One representative per 1 through 9 electorate members of the division.
Two representatives after 10 electorate members of the division.
- Section 3. The entire regular faculty shall elect three representatives at-large to the Senate.



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- At the time of election for each at-large representative, the person with the second greatest number of votes will become the proxy.
- Section 4. One at-large adjunct representative shall be elected by the entire adjunct faculty to serve on the Senate. The adjunct representative has the same voting privileges as full-time Senators. The adjunct with the second largest number of votes shall be the proxy for the adjunct Senate representative.
- Section 5. All elections to the Senate shall be by secret ballot.

Article V Ex-Officio Members

- Section 1. The elected president of the recognized certificated employee organization shall be ex-officio members of the Senate with no voting privileges. If the president is already a member of the Senate, he/she should resign the position on the Senate, and that position will be filled as provided.
- Section 2. One student appointed by the ASO will sit on the Senate as an ex-officio member with no voting privileges.
- Section 3. The previous year's Senate President will serve as an advisor to the incoming President for no longer than one academic semester.

Article VI Election and Tenure of Officers

- Section 1. The Senate President is nominated by the regular faculty and is selected by the Senate Representatives. If the President is already a Senate representative, he/she shall resign that position, and the position will be filled as described in Article IV. The President shall serve a three-year term of office.
- 1a. The officers of the Executive Committee shall be:
The First Vice-President, the Second Vice-President, and the Officer-at-Large. The Executive Committee shall be nominated by the Senate representatives. The Executive Committee shall serve a one-year term of office. The Executive Officers shall serve as an advisory body to the President and shall meet weekly (as needed).
- 1b. Election of Senate President and Officers will occur during the spring semester.

Article VII Tenure of Senate Representatives

- Section 1. Each division representative shall serve a two-year term.
- 1a. Upon the representative's third consecutive absence without proxy for a meeting of the Senate, the President will notify the division faculty members. The division then has the option to choose a new Senate representative.
- 1b. In the event a division has not selected a representative, that seat will remain vacant until that division makes an appointment.
- Section 2. Each representative-at-large shall be elected to a three-year term.
- 2a. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.
- Section 3. The adjunct faculty representative shall be elected to a one-year term.
- 3a. The newly elected adjunct representative will be seated as early as possible during the fall semester. If the adjunct faculty member with the highest number of votes in the election is not able to assume the duties of adjunct senator, the adjunct faculty member with the next highest vote total will be seated on the senate, and so on until a representative is seated. If no adjunct senator is seated through this process, another election will be held.

Article VIII Duties of Senate Officers

- Section 1. President: The President shall represent the Senate to the Board of Trustees; shall represent the Senate on the College Coordinating Council and submit items for the agenda on that committee; and shall insure the communication of Senate policies and sentiments to appropriate parties. The President will review and set Senate meeting agenda in



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consultation with Senate Executive Committee. In addition, any Senate representative or any three faculty members may submit items for consideration for Senate agenda. See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of President.

- Section 2. First Vice-President: The First Vice-President shall assume the duties of the President in the event of his/her absence and assist the President in his/her duties as delegate.
Second Vice-President: The Second Vice-President shall act as Senate Liaison Officer with appropriate groups within the college community. These shall include but not be limited to: Associated Students and “ad hoc” organizations.
Officer-at-Large: The Officer-at-Large shall assume such duties as deemed appropriate by the President of the Senate.
See Antelope Valley College Academic Senate Operating Procedures Handbook for additional duties and responsibilities of First Vice President, Second Vice President, and Officer-at-Large.
- Section 3. The President and the Executive Officers shall comprise the Executive Committee and act as the Senate during periods other than the regular school session.

Article IX Legislative Liaison

- Section 1. A Legislative Liaison shall be appointed by the President for a two-year term and shall keep the Senate informed of matters before the state legislature and the statewide Academic Senate.

Article X Meetings

- Section 1. The Senate shall meet during the first and third school weeks of each month of the academic year.
- 1a. Other meetings may be held when deemed necessary by the Senate or its officers.
 - 1b. According to the Brown Act, members of the faculty may attend any regular meeting of the Senate. In addition, members of the Board of Trustees, Administration, staff, student body, and public may attend regular meetings. Only Senate members may attend Executive Sessions except by invitation of the President, or by a majority vote of the Senate.
- Section 2. A quorum shall be required for all official actions of the Senate. A quorum shall consist of a simple majority of the members (or their proxy) of the Senate.

Article XI Committees

- Section 1. The Senate shall have the power to create such committees as it deems necessary, and such committees shall be known as “Senate Standing Committees.” Members will be appointed by the Senate from within the Senate, or if desired, from outside the Senate. (See Antelope Valley College Academic Senate Operating Procedure Manual for listing of Senate Standing Committees.)

Article XII Operating Procedures

- Section 1. The Senate, during and after consultation with the administration, may present its views and recommendations directly to the Board of Trustees. (Title 5 §53203, Subsection C)
- Section 2. The President of the Senate or his/her designee shall attend all official meetings of the Board of Trustees during the school year and represents the Senate on all professional and academic matters. (Title 5 §53200)
- Section 3. Copies of the Senate minutes and communications shall be available to members of the faculty, administration, staff, associated students, Board of Trustees, and public.
- Section 4. The Senate may refer issues to the faculty for discussion and consideration. A majority vote of the Senate will be required for a referral on a substantive issue, which then will be referred to the faculty at large. A petition of 20% of the faculty shall require the review of a Senate action by the faculty at large.



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- Section 5. On voting issues, the Senate follows the procedure of open ballots as specified in the Antelope Valley College Academic Senate Operating Procedures Handbook.
- Section 6. All procedures not specifically provided for in this constitution shall be resolved according to the latest edition of Robert's Rules of Order.

Article XIII Procedures for Amendment

- Section 1. Amendments to this constitution may be proposed by a simple majority of the Senate.
- Section 2. Proposed amendments shall be presented in writing to the faculty at least two weeks prior to voting; the Senate shall conduct the election; the balloting shall be within twenty school days after the proposal has been presented.
- Section 3. A simple majority vote of the total regular faculty shall be required to amend this constitution.

Article XIV Ratification and Adoption

The Academic Senate constitution shall go into effect upon approval of a simple majority vote of the faculty.



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Antelope Valley College Academic Senate Procedures

BALLOTING PROCEDURE

(Open Ballots)

1. A list of Senators eligible to vote during an election or a selection process is generated. This list contains the Senator's name and a space for the Senator's signature.
2. The list is passed among the eligible Senators and each must sign his/her name in order to receive a ballot.
Only those Senators who are eligible and sign the list will receive a ballot.
3. After ballots are distributed, each Senator marks his/her ballot and returns it to the person who distributed the ballot. Each Senator must again sign indicating that he/she has cast a ballot.
4. The person who distributed the ballots will count them in the presence of all who are attending the meeting. After the ballots are counted, the results are announced.

The ballots are available for anyone to view after the meeting. The ballots will be kept in the Academic Senate Office for the length of time stipulated by the Public Records Act.

August 1998

HOW TO PLACE AN ITEM ON SENATE AGENDA

The Senate constitution states that "The President will review and set Senate meeting agenda in consultation with Senate Executive Committee. In addition, any Senate representative or any three faculty members may submit items for consideration for Senate agenda." (Article VIII, Section 1) The Brown Act requires that an agenda and supplemental attachments be published at least 72 hours in advance of a meeting. Consequently, the Senate President usually begins consultation on agenda items with the Senate Executive Committee a full week in advance of a Senate meeting. In order for an agenda item to receive consideration for the next Senate meeting, the item needs to be in the hands of the Senate President a week in advance of the meeting. Other- wise, the Senate President may defer the item to the agenda of a future meeting depending on the nature and urgency of the item compared to the items already identified for the next meeting.

PROCEDURE FOR ACADEMIC RANKING FULL-TIME FACULTY

1. The faculty member seeking a change in academic ranking may request an application from the Senate Office or may download the form from the Academic Senate web page.
2. The criteria for each rank is attached to the following page.
3. When the application is submitted, it is verified and upon approval forwarded to the President of the Academic Senate and College/Superintendent for signature.
4. The faculty member's name is sent to the Senate Meeting for approval and is announced to the faculty by correspondences from the Senate Office.
5. The process is now complete and the faculty member is provided a letter conferring there academic rank.

PROCEDURES FOR SELECTING COMMITTEE MEMBERS FOR ACADEMIC SENATE COMMITTEES

The Academic Senate shall determine the size, scope and membership of all Academic Senate standing committees. The following procedures will be used for the selection of committee members.

1. Upon the creation of a new Academic Senate committee or the pending vacancy or vacancies of an existing committee for members other than the chair, the Academic Senate President in the name of the entire Senate shall notify all faculty of the vacancy or vacancies. This notice must include the specific goals and purposes of the committee and the specific responsibilities of the committee members. Posting of the no- tice shall occur at least fourteen days prior to the beginning of a new committee's work or the expiration of the term of the member or members of



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an existing committee.

2. All interested individuals who wish to be considered for membership on a Senate committee must submit a letter of interest that addresses the purpose and goals of the committee to the Executive Committee. In addition, any information germane to the position should also be provided upon the request of the Committee. At least fourteen days will be allowed from the date of the notice of a vacancy or vacancies and the closing date for the applications.
3. If the number of candidates is less than or equal to the number of vacancies on the committee for which letters of interest have been received those names will be sent to the Academic Senate for confirmation. If there are more than the number of vacancies on the committee, then the Executive Committee will review the letters of interest and, based on that, will make a recommendation to the Academic Senate for confirmation. A majority vote of all Senators is required for confirmation.
4. All successful and unsuccessful candidates will be notified of the decision in writing.

PROCEDURE FOR SELECTION OF CHAIRS/COORDINATOR FOR ACADEMIC SENATE COMMITTEES

The position of committee chairperson/coordinator is essentially a paid position. As such, persons chosen for this position are required to go through a standardized selection process. Selection is based on criteria, determined and approved by the Senate. Selection for chair/coordinator positions will occur in the academic year prior to the position start date, but no later than the end of fall semester.

1. Qualifications and criteria for a chairperson/coordinator are to be determined by the members of the Senate at the general sessions, specifically formulated by the Executive Committee and, finally, confirmed by a majority vote of all Senators. Faculty members must be tenured to serve as a committee chair/coordinator.
2. Upon the creation of a new Academic Senate committee or the pending vacancy of the chair/coordinator of an existing committee, the President of the Academic Senate will notify all full-time faculty that a vacancy exists. Information on the position with description of duties and qualifications must be distributed. Notification of the position shall occur at least fourteen days prior to the beginning of a new committee's work or the end of a current chair's/coordinator's term or time in office.
3. All interested individuals who wish to be considered for the position of chair/coordinator must submit a letter of interest to the Executive Committee of the Senate along with any additional requested information germane to the position upon the request of the Executive Committee. Statements and/or resumes indicating their qualifications for the position must be included. At least fourteen days will be allowed from the date of the notice of a vacancy and the closing date for the applications.
4. The Executive Committee of the Academic Senate will conduct interviews for all candidates for the position of chair/coordinator. These interviews will conform with generally recognized standards of professionalism and confidentiality. Questions will relate only to the criteria established by the Academic Senate. Institutional rules concerning affirmative action must be considered.
5. The successful candidate's name will be presented to the Academic Senate for confirmation. A majority vote, by open ballot, of all Senators is required for confirmation. If that does not occur, the Executive Committee must submit another name to the Senators for confirmation. All other candidates for chair/coordinator must be notified in writing of the Senate's decision.
6. If reassigned time is included in the chair's/coordinator's load, the chair can serve no more than two successive terms. At least one intervening academic year must occur before the individual can serve again as chair/coordinator with reassigned time. No individual may chair/coordinate more than one committee at one time.
7. Orientation of a new chair/coordinator elect will consist of shadowing the current chair/coordinator for a minimum of one semester. Shadowing will consist of, but not be limited



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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to:

- Participating (when possible) in statewide or regional conferences and/or institutes related to the position
- Participating in development and review of committee agenda items
- Attending at least four meeting of the applicable committee(s)
- Reviewing major policies/ procedures related to the position
- Meeting with Senate Executive at least twice
- Becoming familiar with statewide faculty issues
- Participating in additional activities as agreed to by chair/coordinator elect and current chair/ coordinator

PROCEDURE FOR SELECTION OF SENATE REPRESENTATIVES

1. All faculty are members of the Academic Senate. Each division selects representative(s) to serve on the Senate and decides how the selection will be made. Divisional Senate representatives must be at least in their third year of tenure.
2. Each division or area shall select Senate representatives according to the following formula:
 - 1 representative per 1 through 9 electorate members of the Division
 - 2 representatives after 10 electorate members of the DivisionThe entire full-time faculty shall elect three members at-large to the Senate.
One at-large adjunct member shall be elected from the ranks of the eligible adjunct faculty by the entire adjunct faculty.
3. The Senate representatives serve a two-year term. The adjunct Senate representative serves a one-year term and the Senator-at-large serves a three-year term.
4. In the 2nd week of the spring semester the Senate President sends a memo to the division representative reminding them their term of office is about to expire and a divisional representative needs to be chosen. The president also sends a memo to all full-time faculty and adjunct faculty soliciting names for the Senator-at-large position whose term may be ending.
5. Ballots to elect Senators-at-large and adjunct faculty representatives are prepared for upcoming elections.
A ballot box should be available at a central location (usually the Academic Senate Office or campus mail- room).
6. Senators elect will be encouraged to attend Senate meetings and to become familiar with Senate issues and procedures prior to assuming Senate responsibilities.

(Article IV Senate Constitution)

JOB DESCRIPTION FOR 1ST VICE PRESIDENT OF ACADEMIC SENATE

Duties and Responsibilities:

1. Conduct Senate meetings and assume other duties assigned to the Senate President, as needed, in the absence of the President.
2. In consultation with Senate President, write Senate newsletter to faculty twice per semester and provide ongoing communication with faculty as needed.
3. Serve as liaison between Academic Senate and Senate representatives appointed to College Governance Committees. Meet once monthly with Senate representatives to share information and discuss current issues, and make a monthly report to Senate Executive Committee and/or Academic Senate on significant issues.
4. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
5. Other duties as mutually agreed in consultation with the Senate President.



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JOB DESCRIPTION FOR 2ND VICE PRESIDENT OF ACADEMIC SENATE

Duties and Responsibilities:

1. Serve as liaison between Academic Senate and student representatives appointed to college governance committees. Meet once monthly with Associated Student Organization President and student representatives to share information and discuss current issues, and make a monthly report to Senate Executive Committee and/or Academic Senate on significant issues.
2. In consultation with the Senate President, conduct an annual faculty survey to determine the academic and professional matters that are of most concern to faculty.
3. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
4. Other duties as mutually agreed in consultation with the Senate President.

JOB DESCRIPTION FOR OFFICER-AT-LARGE

Duties and Responsibilities:

1. Maintain and update Senate Operating Procedures Manual in consultation with the Senate Executive Committee.
2. Advise the Senate President and Senate Executive Committee of approaching deadlines for routine Senate activities, such as elections and appointments, that are chronicled in the Senate Operating Procedures Manual.
3. As a member of the Senate Executive Committee, provide advice and counsel to the Senate President on academic and professional matters and other Senate concerns.
4. Other duties as mutually agreed in consultation with the Senate President.



**REPORTING AND ACCOUNTABILITY GUIDELINES FOR SENATE COMMITTEES,
CHAIRS AND COORDINATORS**

1. Each senate committee (i.e. AP&P, Faculty Professional Development, Honors, SLO, Distance Education, Senate Grant, Equivalency) needs a clear statement of structure and purpose.
2. Faculty members must be tenured to serve as committee chair or coordinator.
3. Senate Committee Chairs/Coordinators will meet with the Senate Executive Committee twice each semester.
4. In addition, they need to give at least two oral reports to the Senate per semester and a written year-end report to the Senate, Strategic Planning and Budget Council, and the Board of Trustees.
5. Senate committees make decisions autonomously within the scope of their statement of purpose (which is approved by the Senate) but must seek Senate approval for policy changes or changes related to the composition of the committee or selection procedures of committee members or chair/coordinator.
6. In order to serve on Academic Senate, AP&P and be a Senate Representative on hiring committees, faculty must be in their third year of tenure or beyond. Tenured and non-tenured faculty members may serve on other committees.
7. Program Review and Tenure Review Coordinators have the same reporting responsibilities as Senate Committee Chairs, but they will be reporting on process and not on content.
8. On behalf of the Senate Grant Committee, the Academic Senate President will present a summary of recommended Senate grants for action at a Senate meeting.
9. Faculty Accreditation Coordinator has the same reporting responsibilities as Senate Committee Chairs.
10. The Tenure Review Coordinator is accountable first to the Collective Bargaining Agent and secondly to the Senate and Administration for following the Tenure and Evaluation policy and procedures.
11. The Program Review Coordinator is accountable to the Senate and Administration for following the Program Review policy and procedures.
12. Faculty leaders (Senate Executive Committee, Senate Committee Chairs, Faculty Coordinators) will participate in Senate Leadership Retreats held at the beginning and end of each semester to discuss institutional issues related to their respective leadership roles.
13. Senate Committee Chairs and Coordinators will submit budget proposals to the Senate President to be completed into an annual Academic Senate Budget request to the Vice President of Academic Affairs.

*Approved: April 20, 2008 Senate Meeting
2013—2014*

AVC Senate Operating Procedures Handbook

Revision Approved: September 2, 2010 Senate Meeting

**ACADEMIC POLICIES & PROCEDURES COMMITTEE FACULTY COCHAIR JOB
DESCRIPTION**

- Reviews and sets agenda with Vice President of Academic Affairs.
- Reviews all agenda materials (course proposals and outlines) for completeness and accuracy.
- Acts as liaison between Academic Senate and AP&P Committee; confers with Senate President on curriculum and academic policies and procedures.
- Chairs bi-monthly meetings; meets once a month with Technical Review Committee.
- Works with Academic Affairs Specialist on all committee matters and curriculum concerns.
- Researches issues of academic policy and/or procedure as needed (i.e. distance learning, plus/minus grading, prerequisites, IMPAC, Information Competency, Education Code and Title 5 regulations, etc.).
- Creates, reviews, and revises Course Proposal Forms, Course Outlines of Record, and other



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forms necessary for course and program development; maintains currency of AP&P *Standards & Practices Handbook*.

- Chairs AP&P ad hoc committees as they arise; serves on other campus committees as needed regarding curriculum issues.
- Attends state level conferences regarding curriculum issues; stays in contact with Academic State Senate's Curriculum Committee and the Systems Office regarding curriculum regulations and practices.
- Holds workshops for faculty regarding curriculum policies and/or procedures.
- Meets with divisions to discuss curriculum policies and/or procedures for course development.
- Sits as a standing member of the Matriculation Committee and the ad hoc Assessment Committee.
- Consults with Program Review Coordinator on policy/process matters.
- Consults with Institutional Research Technician on Course Validation Studies.
- Works with faculty needing assistance in developing courses and programs.
- Is a resource for the following:
 - Distance Education and Technology
 - Committee Student Learning Outcomes
 - Committee
 - Deans and Educational
 - Directors Corporate and
 - Community Education Cal
 - Works
 - Learning Communities
- Works with Academic Affairs Technician on catalog revisions.

(6 LHE (40%) reassign time per semester for three-year term) (6 LHE summer stipend)

FACULTY PROFESSIONAL DEVELOPMENT CHAIR JOB DESCRIPTION

The duties of the Faculty Professional Development Chair (in conjunction with committee members) shall include, but not be limited to, the following activities:

1. Surveying the faculty to determine needs and requests for yearly, academy and colloquia presentations.
2. Select speakers/presentations for yearly Faculty Professional Development Program. This includes the following:
 - Research and gather information on various topics and speakers
 - Contact speakers from either AVC faculty or from off campus
 - Make room and time arrangements
 - Maintain a calendar of events
3. Create, review, and maintain all records on the following:
 - Faculty attendance for salary advancement for both full-time and adjunct (information will be forwarded to HR and VP)
 - Full-time and Part-time faculty plans, contracts, and end-of-semester evaluation sheets
 - Evaluation sheets for future repeat or new presentations/workshops
 - Prepare and monitor budget
4. Holding bi-monthly committee meetings to discuss and review activities, guidelines, and procedures.

Additional duties necessary to maintain the Faculty Professional Development Program include the following:

- Report at least twice a semester to the Senate
- Maintain correspondence with on/off campus speakers
- Review and allocate budget needs



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- Design and create Faculty Professional Development Book
- Attend conferences related to faculty professional development
- Meet with faculty and administration to discuss activities, programs, and procedures
- Create flyers to help publicize professional development activities

(6 LHE (40%) reassigned time per semester for three-year term)

HONORS PROGRAM COORDINATOR JOB DESCRIPTION

The duties of the Honors Program Coordinator shall include, but not be limited to, the following activities:

1. Chair and hold regular Honors Committee meetings.
2. Recruit and meet with interested and potential honors faculty.
3. Update and implement honors course proposal procedures for faculty.
4. Implement methods for divisional review and committee approval of honors course proposal from faculty.
5. Manage a basic Honors Program budget.
6. Choose honors classes for committee review during the semester prior to the one in which such classes will be offered; schedule honors classes; submit honors classes to AVC schedule of classes.
7. Implement honors faculty, program, and student evaluation.
8. Update and enforce honors student eligibility requirements.
9. Coordinate with Student Development in the recruitment of high school students through a variety of methods, including, but not limited to announcements and the evaluation of AVC assessment test scores. Recruitment of AVC students are gathered by campus faculty recommendations.
10. Interview and conference new and continuing honors students; keep honors student files.
11. Create and implement various honors-related extracurricular activities such as an honors mentorship program and faculty presentations.
12. Give at least two reports to the Academic Senate; along with the Academic Senate President maintain contact with the Office of Academic Affairs.
13. Attend conferences such as the National Collegiate Honors Council Conference and the Western Regional Honors Council; maintain membership with the California Honor's Society and other similar organizations.
14. Update and circulate Honors Program publicity in the form of brochures, flyers, and so forth.
15. Each August 1 and February 1 obtain database from Admissions and Records and then create and distribute the AVC Dean's List and President's List; send letters of congratulations to students.
16. Oversee various scholarships and honors; nominate students for Who's Who List and serve as faculty representative for Barry M. Goldwater and Jack Kent Cooke Scholarships.
17. Manage Graduation with Honors and create honors certificates.
18. Organize and host the annual AVC Honors Convocation.
19. Attend or designate representative for UCs TAP meetings, coordinate site visits, and participate in the development of major projects in conjunction with UCs.
20. Advise (with Society members' consent) the AVC Honors Society-Alpha Iota.

(6 LHE (40%) reassigned time per semester for three year term) (3 LHE summer stipend)

PROGRAM REVIEW COORDINATOR JOB DESCRIPTION

The Program Review Coordinator shall be responsible for the administration of the systematic program review process, the orientation of staff to the self-study and peer-review processes, and support for self-study and peer

-review teams and chairs. The Program Review Coordinator shall work in consultation with the Vice



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President of Academic Affairs, Vice President of Student Services, and Director of Institutional Research and Planning as appropriate. The President of the Academic Senate and the deans, directors, or coordinators responsible for programs under review shall be involved as scheduled.

The duties of the Program Review Coordinator shall include, but not be limited to, the following activities:

1. Establish the order and schedule of programs to be reviewed in consultation with the Vice President of Academic Affairs or Vice President of Student Services and the deans, directors, or coordinators responsible for programs to be reviewed.
2. Assist with the appointment of peer-review teams and peer-review team chairs described in the program review policy.
3. Orient divisional or area staff to the self-study process and assist the members of the self-study teams in the preparation of the self-study reports. The Program Review Coordinator will assist with:
 - Defining the scope of the standards for the specific programs under review.
 - The use of institutional data.
 - Preparation and administration of student surveys and/or other appropriate student data.
 - Development of plans of actions, prioritized lists of recommendations, and proposals for revisions of the Educational and Facilities Master Plans described in the program review policy.
4. Orientation of peer-review teams based on the program review policy.
5. Assist the peer-team members and chairs with:
 - The review of the self-study report in relation to the standards.
 - Defining areas that need verification or clarification.
 - Developing a plan, timetable, and assignments for peer-team activities.
 - Collection of data and other resources needed for the peer-team review process.
 - Setting up meetings of peer-team members with staff in the programs.
 - Monitoring the activities of the peer-team.
6. Assist the peer-review team chair with:
 - Managing the activities of the peer-team.
 - Drafting the report of the peer-team's findings including:
 - ◇ Verification of the accuracy of the self-study report.
 - ◇ Appropriateness of the plans of action.
 - ◇ Peer-team recommendation including a response to the self-study recommendations.
 - ◇ Suggestions/recommendations for changes to the Educational and Facilities Master Plans.
7. Conduct regular evaluations of the program review procedures and recommend changes to the Academic Senate and appropriate administration.
8. Conduct and/or provide for staff development training for program evaluation from the self-study and peer-review team perspectives.
9. Develop and provide models for the various components of the program review process (e.g., student surveys, plans of action, etc.)

DESIRABLE QUALIFICATIONS

1. Demonstrated ability to organize schedules, work activities, and committees.
2. Demonstrated ability to work cooperatively with all college staff and administration.
3. Participation in Strategic Planning and Budget Council activities or broad based experience in facilities and educational planning.



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4. Involvement in accreditation standards or Steering Committee activities.
5. Experience in program evaluation in educational institutions, private industry, or public agencies.

(9 LHE (60%) reassign time per semester for three-year term)

TENURE REVIEW COORDINATOR JOB DESCRIPTION

The Tenure Review Coordinator is responsible for the supervision and coordination of the tenure review process for probationary faculty. This individual, in consultation with the Vice President of Academic Affairs and the Senate President will:

1. Coordinate, in conjunction with Academic Senate, selection of tenured faculty to participate on evaluation teams.
2. Oversee that evaluation teams are organized for probationary faculty according to the Tenure and Evaluation Policy.
3. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the peer evaluation teams.
4. Coordinate and conduct the initial orientation of the Evaluation and Tenure process for the probationary faculty.
5. Be a resource person to probationary evaluation teams to ensure that they function according to policy guidelines.
6. See that all evaluation procedures for probationary faculty are completed in a timely manner.
7. In coordination with the Vice President of Academic Affairs, interpret the Tenure and Evaluation Policy if questions arise.
8. Refer any grievances arising from the evaluation of probationary faculty to the Due Process Committee.
9. Coordinate all issues that affect the operation of the evaluation teams.
10. Conduct “end-of-the-year” survey to determine effectiveness of policy and recommendations for improvement.
11. Submit recommendations for revision of policy to Tenure and Review Committee.

Reassign time dependent on the total number of active Tenure Committees in an academic year:

<u>Number of Committees</u>	<u>Fall semester</u>	<u>Spring semester</u>
1—9	3 LHE	3 LHE
10—21	6 LHE	3 LHE
22—35	9 LHE	6 LHE
36 +	12 LHE	6 LHE

STUDENT LEARNING OUTCOME COMMITTEE CO-CHAIR JOB DESCRIPTION

The duties of the Student Learning Outcome (SLO) Committee Co-Chair shall include, but not be limited to, the following activities:

1. Chair bi-monthly (or as needed) meetings with committee.
2. Develop, advocate, and monitor a campus-wide plan for the implementation of SLOs/PLOs and accompanying assessment.
3. Coordinate all campus SLOs/PLOs assessment efforts.
4. Meet with divisions and areas to facilitate in establishing and assessing SLOs/PLOs for courses and programs.



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5. Research and identify samples of SLOs/PLOs and their assessment techniques.
6. Work closely with the institutional researcher in developing and maintaining a record of assessment tools.
7. Coordinate workshops for campus SLO/PLOs training with inside and outside speakers.
8. Propose connections to current campus practices on SLOs/PLOs and assessment.
9. Maintain an archive record in support of data for accreditation, program review, and curriculum issues.
10. Disseminate information on current trends on SLOs/PLOs from conferences and workshops that are relevant to faculty, student services, and administration.
11. Oversee development and updating of a SLO Committee website.
12. Keep up-to-date on state and national information on SLOs/PLOs and assessment techniques.
13. Be a resource person for any questions on SLOs, PLOs, and ILOs.
14. Be a liaison to AP&P.
15. Report at least twice a semester to the Academic Senate.

(6 LHE (40%) reassigned time per semester for three

year term) (3 LHE summer stipend)

*Approved: April 20, 2006 Senate Meeting
2013—2014*

Revision approved: May 31, 2007

AVC Senate Operating Procedures Handbook

DISTANCE EDUCATION AND TECHNOLOGY COMMITTEE CO-CHAIR JOB DESCRIPTION

The duties of the Distance Education Co-chair shall include, but not be limited to, the following activities:

1. Chair bi-monthly meetings with the Distance Education Committee.
2. Advocate and monitor campus-wide implementations of distance education activities.
3. Work with divisions to facilitate the establishment of distance education courses and programs.
4. Act as a resource person for any questions regarding distance education.
5. Act as a liaison to the AP&P committee and Blackboard®.
6. Coordinate workshops and training for distance education.
7. Gather and identify samples of effective distance education best practices.
8. Maintain records in support of data for accreditation, program review, and curriculum issues.
9. Disseminate information on distance education conferences and workshops that are relevant to faculty, student services, and administration.
10. Oversee development and updating of a distance education website.
11. Keep up-to-date on state and national information on distance education.
12. Report at least twice a semester to the Academic Senate.

(6 LHE (40%) reassigned time per semester for three

year term) (3 LHE summer stipend)

FACULTY ACCREDITATION COORDINATOR JOB DESCRIPTION

Background: Statewide Academic Senate has emphasized since 1986 that *“It is the right, duty, and responsibility of informed faculty to participate in every aspect of accreditation.”* The Senate at Antelope Valley College has mutual agreement with the College Governing Board of Trustees on the roles and involvement in accreditation processes, including self-study and annual reports per Title 5 section 53200. The faculty perspective is imperative to the integrity, quality, and effectiveness of the



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institution and is an integral part of self study. A well thought out self-study should begin eighteen months or more before it is due to the accrediting commission to collect and interpret evidence, review drafts, edit, and allow for Board of Trustees review and publication.

The Faculty Accreditation Coordinator will be selected by the Academic Senate, after consultation with the college president and Accreditation Liaison Officer per mutual agreement, to oversee the self study process.

Responsibilities: The Faculty Accreditation Coordinator, in consultation with the Accreditation Liaison Officer (Vice President of Academic Affairs), will perform the following duties:

- Attend the ACCJC Accreditation Training for evaluation.
 - Attend the statewide Academic Senate Accreditation Institute.
 - Establish and coordinate subcommittees that contribute to the self study.
 - Provide campus training on the purpose, standards, and documentation requirements.
 - Assist in the collection of data.
 - Co-chair the Accreditation Steering Committee.
 - Recruit members from campus community, as well as local community to participate in self-study.
 - Provide support to the standard committees.
 - Oversee the writing of the final draft of the self-study.
 - Write the self-study background, themes, and Planning Summary sections.
 - Coordinate and develop documentation files.
 - Coordinate visiting team schedule and appointments.
 - Present updates either via memo, newsletter, and forums on the progress of the self-study and review final draft with college campus constituents.
 - Update the Academic Senate at least twice per semester.
 - Present updates and review final report to the Board of Trustees.
- Monitor all activities that affect Substantive Changes and submit reports to ACCJC when appropriate. Sufficient reassigned time is required, according to local governance and contractual agreements.

Reassigned time: Compensation is commensurate to the needs of the District and will be determined through Mutual Agreement with Administration, AVCFT, and the Academic Senate.

LEGISLATIVE LIAISON OFFICER JOB DESCRIPTION

The Legislative Liaison Officer is appointed by the Academic Senate President (per Senate Constitution).

The duties of the Liaison Officer shall include, but not limited to, the following activities:

1. Serve on the Legislative Committee.
2. Inform the Senate at least twice a semester or in a timely manner on matters before the state legislative as identified by the Legislative Committee and/or statewide Academic Senate. Solicit feedback from the Academic Senate to present to the Legislative Committee when applicable.
3. Attend conferences on state legislative and statewide Academic Senate as needed.

(Two-year term)

EQUIVALENCY COMMITTEE CHAIR JOB DESCRIPTION

The duties of the Equivalency Committee Co-Chair shall include, but not limited to, the following activities:

1. Schedule meetings as needed.
2. Reviews and sets agenda.
3. Reviews Equivalency Procedure annually with committee.
4. Researches and reviews current Statewide established minimum qualifications.



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5. Informs faculty about new or revised statewide minimum qualifications for each discipline.
 6. Resource person regarding Equivalency Procedure and general questions on equivalency development.
 7. Reviews with committee Equivalency Procedure for possible recommendations for revision to Academic Senate.
 8. Reports to the Academic Senate at least twice a semester.
 9. Provide to the Academic Senate an end of the year Annual Accomplishment Report.
-

Two year term (no reassign time available)

Approved: November 28, 2007 Senate Meeting AVC Senate Operating Procedures Handbook 2013—2014

Revision approved: November 5, 2009 Senate Meeting



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Antelope Valley College: Basic Rules for Meetings

MAKING A MOTION

Proposed action from a member of the group is called a "motion." A motion that proposes some new action is sometimes called an "original main motion."

The first step in gaining the right to speak in a business meeting is to address the chairperson. A member addresses the chair by saying, "Chairman." When the chairperson has heard this, or the member has been "recognized," he/she knows that a member wishes to speak. Upon being recognized, a member has the floor or the right to speak.

The proper way to state a main motion is to introduce it with the three words, "I move that. . . ."

After a main motion has been made, a second is required to show that one other member approves of having the matter considered. It is not necessary to gain recognition in order to second a motion nor does a second to a main motion necessarily indicate approval of the motion itself. A person seconds a motion by simply saying, "I second the motion."

After the main motion has been seconded, the chairperson will open the floor for debate on the motion. Besides being used for argument about the main motion, the debate period can also be used for amending the motion, which is a formal change or modification of a main motion.

The motion before the group at any one moment is sometimes called the Question. After the debating and amending period is over, the chairperson will ask the group if they are ready to vote "on the question." If the group is ready to vote, they will join in a general chorus of "Question." Upon receiving this approval, the chairperson will state the question (or motion) again, before the vote is taken. The chairperson will say, "The question (or motion) is . . ."

There are two other commonly used ways to close or end debate. A member may move the previous question, or a member may simply call the question. Both of these are motions and, as such, require a second. They also require a two-thirds majority for passage. There is no debate on either of these motions. A defeated motion returns debate to the floor. Note: During periods of inactive discussion, a member might simply call out "question." To this the chair response, "The question has been called for. If there is no further discussion, we shall vote." A simple "call for the question," however, is not forcing; and as long as there are members who wish to debate – properly made, seconded, and passed by a majority of two-thirds – should force the organization to terminate discussion.

METHODS OF VOTING

There are many ways by which an organization votes. They are:

1. General consent. The quickest and most simple method of determining the will of the majority is by the chair's asking if "there are any objections." If no one voices an objection, the announced ruling stands. If this procedure is used, it is primarily on questions of procedure and very rarely on main motions.
2. Voice. A voice vote is second in order of ease and first in popularity. The chair asks those favoring a motion to say "aye" and those opposed to say "no." After hearing the vote, the chair judges which has the majority and announces the decision. A member who doubts the accuracy of the judgment calls for a division of the house, which is an order for another vote, this time by standing.
3. Standing. This vote is always used in response to a call for division and often used when a majority of two-thirds is required. As with the voice vote, the chair calls first for the affirmative vote count, followed by the negative.
4. Show of hands. This vote is most common in organizations of fifty or less; for larger organizations, it proves both confusing and inaccurate. The hand vote is often used when the chair wants a quick but approximate vote without concern for the precise count.
5. Ballot. Because of its qualities of secrecy, accuracy and permanency, the ballot is used for



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elections and for votes on critical issues. Affirmative ballot votes for a motion are marked "aye," and negative votes are marked "no."

6. Roll call. When conducting a roll call vote, the chairperson or secretary calls the roll. Affirmative voters response with "yes," negative with "no." If a member does not choose to vote (and no one can be forced), he/she answers "present." This type of vote is very rarely used by small organizations.

ORDER OF BUSINESS

Parliamentary procedure is utilized in group meetings. The group may consist of as few as two persons to upwards of hundreds or thousands of persons. No matter the size of the group, parliamentary procedure is the best means of controlling discussion in order that all may have a fair opportunity to express their positions.

The first step in the order of business at a group meeting is the call to order. The chairperson calls the meeting to order by saying, "The meeting will please come to order." (Some organizations have an invocation, which would immediately follow the call to order.) A roll call, conducted to establish the presence of a quorum, is optional with each organization.

The second step in the order of business is the reading and approval of the minutes. The chairperson will say, "The secretary will please read the minutes of the last meeting." If a member finds fault with the minutes, he/she may correct them by addressing the chair and stating his objections. If the members agree that the minutes are a true account of the last meeting, the secretary will write the word "approved" at the end of the minutes along with the date and his/her signature.

The third step in the order of business consists of the reports of officers.

The fourth step in the order of business consists of the reports of standing and special committees.

- The fifth step in the order of business is unfinished business.
- The sixth step in the order of business is new business.
- The seventh step in the order of business is announcements. This step takes place after all of the new motions have been disposed of under the sixth step at which time the floor is open for any member to make an announcement concerning any matter.
- The eighth and final step in the order of business is adjournment. Many organizations have a fixed time for ending their meeting. If the time for adjournment has arrived, a motion to extend the time of the meeting is appropriate.

THE VALUES AND USE OF PARLIAMENTARY PROCEDURE

In their excellent reference work, The Practical Guide to Parliamentary Procedure, 2nd Edition. Edward S. Strother and David W. Shepard point out the four basic values of parliamentary procedure:

- + An Orderly Way to Conduct the Affairs of an Organization
- + A Way to Determine the Will of the Majority
- + A Way to Protect the Minority
- + A Way to Protect the Rights of an Individual Member

Indeed, parliamentary procedure is used to control the process of communication in many groups. Technical rules in parliamentary procedure limit what you can say, how you can say it, and even when you can say it. Many groups, in fact, will avoid using parliamentary procedure because of the perception that it will inhibit their business. Such is not the case. Parliamentary procedure will help facilitate a group's business, particularly if you as the chairperson or as a member of the group will follow these general guidelines in a meeting governed by parliamentary procedure*:



Antelope Valley College

LISTEN CAREFULLY. A good chairperson will clarify what ideas (motions) are "on the floor," including the sorts of comments that are germane to a particular motion.

ASK QUESTIONS. You can always "raise a question of privilege," to ask either the chairperson or the parliamentarian what is happening, what sort of motion is relevant to the discussion, when you can speak or how you can properly accomplish a goal you wish to pursue.

SPEAK TO THE POINT. Always tailor your remarks to the specific motion on the floor.

AVOID UNNECESSARY PARLIAMENTARY GYMNASTICS. If the members of a group yield to the temptation to play with the rules, parliamentary procedure becomes counterproductive and rational decision making is seriously undermined.

* Principles of Speech Communication, D. Ehninger, B. Gronbeck, A. Monroe, 8th Brief Edition, Scott Foresman and Company, 1980, pp. 296-297.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Barstow College

None Found



BERKELEY CITY COLLEGE CONSTITUTION OF THE ACADEMIC SENATE

ARTICLE I

Name and Membership: The name of this body shall be the Academic Senate of Berkeley City College, hereinafter referred to as the Academic Senate. The Academic Senate is comprised of all currently employed faculty both contract and adjunct with all rights and responsibilities thereunto.

The Academic Senate shall elect an Executive Council from its membership, hereinafter referred to as the Exec. The Executive Council shall consist of a President, Vice President, Secretary/third DAS representative, and At-Large Senators and shall serve as the representative body of the Academic Senate. At-Large Senators are elected by individual departments with the numbers for each department listed in Article I of the By-laws to this Constitution, as well as provision for two(2) adjunct faculty representatives. Any member of the Academic Senate may be elected to the Executive Council. (For purposes of clarification, no faculty member can hold more than one position in the Executive Council.)

ARTICLE II

Purpose: The purpose of the Exec shall be, as the representative of the Academic Senate, to make recommendations to the Administration of Berkeley City College, the Peralta Community College District Academic Senate, the Board of Trustees, and to other appropriate individuals and bodies regarding academic and professional matters at Berkeley City College; and, as provided by law and agreement, to make joint decisions with college administration and the District Academic Senate, and when appropriate directly to the Board of Trustees, with respect to academic and professional matters; and to inform the Academic Senate of current issues and hold meetings for discussion.

Academic and professional matters include, but are not limited to, the following:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate. (Title 5 Regulations, Subchapter 2, Section 53200, 53203)

In each of the above areas, the Academic Senate will be the primary recommending body on academic and professional matters. This manner of consulting is through collegial consultation per Peralta Community College District Board Policy 2.23.

Additional Senate Responsibilities: Additional responsibilities include but are not limited to:

- (1) Present a formal, representative voice on any matter affecting the conduct and welfare of Berkeley City College.
- (2) Recommend appointment of faculty representatives to committees requiring faculty representation. Appoint faculty to serve on college or district committees, task forces, or other groups dealing with academic and professional matters (section 53202, f).
- (3) Assume such appropriate responsibilities and functions as may be requested of it by college faculty.
- (4) Implement responsibilities, powers, and duties not denied faculty by union contract or law.
- (5) Promote communication and mutual understanding among and within all segments of the Berkeley City College community and with the other colleges of the Peralta Community College



Berkeley City College

District, usually through the District Academic Senate. In addition, the senate will work closely with the faculty union particularly in areas where there is shared responsibility.

- (6) Promote best interests of higher education by sharing in the governance of Berkeley City College.
- (7) Direct the development of college hiring criteria and job descriptions as they affect college-wide faculty positions (section 87360).
- (8) Participate, through the District Academic Senate, in the implementation of district policies and procedures regarding equivalencies to minimum qualifications (section 87359), reassignment of administrators (section 87458), and exceptions to the minimum degree requirements for tenure (section 87458), and provide the administration with the advice and judgment of the faculty in regards to these matters.

No person or group shall be interpreted as speaking for the Academic Senate or the Executive Council unless so designated by the Academic Senate

ARTICLE III

Election of Executive Council Officers and At-Large Senators: The election of Exec Officers and At-Large Senators shall be by a secret ballot using a double blind envelope method, and shall be conducted every two years by an Elections Task Force appointed by the Exec.

It shall be the duty of the Elections Task Force to set the dates for nominations and elections, to issue nomination forms and secret ballots, and to tally ballots. The Elections Task Force will deliver the ballots and the election results (determined by majority vote of the ballots cast) to the President of the Senate. Then the Elections Task Force will announce the election results to the electorate and to the college-wide community.

To be elected to the Executive Council, a candidate for membership shall be nominated by written petition of two Senate members and the candidate must accept the nomination in writing on the petition. Nomination forms can be distributed as early as March 15. For public information, petitions will be posted in the Faculty Resource Center (currently on the fifth floor of the college) on the day they are received. The balloting can begin as early as April 1, but must be completed no later than five weeks before the end of the spring semester.

If at the time for nominations to close, a petition for each open position has not been submitted, the Exec, in conjunction with the Election Task Force, shall postpone balloting one week, during which time additional nominations will be solicited. The postponed balloting shall then take place regardless of the number of candidates.

ARTICLE IV

Term of Office: Exec Officers and At-Large Senators shall serve for a two-year term beginning July 1 of the year of the election. No one shall serve more than three two-year terms as President.

If an Exec Officer or At-Large Senator leaves the Exec before the end of the term, an election will be held as soon as possible to fill the unexpired term. For purposes of this article, a partial term is regarded as a complete two-year term.

ARTICLE V

Officers: The officers of the Exec, as noted in Article III shall be the following: President, Vice President, and Secretary/third DAS representative.

- (1) The term of office for the President is two years.
- (2) The term of office for the Vice-President shall be for two years. The Vice President may be elected to subsequent terms.
- (3) The term of office for Secretary/third DAS representative shall be two years. The Secretary/ third DAS representative may be elected to subsequent terms.
- (4) The officers of the Executive Council shall be the officers of the Senate. In the event of a temporary absence of the President, the succession to the presidency shall be in the following order: Vice President, Secretary/ third DAS representative. If any office of the Exec is vacated, the Executive Council shall fill the office by election.



Berkeley City College

The duties of the Executive Council members are provided in Article III of the By-laws to this Constitution.

ARTICLE VI

Meetings: Regular meetings of the Exec shall be held at least twice a month during the academic year. Meeting times shall be set upon agreement of all Exec members. The time, date, and place of such meetings shall be published prior to each meeting. Members of the Academic Senate may attend any meeting of the Exec. They may speak on any issue.

The President must place an item on the agenda of the Exec meeting (a) at the request of any Exec member or (b) on receipt of written or e-mailed request to the President by a member of the Academic Senate.

The agenda for each Exec meeting shall be posted at least two school days prior to such a meeting through e-mail and in the faculty mailroom location.

The Exec may not take action on any matter not on the agenda unless a two-thirds vote of Exec members declares that matter to be an emergency matter. The minutes of the Exec meetings shall be posted on the Academic Senate page of the college web site.

Regular **plenary sessions** (as defined in Article II of the By-laws to this Constitution) of the Senate shall be held once during each semester. Any matter within the purview of the Senate may be discussed and acted upon at a regular plenary session.

Special meetings of the Executive Council of the Academic Senate may be called in the following ways:

- (a) by the President,
- (b) on the petition of a majority of the Exec, or
- (c) on the petition of 10 members of the Senate.

No business other than that for which special meetings are called shall be transacted at such meetings.

ARTICLE VII

Recommendations: The Exec is authorized to make recommendations on behalf of the Senate subject to the following provisions:

- (a) The Exec may, on its own judgment and on its own initiative, refer to the Academic Senate any matter affecting the welfare of the Berkeley City College community.
- (b) The Exec, on its own judgment and on its own initiative, may forward recommendations to the Administration, the District Academic Senate, or the Board of Trustees, with respect to academic and professional matters.
- (c) If 10 members of the Senate disagree with any resolution passed by the Exec, those 10 members can request in writing that the entire Academic Senate be consulted regarding the specified resolution. Such a request must occur within three weeks of the posting of the official Exec minutes. Such a request shall be signed by the 10 members and delivered in writing to the President of the Senate. Consultation with the entire Academic Senate shall either be through a referendum by secret ballot or through a formal consideration at a meeting of the entire Academic Senate.
- (d) 10 members of the Senate can request in writing that a special meeting of the full-academic senate be called for a reason to be specified in the request for a special meeting. Such a request shall be delivered in writing to the President of the Senate. The President will schedule the requested special meeting as soon as possible after receipt of the request.
- (e) On matters on which the Administration or the Board of Trustees intend to act when the college is not in regular session, the Exec, after a special meeting, may make recommendations to the Administration or the Board of Trustees. The President of the Senate shall inform the Academic Senate of all such recommendations at the next plenary session. If the President of the Academic Senate receives within three weeks of the plenary session a petition signed by 10 members of the Senate objecting to any recommendation made to the Administration or Board of Trustees, the Exec shall be required to submit the disputed recommendation(s) to the Senate for ratification.



Berkeley City College

- (f) Nothing herein shall prohibit the President of the Senate from addressing the Board of Trustees as a representative of the Berkeley City College Academic Senate on any matter within the purview of the Academic Senate so long as the President does not make unauthorized recommendations on behalf of the Academic Senate.
- (g) Outside of the regular academic calendar, the President may act on behalf of the Exec, provided the President is following established Senate policies and reporting regularly to the Exec.

ARTICLE VIII

Amendments: Amendments to this constitution may be initiated by;

- (a) two-thirds of the Exec members, or
- (b) by petition of at least 25 members of the Academic Senate. Amendments so initiated must be ratified by a secret ballot by a majority vote of the ballots cast.

Amendments to the By-laws may be made by the vote of two-thirds of the Exec. These amendments must be submitted to the Academic Senate membership for their information at least ten instructional days before the Exec votes.

ARTICLE IX

Committees: Committees may be created at the discretion of the Executive Council. The Exec shall appoint faculty members to any committee requiring Academic Senate membership or representation.

ARTICLE X

Removal of an Officer or Executive Council Member: A vote to recall any officer or elected member of the Executive Council may be initiated by a petition signed by 25 members of the faculty and presented to the Executive Council.

The recall vote will take place by secret ballot of the Senate within three weeks of receipt of the recall petition. A two-thirds vote of the valid ballots cast will be required to recall any officer or member of the Executive Council. Replacement for a recalled officer or member of the Executive Council will be made by a special election within three week of the recall vote, if the vote affirms the recall of an officer of the Executive Council.



Butte College

BUTTE COLLEGE FACULTY ASSOCIATION CONSTITUTION
Spring 2011

ARTICLE I: NAME

The name of this organization is the Butte College Faculty Association.

ARTICLE II: PURPOSE

The purpose of this Association shall be:

1. To promote the development and maintenance of high standards of teaching and education.
2. To share in the determination of the goals of the college and in the fulfillment of these goals.
3. To promote the welfare of the entire faculty and to represent the entire faculty in its academic and professional relations with the district.
4. To facilitate communication among entire faculty classified personnel, student body, college administration, and the governing board of the district.
5. To make recommendations to the college administration and governing board concerning the academic and professional matters enumerated in the Title V of the Educational Code.
6. To concern itself with any legislation relative to the welfare of the college.
7. To do all that is necessary and proper to achieve a realization of the purposes of this Association.

ARTICLE III: MEMBERSHIP

Membership in the Faculty Association shall be composed of entire faculty members as defined in the bylaws.

ARTICLE IV: MEETINGS

The President of the Executive Body of the Association should call a Faculty Association meeting at least once each semester.

A quorum for such meetings shall be defined in the bylaws.

ARTICLE V: THE EXECUTIVE BODY OF THE ASSOCIATION

- Section 1: The Name of the Executive Body The executive body of the Faculty Association shall be called the Academic Senate.
- Section 2: Purpose It is the duty of the Senate to represent the faculty in working with the Administration and the Governing Board of the District to accomplish the purposes as stated in Article II.
- Section 3: Membership The Membership of the Association shall be defined in the bylaws.
- Section 4: Officers The Academic Senate officers shall consist of the following.
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
- These officers shall comprise the Executive Committee, whose primary function is to expedite the work of the Academic Senate.
The duties and terms of office of the offers shall be defined in the bylaws.
- Section 5: Meetings The Academic Senate shall meet according to the bylaws.
- Section 6: Executive Committee The Executive Committee shall consist of the



Butte College

President, Vice- President, Secretary, and Treasurer.

The purpose of the Executive Committee is to expedite the work of the Academic Senate.

Section 7: Committees The Committees of the Academic Senate shall be defined in the bylaws.

ARTICLE VI: PARLIAMENTARY AUTHORITY

All matters of procedure not otherwise provided for in this Constitution or by Standing Rules adopted by the Academic Senate, shall be so governed by Robert's *Rules of Order* (Revised Edition).

ARTICLE VII: AMENDMENTS

Any faculty member may present to the Senate, in writing, a proposed amendment to the Constitution or Bylaws. If a majority of the Senate agrees there is merit in the proposed change, then the Senate will prepare copies of the amendment for faculty distribution. After ten instructional days, a special election will be called by the president. Two-thirds (2/3) of the full-time faculty exercising their right to vote must approve the amendment.

ARTICLE VIII: RATIFICATION OF THE CONSTITUTION

Upon approval of the two-thirds (2/3) of the full-time faculty exercising their right to vote in a duly authorized election, this Constitution will become immediately effective.



BUTTE COLLEGE FACULTY ASSOCIATION BYLAWS

Spring 2011

ARTICLE I. MEMBERSHIP

Membership of the Butte College Faculty Association is comprised of the entire faculty.

Full-time faculty is defined to mean those persons who teach full-time at Butte College or other full-time non-classroom faculty who are not members of the Management / Supervisory / Confidential group as defined by Board policy. Full-time faculty who also hold an associate contract shall be considered full-time faculty for purposes of this definition.

Associate faculty is defined to mean those academic staff who have a contract of up to 67% of an equivalent full-time load and are currently employed by the Butte Community College District.

Faculty is defined to mean both full-time and associate faculty.

Executive Committee is comprised of the Senate Officers and may refer to both the group itself as well as the discussions, recommendations, and decisions that arise from the officers' various responsibilities (see Article III., Section 2). The Executive Committee must always answer to the full Senate.

ARTICLE II. MEETINGS OF THE ASSOCIATION

A quorum shall be defined as all those attending a publicly announced Faculty Association meeting.

ARTICLE III. THE EXECUTIVE BODY OF THE ASSOCIATION

Section 1: Membership

A. Composition

The executive body of the Faculty Association shall be called the Academic Senate, comprised of thirteen (13) full-time faculty and five (5) associate faculty members, hereafter, called Senators. One (1) full-time faculty member will be elected from each of the following constituency groups:

- Business Education; Business Computer Information Systems
- Arts; Digital Arts and Design; Drama; and Music
- Public Service Center; Computer Science and Design; Agriculture; Automotive
- Family & Consumer Sciences; Health Occupations; Cosmetology
- Physical Education and Athletics; Social & Behavioral Sciences; Sociocultural Studies
- Language Arts; Language Education and Development; Communication Studies; Humanities; Sign Language; Philosophy; and History
- Mathematics; Biology; Physical Sciences
- Counseling
- Assessment, Career and Employment Services, CAS, DSPTS, EOP&S, Library, Orientation, Student Activities, Student Health Services, and Transfer Center

Four (4) additional full-time faculty will be elected for at large positions. Five (5) associate faculty will be selected at large as Senators.

If no faculty member (associate or full-time) from a vacant constituency is nominated, that Senate seat shall be filled by a faculty member, ideally from that group, recommended by the Executive Committee and subject to a two-thirds approval vote by the Senate.

B. Senate Duties

Senators will participate in Senate meetings in order to represent and inform their constituencies.

C. Elections

Academic Senate elections will be conducted by the Executive Committee under the direction of the Vice-President using the following guidelines:

1. Nominations

- Prior to the nomination period, the Executive Committee may adjust Senator representation to allow for a larger nomination pool (e.g. move an At Large Senator to a position that represents their specific constituency). Any such adjustments shall be approved by the Senate before the nomination period opens.
- Candidates may be self-nominated or nominated by another faculty member during a stipulated ten-day period by submission of a letter to the Vice-President of the Senate.
- If a member of the faculty is nominated to represent more than one constituency, the nominee must declare which constituency s/he is a nominee.
- In the event that no individual is nominated for a constituency-specific vacancy and there are multiple nominees for another, the Executive Committee may place a nominee in the unfilled slot. All efforts will be made to choose the candidate who is most capable of representing the constituency in question.

2. Election Rules

The following rules shall be observed for all elections for the Academic Senate and its elected committees:

- a. Balloting shall be secret.
- b. Balloting shall be verified by the Executive Committee.
- c. Candidates shall be listed alphabetically. Incumbents shall be identified as such on the ballot. The constituency of each candidate shall be stated on the ballot.
- d. Ballots shall be counted by the Executive Committee members on the last day of the election after 3 p.m.
- e. A Senate vacancy in any constituency will be filled by the candidate with the largest number of votes. If there is a tie, a run-off election will be held.

3. Voting

Full-time and associate faculty are eligible to vote. This includes faculty on Sabbatical (but not their replacements).

Associate faculty Senators shall be elected by and from associate faculty. All other Senators shall be elected by and from



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Butte College

full-time faculty. Voting shall be conducted by the Executive Committee during a Monday through Friday the first two weeks in March extending from 8 a.m. Monday to 3 p.m. Friday.

All contested elections will be conducted in such a way as to ensure confidentiality and integrity

4. Absentee Ballots

Absentee ballots will be mailed to all faculty on Leave provided requests for such ballots and current addresses are provided to the Vice President of the Senate at least ten (10) days prior to the date of the election. The ballots are to be returned to the chairperson of the Professional Relations Committee within the specified voting days.

5. Vacancies

In the event of a vacancy on the Senate, the Academic Senate may, after consulting with the individual if possible, choose to elect a replacement according to the above procedure. The replacement shall be for the unexpired remainder of the term. However, the Senate may:

- a. Authorize the Senate Executive Committee to select a faculty person to fill the vacated seat. This person will then be appointed to the seat upon a two-thirds approval vote of the Senators, or...
- b. Decide to leave said seat vacant until the next regular election, or...
- c. Vote to keep the senator in his or her position if the vacancy is due to an associate faculty senator receiving a temporary full-time position. While service on the Senate shall count towards the faculty member's full-time duties, the senator shall continue to represent associate faculty. Any stipend designated for associate faculty service on the Senate, however, shall be forfeited. If the temporary position becomes permanent, the seat shall become vacant.

D. Terms of Office

Senators shall be elected for three (3) year terms which will be staggered and contingent on their continued employment with the district. An exception for the President's term is noted below in Article III, Section 2, Subsection B, Paragraph 1.

Terms shall begin on June 1 of the calendar year. Approximately one- third of the members shall be elected each Spring Semester.

E. Attendance

A Senator may not miss more than three consecutive regular scheduled meetings unless approved by the total Senate. In the event of excessive absences, and if determined appropriate by the Senate, the Senate seat shall be declared vacant and may be filled according to Article III., Section 1., Subsection C., paragraph (5.) above.

Section 2: Officers

A. Election Procedures

The President, Vice-President, Secretary, and Treasurer shall be nominated by the Academic Senate from the full-time faculty within the Academic Senate, and each shall be separately approved by two- thirds (2/3) vote of the entire faculty exercising their right to vote.

B. Terms

1. President: It is suggested that the office of President be held for two (2) consecutive one-year terms subject to faculty confirmation. If the President's term as senator is set to expire after his or her first year as President, the Senate may, prior to announcing open positions to the faculty (see Appendix 1), vote to extend the senator term by one year. In the event that the President is not subsequently nominated and approved according to procedures described in Article III., Section 2., Subsection A., the Senate will decide upon the appropriate course of action.
2. Other Officers: It is suggested that the offices of Vice-President, Secretary, and Treasurer be held for a minimum of two (2) consecutive one-year terms subject to faculty confirmation.

C. Duties

In addition to the specific duties listed below, it is the responsibility of all officers to remain current on ongoing legislative matters which affect the welfare of the college.

1. President

The President shall:

- preside at all meetings of the Academic Senate and the Faculty Association
- in every way endeavor to promote the interests and purposes of the Faculty Association
- call meetings of the Academic Senate
- be held responsible and accountable to the faculty for the progress and work of the Academic Senate
- be the chief liaison officer between the faculty, classified staff, student body, administration, and the Governing Board of the district

Specific responsibilities shall include:

- Serve as a member of the Academic Senate Executive Committee
- Serve as a member of the Planning and Budget Development Committee
- Serve as a member of the Governance Committee
- Serve as a member of the College Council
- Serve as a member of the Equivalency Committee or assign a Senate designee)
- Conduct Academic Senate meetings
- Prepare agendas and handle Senate correspondence
- Attend Board of Trustees meetings and pre-meetings
- Attend all Enrollment Management Team meetings
- Meet regularly with the President/Superintendent
- Meet with institutional Vice-Presidents
- Attend Learning Council meetings
- Serve as a member of the Distance Learning Committee (or assign a Senate designee)
- Attend all Area and Statewide Academic Senate Conferences, and serve as voting delegate



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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- Attend Classified Senate meetings (or assign a Senate designee)
 - 2. Vice President
The Vice-President shall:
 - in the absence of the Senate President, preside over all meetings of the Academic Senate
 - in the event of the permanent absence of the Senate President, assume full presidential powersSpecific responsibilities shall include:
 - Serve as a member of the Academic Senate Executive Committee
 - Serve as a member of the Planning and Budget Development Committee
 - Serve as a member of the Governance Committee
 - Serve as a member of the Program Vitality Committee
 - Serve as Chairperson of the Professional Relations Committee
 - Serve as Senate representative to the Curriculum Committee
 - Call and plan Faculty Association meetings
 - Attend Board of Trustees Meetings in the absence of the Senate President
 - Meet regularly with the President/Superintendent
 - Meet with institutional Vice-Presidents
 - If possible, attend Area and Statewide Academic Senate Conferences
 - 3. Secretary
The Secretary shall:
 - Promote communication between the Academic Senate and other campus organizations.Specific responsibilities shall include:
 - Serve as a member of the Academic Senate Executive Committee
 - Handle Academic Senate correspondence between statewide, district, and community organizations
 - Serve as a member of at least one standing committee
 - With the Executive Committee, meet regularly with the President/Superintendent
 - With the Executive Committee, meet with institutional Vice-Presidents
 - If possible, attend Statewide Academic Senate Conferences
 - 4. Treasurer
The Treasurer shall:
 - Maintain Academic Senate fundsSpecific responsibilities shall include:
 - Serve as a member of the Academic Senate Executive Committee
 - Authorize disbursement of funds and maintains Senate Budget
 - Authorize expenditures and Academic Senate Social/Memorial Funds
 - Serve as a member of at least one standing committee
 - With the Executive Committee, meet regularly with the President/Superintendent
 - With the Executive Committee, meet with institutional Vice-Presidents
 - If possible, attend Statewide Academic Senate Conferences
- D. Limitations
No member shall hold more than one office at a time, and no member should be eligible for more than two consecutive terms in the same office.

Section 3: Meetings

The Academic Senate shall meet at least two times each academic calendar month.
Special meetings may be called at the discretion of the Academic Senate President or by any Senate Member.
A quorum of the Senate shall consist of one more than 50% of all Senators.
Any action taken by the Senate shall be by a majority vote with the exception of those actions noted in these bylaws requiring greater majorities.
The Vice-President of the Senate should call a Faculty Association meeting at least once each academic term.

Section 4: Committees

- A. Standing Committees
There shall be seven standing committees:
 1. Professional Relations Committee
 2. Equivalency Committee
 3. Leave, Tenure and Professional Advancement Committee
 4. Distance Learning Committee
 5. Student Success Committee
 6. Diversity/Student Equity Committee
 7. Emeritus Committee
- B. Composition of the Standing Committees:
Each of these committees shall have an Executive Committee officer or Senate designee as one of its members.
 1. The Vice-President shall serve as the Chairperson of the Professional Relations Committee.
 2. The President or Senate designee will serve as a member of the Equivalency Committee.



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3. The Secretary and Treasurer will serve as the Senate's representative on at least one committee each
 4. The chairpersons of the respective committees and/or Academic Senate President shall then select the other members from the entire faculty (process to be specified in individual Committee charters).
(Senate appointees will be confirmed by a two-thirds (2/3) vote of the Senate.)
- C. Responsibilities of the Standing Committees
1. The Professional Relations Committee
The Professional Relations Committee is available to consider non-contractual, conflict issues between or among faculty members. Concerns should be addressed to the chair to initiate the process.
 2. The Equivalency Committee
This committee will make decisions regarding the granting of equivalency in a discipline for all faculty applicants who lack minimum qualifications.
 3. The Leave, Tenure and Professional Advancement Committee.
This committee will make recommendations to the CIO on the granting of sabbaticals, tenure and professional advancement.
 4. Distance Learning Committee (DLC)
The Distance Learning Committee will consider online courses submitted for diagnostic approval, modifications to the Course Diagnostic Standards for Online and Hybrid Courses, and the content and scheduling of ongoing Learning Management System (LMS) training and online certification courses.
 5. Student Success Committee
The Student Success Committee will research, evaluate, and make recommendations to the Senate regarding staff development, instructional practices, and related resource allocation as they pertain to student success, including basic skills development, student learning, and related statewide or national initiatives. Recommendations regarding organizational and administrative practices, program components, and related resource allocation as they pertain to student success efforts will be made by the Committee to the institution.
 6. Diversity/Student Equity Committee
The Diversity Committee will promote and foster a diverse and inclusive environment, and will assist the college by identifying policies, procedures, and service programs that need to be developed that are supportive of diversity.
 7. Emeritus Committee
The Emeritus Committee will solicit and consider nominations for Faculty Emeritus status. This committee will forward its recommendations to the full Senate for its affirmation before such recommendations are forwarded to administration.
- D. Ad-Hoc Committees
At the Senate's discretion, Ad-Hoc committees may be formed.

ARTICLE IV. OTHER ELECTED POSITIONS

The membership of the Butte College Faculty Association is represented on the Curriculum Committee, in accordance with the bylaws of that committee which also define their responsibilities. The Vice-President of the Academic Senate will conduct elections for the faculty members of the Curriculum Committee.

ARTICLE V. VOTES OF CONFIDENCE

Individual members of the Academic Senate or members of standing committees shall be subject to a vote of confidence at any time twenty percent (20%) of the full-time faculty deems it so necessary in writing.

The Professional Relations Committee shall conduct the vote of confidence. Balloting by the full-time faculty shall be secret. A majority of all faculty exercising their right to vote shall constitute a successful vote of confidence. (If the Vice-President of the Senate should be subject to a vote of confidence, then another member of the Executive Committee will chair the committee.)

In the event that a member of the Academic Senate or members of standing committees do not secure a vote of confidence, his/her Senate seat or standing committee membership shall be given up, and the vacancy filled by regular procedures. (Refer to Article III, Section 1, subsection C, paragraph (5.) above).

APPENDIX 1 GUIDELINE FOR ELECTIONS

1. Preliminary Review
 - a. Review the Bylaws to the Constitution for the Butte College Faculty Association, Article III and IV.
2. Informing Faculty
 - a. Send a memo to full-time and associate faculty at the beginning of February announcing the opening of nominations.
 - b. Candidates shall be nominated during a stipulated ten-day time period through notification of the Senate Vice-President.
 - c. The election shall be scheduled no later than seven school days from the close of nominations and shall be conducted by the Executive Committee during a specified five-day period in March, extending from 8 a.m. Monday to 3 p.m. the following Friday.
 - d. Review appropriate documents to determine which positions are open on all committees.
 - e. Make a list of faculty members eligible to vote. This includes faculty on sabbatical and on leave (but does not include their replacements). Faculty on sabbatical leave will be mailed ballots provided a request is given to the Senate Vice- President.
3. Reminders
 - a. Send a reminder memo to faculty members a few days before the deadline to accept nominations.
4. Receiving Nominations
 - a. Consult with all nominees to confirm nomination and explain office and committee responsibilities.
 - b. If a person has been nominated to represent more than one constituency, consult with the nominee to determine which constituency s/he wishes to represent.
5. Balloting
 - a. Shall be secret.



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- b. Shall be verified by the Executive Committee.
- c. Candidates shall be listed alphabetically. If an incumbent, this information shall be noted. The constituency being represented should be stated for each candidate.
- 6. Election Procedures
 - a. The balloting process shall ensure voter confidentiality.
 - b. Voting faculty shall place their completed ballots in a blank envelope, signing their name legibly on the envelope.
 - c. The envelopes shall be sent or delivered to the office of instruction by the close of the election.
 - d. Ballots for faculty who are off campus (on sabbatical, or at outreach centers) should be mailed on the Thursday prior to the conclusion of the election process. Ballots received after 3 p.m. on the last day of the election will not be counted.
 - e. Faculty names will be checked off a master list. The ballots will then be removed and separated from the envelopes prior to counting ballots.
 - f. Vacancies in any election with a constituency will be filled by the candidate in that constituency with the most votes. If there is a tie, the tie will be run off in a subsequent election.
 - g. After informing all nominees, a memo will be sent to faculty with election results and a list of the new senators.
 - h. A memo of congratulations will be sent to new Senators and committee members from the Senate Vice-President.
- 7. New Senators: Information
 - a. A copy of the Constitution will be sent to new Senators together with the pamphlet, "The Role of Academic Senates in California Community Colleges."
 - b. Appropriate documents defining committee responsibilities will be sent to new members of all committees.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Cabrillo College

Constitution of the Cabrillo College Faculty Senate

In accordance with Title V of the California Administrative Code, Section 53200-53206 and with the approval of the Cabrillo College Governing Board, the faculty establishes the Cabrillo College Faculty Senate.

Article I: Name

This organization shall be known as the Cabrillo College Faculty Senate.

Article II: Purposes The purposes of this organization shall be:

1. To serve as the official representative of the faculty on academic and professional matters.
2. To represent the views of the faculty to the administration and Governing Board.
3. To participate in the formation of district policies on academic and professional matters.
4. To promote the effectiveness of teaching at Cabrillo College.
5. To promote the general welfare of faculty, staff and students through fund raising, scholarships and social events.

Article III: Membership

Section 1: "Faculty" is defined as any full- or part-time faculty member whose salary is determined by either the regular, unit pay temporary or children's center salary schedules.

Section 2: The Faculty Senate shall consist of two senators from each instructional division, two from the C&ESS division (one from the Counseling Division and one from Educational Support Services), one from the Watsonville Center, and one from the Library. A President and six senators shall be elected by the faculty at large. There is a Vice President who is selected by the President and Senate. There will also be a nonvoting student representative selected by the Student Senate.

Article IV: Officers

Section 1: The President of the Faculty Senate shall appoint, with consent of the Senate, a Vice President, Secretary, and Treasurer. Restrictions or requirements for officers shall be as described in the Bylaws.

Section 2: Senate officers shall receive reassigned time as described in the Bylaws.

Article V: Terms of Office and Elections

Section 1: The term of office for all Senators and the President shall be two years. The term of the President shall begin on the first day of the calendar year. The terms for other officers shall be as described in the Bylaws.

Section 2: Elections for President shall be held at the end of the spring semester. Elections for Senators At Large shall be held at the end of the fall semester. Three of the Senators shall be elected each year thus staggering their terms. Senator's terms shall begin at the first flex calendar meeting after their election. (The first meeting of the next semester).

Section 3: Division Senators shall be elected by the faculty of their divisions.

Section 4: Faculty Senate vacancies shall be filled in accordance with procedures specified in the Bylaws.

Article VI: Meetings

Section 1: Regular and Special meetings of the Faculty Senate shall be held as specified in the Bylaws.

Section 2: All Faculty Senate meetings shall be open to all faculty members.

Section 3: The President of the Faculty Senate shall call a special meeting of the faculty on petition of 10% of the faculty.

Article VII: Committees

Section 1: There shall be standing committees formed to conduct the business in the major areas of Senate jurisdiction.

Section 2: The President of the Faculty Senate shall appoint faculty members to each of the standing committees.

Section 3: The duties, responsibilities, and composition of each standing committee shall be outlined in the Bylaws.

Section 4: The President of the Faculty Senate shall appoint special (ad hoc) committees as needed with the advice and consent of the Faculty Senate.

Article VIII: Orders of Business and Parliamentary Procedure

Robert's Rules of Order, Revised shall be the authority on the order of business and parliamentary procedure in all regular and special meetings of the Faculty Senate and its committees.

Article IX: Adoption and Amendment

Section 1: This Constitution shall be adopted when ratified by a two-thirds majority of the faculty voting.

Section 2: Amendments to this Constitution may be proposed at any regular meeting of the Faculty Senate.

Section 3: If the proposed amendment receives simple majority approval of the Faculty Senate, the Elections Committee will review the proposal for clarity and then hold a ratification election.

Section 4: The amendment shall be adopted when ratified by a two-thirds majority of the faculty voting.



Bylaws of the Cabrillo College Faculty Senate

ARTICLE I: POWERS AND RESPONSIBILITIES

Section 1: The Senate shall have the power to review and recommend to the President of the College or to his/her representative with respect to the following:

- Clause 1. Any matter involving the educational program of the college.
- Clause 2. Policy regarding appointments, status, and assignments of teaching faculty members and other certificated personnel.
- Clause 3. Criteria for the establishment and discontinuance of divisions and departments.
- Clause 4. General policy regarding student affairs and activities.
- *Clause 5. re: 1725

Section 2: The Senate shall participate in the formulation of certificated personnel policy where appropriate including, but not limited to, policies concerning calendar, evaluation, and tenure.

Section 3: The Senate may act or may vote to act as a consulting body to the administration of the college in matters affecting the welfare of the faculty and student body of the college.

ARTICLE II: DUTIES OF FACULTY SENATE OFFICERS

Section 1: Duties of the Faculty Senate President

- Clause 1. The President of the Faculty Senate shall preside at all meetings of the faculty and Senate and Senate-sponsored faculty meetings.
- Clause 2. The President or designee shall relay to the administration the views of the faculty on any relevant matter when directed to do so by the Faculty Senate.
- Clause 3. The President or designee, when directed to do so by the Faculty Senate, shall present the views and/or recommendations of the faculty to the Governing Board subject to the following conditions:
 - (a) The Senate shall consult with the administration before requesting an appearance before the Governing Board.
 - (b) The Governing Board shall grant its permission before receiving an oral presentation. (Section 131.6, Title V, California Administrative Code)
- Clause 4. The President or designee shall represent the faculty at all regularly scheduled meetings of the College Planning Council.
- Clause 5. The President or designee shall attend the monthly meeting of the Governing Board.
- Clause 6. The President or designee shall attend the regularly scheduled meetings of the Instruction Council.
- Clause 7. The presiding officer at meetings of the faculty and/or Senate shall have the right to vote upon motions brought before either of these bodies when his/her vote would change the result. Thus, he/she may vote either to make or to break a tie vote, or to make or to prevent a two-thirds vote on questions requiring a two-thirds vote for passage.
- Clause 8. The Faculty Senate President shall organize Faculty Senate and Executive Committee meetings including:
 - Prepare agendas.
 - Review Minutes of previous meetings and coordinate the typing and dissemination of this information to Senators.
 - Compile any background information needed for clarification of agenda items.
 - Contact any resource speakers who need to attend Senate meetings for informational purposes.
- Clause 9. The President shall nominate all Faculty Senate appointments, with approval by the Faculty Senate, to college governance committees.
- Clause 10. The President or designee shall represent the Faculty Senate at the state and regional meetings of the Academic Senate for California Community Colleges.
- Clause 11. The President shall direct the overall operation of the Senate and Senate office, and authorize the expenditure of Senate funds.
- Clause 12. The President shall review minutes of other governance committees and articulate Senate positions and concerns where appropriate.
- Clause 13. The President shall read and keep abreast of, and be conversant about the myriad of information of concern to the Senate, including:
 - AB 1725 and Title 5 legislation and updates, Other current legislation,
 - Statewide Senate position papers, resolutions, and current information,
 - Materials from the California State Chancellor's Office,
 - State standards, matriculation, curriculum, staff development, etc.
- Clause 14. The President shall participate with the Vice President of Instruction and the appropriate division chairperson or department chairperson to review and approve or deny equivalencies to minimum qualifications.
- Clause 15. The President shall coordinate with the Vice President of Instruction Faculty Senate participation in the college staffing priority process.

Section 2: Duties of Faculty Senate Vice-President

- Clause 1. The Vice-President shall serve as the presiding officer at the faculty and Senate meetings in the absence of the President and shall assist the President in the performance of his/her duties and responsibilities.
- Clause 2. The Vice President shall succeed and fulfill the office of President for the remainder of the unexpired term in the event that office becomes vacant.
- Clause 3. The Vice President shall act as parliamentarian at all meetings of the Senate.
- Clause 4. The Vice President shall maintain an up to date listing of current Senate subcommittees and faculty representatives on all college governance committees.
- Clause 5. The Vice President shall sit as a member of and regularly attend meetings of faculty Senate and Senate Executive Committee.
- Clause 6. The Vice President shall closely work with the President to learn the workings of that office.
- Clause 7. The Vice President shall serve as a member of the Executive Committee, College Planning Council, the Council of Instructional Planning, and other governance committees at the direction of the Senate President and the Faculty Senate.
- Clause 8. The Vice President shall oversee the Faculty Senate's role in putting on the annual end-of-year (retirement) celebration.



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Clause 9. The Vice President shall aid in drafting position papers, resolutions, and letters.

Section 3: Duties of Faculty Senate Secretary

Clause 1. The Secretary of the Senate shall be responsible for insuring that the minutes of all faculty and Faculty Senate meetings are recorded, published and distributed.

Clause 2. The Secretary shall be responsible for Faculty Senate correspondence, and also for insuring that all amendments to the Constitution and Bylaws are promptly and properly recorded and that an up-to-date copy of the Constitution and Bylaws is available to the Senate.

Clause 3. The Secretary will be responsible for maintaining the mailroom Faculty Senate Bulletin Board and the Senate Web Page.

Section 4: Duties of Faculty Senate Treasurer

Clause 1. The Treasurer shall be responsible for the collection of Faculty Senate dues and the disbursements of Faculty Senate monies.

Clause 2. The Treasurer will periodically review expenditures of the Senate and provide the Faculty Senate with regular written reports on the on the state of the Treasury.

Clause 3. The Treasurer will balance the budget of the Senate and bank account(s).

Clause 4. The Treasurer will maintain all post financial reports and information.

ARTICLE III: MEMBERSHIP

Section 1: Membership is as described in the Faculty Senate Constitution.

ARTICLE IV: ELECTION PROCEDURES

Section 1: At-large vacancies: If the resignation of an at-large Senator is accepted by the Senate within 105 Teaching days of the expiration date of that Senator's term of office, the President of the Senate, with the advice and consent of the Senate, shall appoint a faculty member to serve as at-large Senator for the balance of the term. Otherwise, when an at-large seat is to be filled, the President of the Senate shall designate a Senator to serve as election official and a second Senator to serve as an assistant election official to validate the election procedures and tallies. The election official shall conduct the election according to the following clauses:

Clause 1. The Senator designated as election official will distribute a note of an at-large Senate election to all faculty members stating (a) nominations are open, and (b) the number of seats to be filled. It will have a space where the Faculty members may nominate themselves. Faculty members may nominate one person for each seat up for election. The following statement will be on the nomination form: "I have contacted the person or persons nominated above and have ascertained that the nominee(s) has consented to be nominated, are willing to serve if elected, and are not planning to be on leave during the term of office." This form must be signed by the nominator.

Clause 2. The election official will set a limit of one week, giving a date and the time 4:00 p.m. At the end of this period an alphabetical list of the nominees will be posted in the Faculty mail room and distributed to the faculty. Attached to this list will be another nomination form which will indicate that the nominations will be open for one more week, again designating the date and the time of 4:00 p.m. at the end of which nominations will be closed. The election official will then prepare a ballot containing all the nominees listed alphabetically.

Clause 3. He/she shall place on the ballot instructions for voters to vote for not more than the number of seats to be filled.

Clause 4. Before 9 a.m. on the day voting is to begin, he/she shall distribute a ballot via email to each faculty member.

Clause 5. At the exact time of the closing of the polls, which shall be no sooner than 4:00 p.m. of the second teaching day following the day voting begins and no more than 4:00 p.m. one week after the day voting begins, he/she shall print the ballots cast. He/she shall then verify the returns, consulting with the assistant election official to validate the vote count, and announce the results via email.

Clause 6. He/she shall declare as void ballots on which the number of names voted for is more than the number allowed.

Clause 7. Candidate(s) are elected by plurality. The election official shall notify the winning candidate(s) in writing of their election, and he/she shall report the election results to the Senate.

Clause 8. He/she shall preserve all ballots for at least one year after the election.

Section 2: The same nominating and balloting procedures described in Article IV, Section I of these Bylaws used for the election of at-large Senators will be used for the election of the President. The process will take place during spring semester, and the President will take office on January 2 of the subsequent year.

Clause 1. Section 1, Clauses 7 and 8 of this Article will apply to the election of the Senate President.

ARTICLE V: OFFICER APPOINTMENTS, TERMS OF OFFICE, AND COMPENSATION

Section 1: No senator may serve more than two consecutive two-year terms. He/she may again become eligible for election after an interval of one year or if the senator changes office. A change in office would be a change between division and at-large representative or assuming or exiting the position of a Senate officer.

Section 2: Vacancies in an unexpired term or terms shall be announced by the Senate and provisions to fill said vacancy will be those specified in Article IV of these Bylaws. The Senate vacancy must be filled within 20 teaching days following the announcement of vacancy.

Section 3: Senate resignations must be submitted in writing and become final only when accepted by a majority vote of the Senate.

Section 4: If the Senate Presidency is vacated in mid-term, the Vice President of the Senate shall immediately take the post of President and serve out the remainder of the vacated term. A president cannot serve in more than five (5) consecutive years. There is no life-long limit, just consecutive terms of office.

Section 5: Notwithstanding the provisions of Article V, Section 4 above, the Senate President may declare to the Senate his/her intention to only serve one year of his/her second two-year term of office. If such a declaration is made to the Senate between Jan. 2 and April 15 of the first year of this second term, then a college-wide election of the next President shall take place during that spring semester, according to the provisions outlined in Article IV of these by-laws. The newly elected President shall serve as Vice President for the fall semester and take over the duties of the President on Jan. 2.

Section 6: On the written petition of ten or more faculty members, an at-large Senator may be removed from office by a two-thirds vote of the electorate in a special recall election.

Section 7: A division Senator may be removed from office on the signed petition of two-thirds of the members of his division. The petition must be filed with the President of the Senate in order to effect removal.



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- Section 8: When a new division is formed, the Faculty Senate shall determine the length of the first term of office for that division's senator. This term shall be for no less than one and one half years and no more than two and one half years. The second term and all terms thereafter shall be for two years.
- Section 9: The Faculty Senate President shall be compensated by one-half reassigned time (7.5 units) during fall and spring semester. In addition, the Faculty Senate President shall be compensated for Senate responsibilities during the summer by a three unit special contract stipend.
- Section 10: The Vice President of the Senate is appointed by the president and confirmed by a simple majority of the Senate. Except in emergencies, the President of the Senate shall solicit nominations from the Faculty Senate for an impending appointment of the Vice President at least one month before such an appointment is considered by the Faculty Senate. The Vice President must be a Cabrillo College faculty member but not necessarily a current Senator. The Vice President's appointment is not to exceed one year. Also, an appointment shall end at the conclusion of any semester in which a presidential election takes place (note: election, not the beginning of the president's term - this allows a president-elect to be appointed VP prior to taking office if the Senate chooses to do so). The Vice President is a member of the Senate and receives three (3) units of reassign time for each of the fall and spring semesters. A new appointment will be made as soon as possible upon vacancy of the office.
- Section 11: The Secretary and Treasurer of the Senate are appointed by the president and confirmed by a simple majority of the Senate. Except in emergencies, the President of the Senate shall solicit nominations from the Faculty Senate for an impending appointment of the Secretary and Treasurer at least one month before such an appointment is considered by the Faculty Senate. They must be Senators, and they maintain office of Senator while serving as a Senate officer. Appointments are not to exceed one year, and the appointment shall end at the end of the calendar year (end of fall semester). The Secretary and the Treasurer of the Senate will each receive one (1) unit of reassign time for each of the fall and spring semesters. A new appointment will be made as soon as possible upon vacancy of either office.

ARTICLE VI: MEETINGS

- Section 1: At the start of each semester, the President of the Senate shall schedule as many regular meetings of the Senate as necessary to conduct the business of the Senate.
- Section 2: The President of the Senate may call special meetings of the Senate. He/she shall call a special meeting of the Senate if asked to do so by four or more Senators.
- Section 3: The President of the Senate shall call a special meeting of the faculty on petition of 10 percent or more of the electorate (Article VI, Section 3, Faculty Senate Constitution).

ARTICLE VII: STANDING COMMITTEES

- Section 1: General Provisions for Standing Committees
- Clause 1. Any member of the Faculty of Cabrillo College shall be eligible for appointment to membership on the standing committees of the Faculty Senate.
- Clause 2. All standing committee chairpersons are appointed by the Faculty Senate President with the approval of the majority of the Senate present and voting to serve for a term of one (1) year or to finish out an unexpired term. The Faculty Senator appointed to chair a standing committee shall serve as liaison between his/her committee and the Faculty Senate and shall make committee reports to the Senate as directed by the President.
- Clause 3. Standing committees may appoint sub-committees to study particular areas of policy formulation and to collect data. The chairperson of each subcommittee must be a regularly appointed member of the standing committee.
- Clause 4. Subcommittees may include resource persons from outside the certificated staff.
- Clause 5. The inclusion of regularly enrolled students on standing committees and subcommittees shall be at the discretion of the Faculty Senate with the advice of the chairs of the committees involved. The rights and responsibilities of students appointed to Senate committees shall be at the discretion of the committee chairperson subject to review by the Senate.
- Clause 6. All committee reports shall be submitted to the Senate for ratification, amendment or rejection, followed by appropriate action.
- Clause 7. Committee chairpersons shall annually appoint the members of their respective committees, unless memberships are specifically provided by these Bylaws.
- Clause 8. The President of the Faculty Senate shall be an ex-officio member of all Senate Committees.
- Clause 9. The Chairperson of a Senate Committee shall have the right to vote upon motions brought before his/her committee when his/her vote would change the result. Thus, he/she may vote either to make or break a tie vote or to make or prevent a two-thirds vote on questions requiring a two-thirds vote for passage.
- Section 2: Academic Council. The chairperson of the Academic Council and committee members shall act on matters which affect academic standards, grading practices, probation, readmission and other special considerations dealing with academic problems. The committee shall include the Administrative Dean of Student Services, two counselors or advisors, one member from each division, three regularly enrolled students, and such other members as the chairperson feels necessary to conduct committee business.
- Section 3: Curriculum Committee.
- Procedures of Operation
1. All procedures of the Curriculum Committee shall be in accordance with Robert's Rules of Order.
 2. All course descriptions, deletions, inactivations, curriculum catalog changes, and renumbering will be presented to the Curriculum Committee for approval. Courses brought out of the inactive file and replaced on active status require only that the division notify the Curriculum committee and the Vice-President-Instruction.
 3. All new courses, curriculum, and unit changes will be initiated on a provisional status by the divisions and submitted to the Vice-President-Instruction for verification of the subject matter and presentation to the Board of Trustees for approval. At the end of one year, all changes will be presented to the Curriculum Committee for approval at which time the Committee may approve or deny the changes or extend provisional status for one year. At the end of this one year extension of provisional status, the course must either be approved or disapproved by the Curriculum Committee unless extenuating circumstances justify further extension of the provisional status by the Curriculum Committee.
 4. All courses presented to the Curriculum Committee will be accompanied by an outline, time allocation, bibliography, and an evaluation of the course by division.



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5. All new programs must initially be approved by the Curriculum Committee.
6. All proposed courses initially approved by the divisions shall be submitted by the Vice-President-Instruction to the President of the College for presentation to the Board of Trustees, and the Board of Governors of the Community Colleges.

Standards of Evaluation

The following standards will serve as guidelines for evaluating courses presented to the Curriculum Committee:

1. Occupational needs within the community.
2. Capital and instruction costs.
3. Availability of faculty.
4. Courses within the catalog that are supportive or duplicative of the courses presented.
5. Student interest.
6. Relationship to curricular patterns.
7. Functional needs of the course.

Methods of Implementation

The Vice-President-Instruction will meet or confer with divisions regarding the details of including the proposed courses in the catalog. A summary of all proposals will be prepared for Board Action and distributed to members of the Curriculum Committee and the Faculty Senate and included in the catalog. All items will be returned to the Curriculum Committee for final approval at the end of the provisional period. The chairperson of the Curriculum Committee will be appointed by the President of the Faculty Senate but need not be a senator. The committee shall include as members, the Division Chairpersons, the Two (2) Instructional Deans, the Vice-President-Instruction, the College Librarian, one representative from each of the college divisions, and two regularly enrolled students.

Section 4: Executive Committee.

Composition

1. The Executive Committee shall consist of the President, Vice-President and three (3) Senators selected by the President with the advice and consent of the Senate.

Qualifications

1. Members of the Executive Committee shall be members of the Senate.

Terms of Office

1. The Senate members of the committee shall serve for a term of one year and may be reappointed for one consecutive year. The term of office shall begin on August 20 and end on May 25. If a Senator resigns from the committee before May 25, the President shall appoint, with the advice and consent of the Senate, a Senator to serve on the committee for the balance of the term.

Powers and Duties of the Faculty Senate Executive Committee

1. Clause 1. The Executive Committee shall have general supervision of the affairs of the Senate between its business meetings, make recommendations to the Senate, and shall perform other duties as specified in these Bylaws.
2. Clause 2. The Executive Committee shall be subject to the orders of the Senate, and none of its acts shall conflict with the actions taken by the Senate.
3. Clause 3. The Executive Committee shall set the Agenda for Senate meetings
4. Clause 4. The Executive Committee shall recommend to the Senate President appointments for Governance and other committees.
5. Clause 5. The Executive Committee shall define the main objectives of the Senate each year and propose recommendations to the Senate.
6. Clause 6. The Executive Committee shall form ad hoc committees with the approval of the Senate.
7. Clause 7. The Executive Committee shall monitor Senate appointed faculty serving on committees.
8. Clause 8. The Executive Committee shall schedule and attend meetings with college administrators as required.
9. Clause 9. The Executive Committee shall act as advisor to the Senate President.

Section 5: Outcomes Assessment Review Committee

The chairperson of the Outcomes Assessment Review Committee (the college's SLO coordinator) and committee members shall oversee all campus assessment activities and discuss their results. The OARC has three main tasks: 1) to facilitate and archive assessment results; 2) to review reports; and 3) to facilitate a campus dialogue process, if needed.

The OARC will make an annual report to the Faculty Senate.

ARTICLE VIII: AD HOC COMMITTEES

Section 1: General Provisions for Ad Hoc Committees.

The committees described in this article (VIII) may be formed when the President of the Faculty Senate or the Senate deem it appropriate. The general provisions for standing committees described in Article VII, Section 1, shall also apply to ad hoc committees.

Section 2: Finance Committee

The chairperson of the Finance Committee shall be appointed by the President of the Faculty Senate, but need not be a senator. The committee shall be composed of one (1) representative from each division, plus one (1) representative each from the Counseling and Library staffs. The Vice-President-Business will be a non-voting member of the committee. The main responsibility of the committee is to prepare for the Faculty Senate each spring a salary and benefits proposal for the next fiscal year. Specific procedures for this task are found in the Procedures Manual of the Finance Committee Chairperson. In addition, the Finance Committee shall recommend to the Senate on any other matters affecting the faculty in salary and benefits. Once a year, the chairperson shall report to the Faculty Senate Cabrillo's status with respect to the Fifty Percent (50%) Law.

Section 3: Community Education.

The Chairperson and members of this committee shall study and act on matters concerned with faculty-student-community relations in general, art exhibits, lectures, speakers, and the recreational program. Membership of this committee shall include the Director of Community Education and such other members as the chairperson feels necessary to conduct business.

Section 4: Professional Rights and Responsibilities.

The Chairperson and members of this committee shall study and act on faculty concerns or grievances related to academic freedom, ethical standards, formulation of district policies and procedures that affect faculty welfare, professional growth, sabbatical leaves, teaching loads, teacher recruitment, and teacher evaluation. The size of this committee is at the discretion of the chairperson but must include at least one representative from each division.

Section 5: Instruction Committee.



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This committee shall study and recommend action to the Faculty Senate on such instructional matters as the college calendar (including Intercession and Summer Session arrangements), and part-time instruction; and shall participate in coordination of curriculum with local school districts. The Chairperson shall act as the President's representative at regularly scheduled meetings of the division chairpersons with the Vice-President-Instruction and at meetings of the Instruction Council. The Committee shall include one member from each division and such other members as the chairperson deems necessary to conduct committee business.

Section 6: Committee on External Relations.

This committee shall study and make recommendations relative to the effects of existing and proposed legislation. It shall devise methods to foster interrelations with statewide and regional organizations and other community colleges and to coordinate legislative advocacy before the legislature and administrative agencies. The committee shall develop measures to improve community relations in the use of radio, TV and the press. The committee shall assist and coordinate specific legislative interests of Divisions and the general interests of the College. The committee shall comprise a Chair and one member from each Division and Faculty unit comprising the Senate membership.

ARTICLE IX: ADOPTION AND AMENDMENT

Section 1: These Bylaws shall be adopted when approved by a majority of the votes cast by the electorate.

Section 2: These Bylaws may be amended by a two-thirds vote of the Faculty Senate. Proposed amendments shall be distributed to the faculty for informational purposes at least seven days prior to Senate action.

Section 3: Division Senators shall periodically review the Bylaws with members of their divisions and bring to the Senate suggestions for change.



Cañada College Academic Senate Constitution

ARTICLE I: NAME

The name of this organization shall be the Cañada College Academic Senate.

ARTICLE II: PURPOSE

The purposes of this Senate shall be to:

- concern itself with professional relations between the Senate and Cañada College administration and/or the San Mateo County Community College District,
- promote the general welfare of Cañada College and the San Mateo County Community College District,
- work toward the development and improvement of professional standards,
- act as a body, and
- provide for continuous study of Senate problems at the local and state levels

ARTICLE III: MEMBERSHIP

Section 1: In order to create the Academic Senate Governing Council, each member of the College's faculty shall be entitled to one vote in Senate elections. ("Faculty" is used here as defined in Section 131.6, Subsection 1 of the Administrative Code, Title 5, State of California, and means those certificated persons employed by the College District who do not perform any services for the College that require administrative or supervisory credential.)

Section 2: The Academic Senate shall include all certificated full-time and part-time faculty employed under contract by the College loaded at three or more units per semester.

Section 3: Consistent with Section 13532 of the California Education Code, the Academic Senate may call members for the payment of professional dues. However, professional dues are not to be a condition for eligibility to membership in the Senate, and no sanctions are to be imposed upon members who do not pay such professional dues. Collection of dues payments may be accomplished through receipt from the members of personal checks made payable to the Cañada College Academic Senate or by payroll deduction.

ARTICLE IV: POWERS AND RESPONSIBILITIES

Consistent with this constitution, all authority and responsibilities of the Senate and all Senate committees shall be exercised by, through and with the approval of the Governing Council in accordance with the Bylaws.

ARTICLE V: GOVERNING COUNCIL OFFICERS AND REPRESENTATIVES

Section 1: The officers shall be the President, Vice President, Secretary, and Treasurer.

Section 2: The Governing Council shall consist of the officers and other representatives as outlined in the Bylaws.

ARTICLE VI: OFFICIAL MEETINGS

Section 1: A quorum for a meeting of the Senate shall consist of those Senate members present.

Section 2: A quorum for a meeting of the Governing Council shall consist of a simple majority of the Council members.

Section 3: A quorum for a meeting of all other Senate subcommittees shall consist of a simple majority of the committee members.

ARTICLE VII: AMENDMENTS

Section 1: This Constitution may be amended by a vote of at least 60% of the Senate votes cast. Proposed amendments must be announced as a discussion and/or action item on the regularly distributed agenda for the ASGC meeting at which they will be addressed. Copies (hard or electronic) of these proposed amendments must be filed with the Senate Secretary and provided to all Senate members at least two weeks preceding the vote.

Section 2: The Bylaws may be amended by a simple majority of the Senate votes cast. Proposed amendments must be announced as a discussion and/or action item on the regularly distributed agenda for the ASGC meeting at which they will be addressed. Copies (hard or electronic) of these proposed amendments must be filed with the Senate Secretary and provided to all Senate members at least two weeks preceding the vote.



Cañada College Academic Senate Bylaws

BYLAW I: ELECTIONS

Section 1:

The president shall appoint an Election Committee subject to the approval of the Governing Council. This appointment should take place by the first Governing Council meeting in March. The Election Committee shall consist of at least 3 Senate members who represent multiple divisions and who are not running for Governing Council office. The responsibilities of the Election Committee shall be to:

- establish an election timeline in accordance with Bylaw 1, Section 4, and
- collect names of nominees,
- create, distribute, collect and count the ballot,
- appoint two members of the Election Committee and one additional Senate member to witness the count,
- announce election results at the Governing Council meeting in accordance with Bylaw I, Section 5.

Section 2:

The report of the Election Committee shall be submitted to the Senate at least two weeks prior to the election. Additional nominations may be made from the floor.

Section 3:

All candidates shall have the opportunity to address the Senate at a Governing Council meeting prior to the election.

Section 4:

Elections shall be held by ballot, to be returned and tabulated on or before the last Governing Council Meeting in April.

Section 5:

Election results may not be announced in part.

Section 6:

A tie shall be resolved by a simple majority vote of the current Governing Council.

Section 7:

The Governing Council shall have the authority to interpret rules for the call and conduct of elections.

BYLAW II: COMPOSITION AND TERMS OF THE GOVERNING COUNCIL

Section 1:

The Governing Council shall consist of the officers and other voting representatives as determined by the Senate Bylaws.

Section 2:

The officers shall be elected for a term of two years. They shall assume the duties of their respective offices at the last regular Senate meeting of the academic year. The President and Vice President shall be elected in odd numbered years, and the Secretary and Treasurer shall be elected in even numbered years. Upon completion of his/her term, the outgoing President shall be invited to serve one year as an ex officio member of the Governing Council.

Section 3:

The President of the Senate shall begin consultations with the standing committees of the Senate. Subcommittees of the Senate shall submit to the President their respective chair nominees for the upcoming academic year. In addition, the President may make other nominations as needed. The President shall submit these nominees to the Governing Council for acceptance at the first Governing Council meeting of the new academic year. Those nominees accepted by the Governing Council shall begin their duties immediately.

Section 4:

Vacancies to the Governing Council will be filled as follows:

Succession: If the President cannot complete his/her term, then the Vice President will succeed the President for the duration of the President's elected term.

Appointment: If any Governing Council position other than the President cannot fulfill his or her term, then the balance of the Governing Council shall, after deliberation, appoint a faculty member to complete that individual's term.

Section 5:

The voting members of the Governing Council of the Academic Senate shall be: the President, the Vice President, the Treasurer, the Secretary, the Curriculum Committee Chair, the Professional Personnel Committee Chair, the College Council Representative, and the Division Representatives.

BYLAW III: DUTIES OF OFFICERS

Section 1:

The President shall preside at all meetings of the Senate and Governing Council. She shall in every way endeavor to promote the interests and purposes of the Senate. She shall become familiar with the Constitution and Bylaws of the Senate. She shall appoint all temporary chairpersons of standing and special committees, and they shall serve subject to the approval of the Governing Council. She shall require an audit of the Senate books at the close of each academic year. She shall meet regularly with the Senate Presidents from other colleges in the District to coordinate activities and policies which involve the faculties of the three colleges.

Section 2:

The Vice President shall serve as assistant to the President and shall serve as President in the absence of the President.

Section 3:

The Secretary shall keep a record of the proceedings of all Senate and Governing Council meetings. In cooperation with the President, he shall prepare agendas for the meetings of the Senate and Governing Council. He shall maintain the files of the Senate, and he shall be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.

Section 4:

The Treasurer shall receive all remunerations belonging to the Senate. She shall pay out the funds of the Senate on orders signed by the President. She will prepare a budget for the operation of the Senate at the beginning and ending of each academic year and as requested by the President.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Senate members in need of reimbursement shall submit receipts and original paperwork with proper forms to the Academic Senate Treasurer.

BYLAW IV: DUTIES OF COUNCIL MEMBERS

Section 1:

The Governing Council shall represent the members of the Senate. It shall be the policy-making body of the Senate. It shall deliberate and act upon such matters of Senate interest and concern as are brought to its attention. It shall, through the President or through its special delegates, serve as the voice of the Senate and, when so directed, represent the Senate in relations with the District.

Section 2:

The Governing Council shall make all faculty appointments to the permanent committees of the College.

Section 3:

The Governing Council shall serve as the Cañada College President's Advisory Committee regarding faculty-related concerns.

Section 4:

The Governing Council shall require minutes of action items to be kept and made available to members of the Academic Senate.

Section 5:

The Governing Council shall meet on a regular basis to receive and consider the reports and recommendations of the Senate President, the chairpersons of the standing committees, and the Division Representatives. A summary of these reports shall be included in the minutes and circulated to the members of the faculty.

Section 6:

Major issues as defined by the Governing Council, shall be submitted to members of the Senate for their deliberation. A vote may be called by the Academic Senate President at the direction of the Governing Council, or by a petition endorsed by no fewer than 10% of the members of the Senate.

Section 7:

Terms of Division Representatives shall be two years.

BYLAW V: SENATE COMMITTEES AND THEIR DUTIES

Section 1:

The Governing Council shall serve as a steering organization, performing the routine tasks for the Senate, preparing items for presentation to the Senate, and receiving all recommendations from the committees.

Section 2:

There shall be three standing committees of the Academic Senate: Curriculum, Professional Personnel, and faculty membership to the College Council. All authority and responsibilities of these committees shall be exercised through the Governing Council.

Section 3:

As necessary, the President may appoint additional committees with the approval of the Governing Council. At the Governing Council's discretion, students may be appointed to committees. Student representatives may have the same voting privileges as faculty members.

Section 4:

All committees established by the Senate shall be advisory and shall be responsible to the Governing Council.

Section 5:

All committees established by the Senate Governing Council, must ensure that their Bylaws are consistent with the Senate's Constitution and Bylaws.

Section 6 – Curriculum Committee:

- The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four-year institutions, and support the goals and objectives of the San Mateo County Community College District and Cañada College.
- The Curriculum Committee shall make recommendations to the Governing Council about general instruction policies and standards, and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses. To do this, the Curriculum Committee shall seek input from those campus and committee individuals who are affected by curricular decisions, and whose input is needed by the Curriculum Committee to make informed decisions. The Committee shall request the Office of the President of Cañada College to provide such information as is necessary for its deliberations and actions.
- All standing subcommittees of the Curriculum Committee shall have a written charter and guidelines. In addition, these subcommittees shall present, at minimum, annual reports to the Curriculum Committee.
- Membership of the Curriculum Committee shall be eight faculty members with a minimum of one from each division. An additional faculty member shall serve as the chair. This chair shall have served at least one year on the Curriculum Committee.
- The voting members of the Curriculum Committee shall be comprised of those faculty members appointed to the Committee, and one representative from the Admissions and Records area that evaluates degree and certificate petitions. The President of the Academic Senate and the Vice President of Instruction shall be non-voting advisors to the Curriculum Committee.
- Senate members shall serve on the Curriculum Committee as division representatives for no more than three consecutive years. One year must pass before additional terms may be served. The chair shall serve a two-year term which may be renewed once.

Section 7 – Professional Personnel Committee (PPC):

- The Professional Personnel Committee is responsible for the administration of the following funds through subcommittees named for each respective fund: Trustee Grants for Program Improvement (TGFPI), Professional Development (PD), and AB1725.
- TGFPI and PD subcommittee membership shall be determined by the Governing Council in accordance with the rules and regulations set forth in the faculty collective bargaining agreement.
- AB1725 subcommittee membership shall be determined by the Governing Council in accordance with the rules and regulations set forth by AB1725.
- Membership in the Professional Personnel Committee, which is the umbrella committee for the three subcommittees (TGFPI, PD, and AB1725), shall come from the membership of the three subcommittees and will, whenever possible, reflect all academic divisions and



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counseling. The PPC may, at the discretion of the Governing Council, have additional non-faculty membership. Senate members shall serve no more than three consecutive years on the PPC. A PPC member shall serve no more than two of the three years as a chairperson. New members shall be proposed by any Senate members when vacancies occur. The Governing Council shall approve proposed members.

Section 8 – Faculty Memberships to the College Council:

The College Council shall consist of a faculty member from each division and one part-time member.

The Governing Council shall approve the faculty representatives of the College Council. The College Council shall appoint the part-time member. Faculty members on the College Council shall represent their divisions and general faculty interests.

College Council Faculty Representatives shall serve terms of two years. The term may be extended by one year.

- Faculty who serve on the College Council shall:
- represent the interests of the faculty and the concerns of the Governing Council of the Academic Senate,
- select a representative to the Governing Council,
- present to the College Council the concerns of the Senate, and o assess the effectiveness of the shared governance process.



Cerritos College Constitution of the Faculty Senate

Amended: September 24, 2013

Approved: November 14, 2013

We, the Faculty of Cerritos College, in order to insure the proper exercise of the rights and privileges of our profession, to discharge the responsibilities and obligations of the trust which we share with other institutions of higher learning and to promote excellence of instruction, research, and community service, do hereby establish, within the guarantees granted and the limitations set forth by the legislature of the State of California and the Governing Board of this College District, this Constitution of the Faculty Senate of Cerritos College.

ARTICLE 1. NAME

The name of this body shall be the Faculty Senate of Cerritos College.

ARTICLE 2. PURPOSE

The purpose of the body shall be: (a) To study, with assistance of as many faculty members as is feasible, matters related to academic and professional standards and affairs of the College; and (b) To make recommendations to the administration and/or Governing Board.

ARTICLE 3. MEMBERSHIP

- 3.1 Full-time membership of this body shall be faculty who do not perform any services for the College that require an administrative or supervisory credential, or whose major assignment is not administrative in nature, and who are preferably tenured.
- 3.2 Part-time membership of this body shall be faculty with a minimum of two semesters, preferably four semesters, of experience at the College. Faculty shall serve as Senators only if actively employed by the College during their term as Senator.
- 3.3 Election of members shall be specified in the By-laws.

ARTICLE 4. OFFICERS

- 4.1 The officers shall include but not be limited to the President, the Vice President, and the Secretary.
- 4.2 Officers shall be elected by a majority vote at a regularly scheduled meeting of the Faculty Senate.
- 4.3 The time of election and term of office shall be specified in the By-laws.

ARTICLE 5. MEETINGS

- 5.1 The Faculty Senate shall determine its time of meetings, rules, procedures, and methods of voting.
- 5.2 Special meetings as needed may be called by the Faculty Senate President or by a majority vote of the Faculty Senate.

ARTICLE 6. BY-LAWS

By-laws shall be established to specify rules of operation, responsibilities of officers, standing committees, committee responsibilities, and procedures necessary for the effective operation of the Faculty Senate.

ARTICLE 7. AMENDMENTS TO THE CONSTITUTION

- 7.1 Amendments may be proposed by (a) petition signed by 10% of the faculty, or (b) by a majority of the total membership of the Senate and submitted to the Faculty Senate President.
- 7.2 Any duly proposed amendment to the Constitution shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the proposed



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- amendment.
- 7.3 Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior to the above meeting.
- 7.4 An amendment to this Constitution shall be considered in effect when it has received a favorable vote representing two-thirds of the faculty members voting, taken by secret ballot.



CERRITOS COLLEGE BY-LAWS OF THE FACULTY SENATE

Amended: September 24, 2013

Approved: November 14, 2013

ARTICLE 1. OFFICERS

- 1.1 Officers shall be elected at the third regularly scheduled meeting in April.
- 1.2 The terms of office for all Faculty Senate officers – President, Vice President, and Secretary – shall be for two years, commencing July 1 of the first year and terminating June 30 of the second year.
- 1.3 A majority of the elected membership of the Faculty Senate shall constitute a quorum meeting.
- 1.4 The latest edition of Robert’s Rule of Order (Revised) shall prevail at all meetings of the Faculty Senate and its committees.
- 1.5 The Executive Committee shall consist of the Past President, the President, the Vice President, the Secretary, and Senate members appointed by the Faculty Senate President and approved by the Faculty Senate

ARTICLE 2. ELECTIONS OF FULL-TIME FACULTY SENATORS

- 2.1 One Senator shall be elected by written ballot from each division for each ten faculty members or major fraction thereof. Each division shall have a minimum of one representative. For the purpose of this section, professional librarians and counselors shall be considered as being members of separate divisions. All other faculty members not assigned to a division shall elect one Senator to represent them.
- 2.2 The terms of office for all Senators shall start at the beginning of the fall semester. Senators shall serve staggered two-year terms.
- 2.3 All Senators shall be elected no later than the end of the spring semester.
- 2.4 Vacancies shall be declared by the Faculty Senate, and upon direction of the Faculty Senate, new members shall be elected to fill unexpired terms.
- 2.5 A Senator may be recalled by a two-thirds vote, taken by secret ballot, of the division which he/she represents.

ARTICLE 3. ELECTIONS OF PART-TIME FACULTY SENATORS

- 3.1 Two Senators shall be elected by the Faculty Senate.
 - 3.1.1 If only two faculty apply, the Faculty Senate Officers may appoint them or reopen the nomination process.
 - 3.1.2 If more than two faculty apply, the Faculty Senate shall elect two Senators by majority vote.
If faculty do not apply, the Faculty Senate may appoint one or two Senators by majority vote or leave the position(s) vacant.
- 3.2 Whenever possible, one Senator should represent the CTE faculty.
- 3.3 The terms of office for Senators shall start at the beginning of the fall semester. Senators shall serve one-year terms.
- 3.4 All Senators shall be elected no later than the end of the spring semester.
- 3.5 Vacancies shall be declared by the Faculty Senate, and upon direction of the Faculty Senate, new members shall be elected to fill unexpired terms.
- 3.6 A Senator may be recalled by a majority vote of the Faculty Senate.



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ARTICLE 4. RECORDS

The records of the Faculty Senate shall be maintained in the office of the Faculty Senate President, which shall also be the Office of the Faculty Senate.

ARTICLE 5. MEETINGS

The Faculty Senate shall meet at least once a month during the academic year, such meetings to be included in the official College calendar.

ARTICLE 6. PROCEDURES

- 6.1 The Faculty Senate shall set its agenda and shall publish and distribute to all academic personnel its minutes, resumes of minutes, and reports.
- 6.2 The agenda of the Faculty Senate shall be distributed in writing to the faculty at least three days, excluding holidays, prior to the meeting of the Faculty Senate at which said agenda is to be discussed, and no item shall be discussed which does not appear on the agenda except by majority vote of the Faculty Senate.
- 6.3 Any three members of the faculty may present an item for the agenda of the Faculty Senate by signed written notice to the Faculty Senate President.
- 6.4 At a meeting of the Faculty Senate, any senator may present an item for a future agenda of the Faculty Senate providing there is no protest, by a member of the Faculty Senate. In case of protest, a majority vote of the Faculty Senate shall prevail.
- 6.5 Faculty Senate meetings shall be open meetings, but visitors may speak only with the consent of the Faculty Senate President or a majority of the Senators present.

ARTICLE 7. RESPONSIBILITIES AND PREROGATIVES

- 7.1 The Faculty Senate shall present its written views and recommendations to the Governing Board through regularly established channels. However, the Faculty Senate, after consultation with the administration, may present its views and recommendations directly to the Governing Board.
- 7.2 The Faculty Senate President or a Senator appointed by the President shall represent the Faculty Senate at meetings of the governing Board and shall be recognized by the Governing Board as an official representative of the Faculty Senate.
- 7.3 The Faculty Senate shall create and define powers of such standing and special committees as are necessary for the performance of its duties and shall have the right of review of all committee action.
- 7.4 The Faculty Senate may call meetings of the faculty as needed, in keeping with regulations of the Governing Board.
- 7.5 The Faculty Senate shall communicate with the faculty, employing methods it considers appropriate, in keeping with regulations of the Governing Board.
- 7.6 The Faculty Senate may poll faculty opinion by methods it considers appropriate, in keeping with regulations of the Governing Board.
- 7.7 The Faculty Senate shall elect the Faculty standing members of the Administrative Screening Committee from nominees elected by the divisions. Augmentation to the standing membership shall be appointed by the Faculty Senate President and ratified by a majority of senators voting.

ARTICLE 8. AMENDMENTS TO THE BY-LAWS

- 8.1 Amendments to the By-laws may be proposed by (a) written petition of at least ten percent of the faculty or (b) a majority vote of the total membership of the Faculty Senate.
- 8.2 Any duly proposed amendment to the By-laws shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the



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proposed amendment.

- 8.3 Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior to the above meeting.
- 8.4 An amendment to the By-laws shall become effective when it has received a favorable majority vote of the faculty voting by secret ballot.

ARTICLE 9. STANDING COMMITTEES

Faculty Senate Standing Committees and faculty representation on Institutional Standing Committees are included in the Shared Governance Policy at Cerritos College. Details about shared governance committees, practices, and procedures can be found on Cerritos College's [Shared Governance website](#).



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Cerro Coso Community College

None Found



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Chabot College

Chabot College Academic/Faculty Senate Constitution

May 22, 2003

Preamble

We, the Faculty of Chabot College, in order to establish a formal and effective procedure for participating in the formation of district policies on academic and professional matters, adopt this Constitution.

Article I - Name

This organization shall be known as the Chabot College Academic/Faculty Senate.

Article II - Purposes, Scope, Powers

Section 1. All powers and responsibilities referred shall be vested in the Faculty acting through the Academic/Faculty Senate.

Section 2. The primary function of the Academic/Faculty Senate is to serve as the representative of the Faculty in making recommendations to the Administration and to the Board of Trustees in academic and professional matters. These include but are not limited to the following:

[NOTE: 10+1 Not Included]

- a. Academic Policies
- b. Educational Expenditures
- c. Institutional Philosophy
- d. Instructional Services.
- e. Faculty Personnel Policies
- f. Academic and Professional Rights and Responsibilities
- g. Academic and Professional Standards
- h. Student Personnel Policies

Section 3. The Academic/Faculty Senate shall present its views and recommendations to the Board of Trustees through regularly established channels.

Section 4. The Academic/Faculty Senate shall send a representative to all meetings of the Board of Trustees. The Academic/Faculty Senate may present its views and recommendations directly to the Board of Trustees.

Section 5. Academic/Faculty Senate action shall become effective seven (7) calendar days after its publication and distribution except where:

- a. The Academic/Faculty Senate decides by a majority vote of the total Academic/Faculty Senate that action must be submitted to the vote of the full Faculty for approval, or
- b. A petition signed by twenty (20) percent of the Faculty for a referendum is submitted to the Academic/Faculty Senate within ten (10) calendar days requesting a referendum vote of the Faculty.
 - 1) The referendum shall be submitted to the Faculty within fifteen (15) calendar days.
 - 2) A referendum, for passage, shall require a majority of the vote cast in the referendum.
 - 3) For the purposes of referenda voting shall be by secret ballot of the entire Contract, Regular Faculty and Part-Time Faculty whose vote shall count as one-fifth (1/5) of a Full-Time Faculty vote. Full-time Faculty who also have Part-time assignments shall have but one vote.

Article III - Membership

Section 1. Qualifications for the Academic/Faculty Senate

- a. Qualifications for election to the Academic/Faculty Senate shall be the same as those defined for Contract, Regular, and Part-time Faculty.
- b. A Faculty Senator shall be deemed ineligible to hold office if the Senator is appointed to a position defined as management.

Section 2. Composition of the Academic/Faculty Senate

- a. The President of the Academic/Faculty Senate
- b. The elected representative from the Instructional Divisions, Library, Counseling, and the Part-time Faculty. One of these elected representatives will also serve as Vice President and another as Secretary of the Academic/Faculty Senate.
- c. Representation shall be as follows: the total number of Contract and Regular Faculty employed in the spring semester of the election year in each Instructional Division, Counseling, and the Library, from:
 - 1) 1 through 19: 1 Senator
 - 2) 20 through 39: 2 Senators
 - 3) 40 through 59: 3 SenatorsAnd the Part-time Faculty: 1 Senator
- d. The Instructional Divisions, Counseling, the Library, and the Part-time Faculty may select alternates to participate in Senate meetings when a Senator is not able to attend.
- e. Ex-officio, non-voting representatives from the Associated Students of Chabot College and from the Chabot Las Positas Faculty Association.
- f. In order for the Senate to take advantage of the retiring president's counsel and experience, the outgoing president of the Chabot College Academic/Faculty Senate shall have the option of remaining on the Senate for one additional year as an ex-officio member, with full voting rights, with the title of Immediate Past President.

Section 3. Election to the Academic/Faculty Senate

- a. Procedures for election to the Academic/Faculty Senate shall be determined by the respective voting areas.
- b. Senators shall be elected by a majority of the members of their voting area.
- c. The Academic/Faculty Senate shall settle disputes in regard to elections and qualifications.



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- d. Candidates for the Part-time Senator will be nominated by the full time senators from part-time faculty in their divisions. The Senate will elect a Part-time Faculty member from the nominees for the academic year.

Section 4. Terms of Office

- a. The term of office for the full time divisional Senators and for the President shall be for two years. The term of office for the Part-Time Senator shall be one year. The term of office for the President shall start on July 1 of odd-numbered years. The term of office of the Vice President and Secretary shall be one year.
- b. The term of office for full time divisional Senators shall start at the beginning of the Fall term of the even-numbered year session.
- c. If a Senator resigns during a term of office, a new Senator shall be elected by the same procedures outlined in Article III, Section 3.

Section 5. Recall from Office

A Senator may be removed from office in a manner to be determined by the appropriate voting area.

Article IV - Officers

Section 1. The officers of the Academic/Faculty Senate shall be:

- a. The President
- b. The Vice President
- c. The Secretary
- d. The Immediate Past President

Section 2. Eligibility for office

- a. All Officers of the Academic/Faculty Senate shall be fulltime, Contract and Regular Faculty.
- b. No Faculty member serving as president of the faculty bargaining unit shall be eligible for the office of Academic/Faculty Senate President.

Section 3. Procedures for Elections

- a. Nominations for Academic/Faculty Senate President shall be verified by an election committee to be selected by the Academic/Faculty Senate.
- b. An election committee of three (3) members of the Faculty who are not candidates for office shall be selected by the Academic/Faculty Senate to prepare the ballots and act as tellers for the election.
- c. The President of the Academic/Faculty Senate shall be elected by a majority of the Contract and Regular Faculty.
- d. If no candidate for the office of Academic/Faculty Senate President receives a majority of the total votes cast, a run-off election shall be held between the two candidates who receive the highest number of votes.
- e. Should the office of President be vacated with one year or more remaining in the term an election shall be conducted by the election committee; otherwise, the Vice President shall become the President for the remainder of the term of office.
- f. The Vice President and Secretary shall be elected by a majority vote of the total Academic/Faculty Senate for a term of one year.

Section 4. Duties of Officers

- a. President
 - 1) The Academic/Faculty Senate President shall represent the opinions and votes of the Academic/Faculty Senate, or the expressions of the Faculty- Academic/Faculty Senate as determined by a referendum to the Administration, the Board of Trustees, the State Academic Senate, and the community at large.
 - 2) The Academic/Faculty Senate President shall report to the Senate on all matters of academic or professional concern to the Faculty.
 - 3) The Academic/Faculty Senate President shall attend meetings of the Board of Trustees, College Council and other governance committees.
 - 4) The Academic/Faculty Senate President shall serve on the Executive Committee (DBSG, PRBC or equivalent, Chancellor's Council).
 - 5) In the absence of the Academic/Faculty Senate President, the duties of that office shall be discharged by the Vice President; or, in whose absence, by a designee chosen by a majority of the total Academic/Faculty Senate.
 - 6) The Academic/Faculty Senate President shall appoint faculty members to serve on all college and district committees in consultation with of the Academic/Faculty Senate. The Academic/Faculty Senate can, with a majority vote, choose to appoint committee members itself if it so chooses.
 - 7) The Academic/Faculty Senate President or their designee shall preside over meetings of the Academic/Faculty Senate and meetings of the Faculty- Academic/Faculty Senate.
- b. Vice President
 - 1) The Academic/Faculty Senate Vice President shall communicate with all committees and assure timely reporting by all committees to the Academic/Faculty Senate.
 - 2) The Academic/Faculty Senate Vice President shall represent the Faculty when the President is unavailable.
 - 3) The Academic/Faculty Senate Vice President shall serve on the Executive Committee.
 - 4) The Academic/Faculty Senate Vice President shall attend meetings of the College Council.
 - 5) The Academic/Faculty Senate Vice President shall act as the Senate's Parliamentarian.
- c. Secretary
 - 1) The Academic/Faculty Senate Secretary shall distribute the agendas for each regular meeting of the Academic/Faculty Senate and draft and distribute the Senate Minutes.
 - 2) The Academic/Faculty Senate Secretary shall handle all correspondence of the Academic/Faculty Senate including distribution of information to the Faculty upon request by the Academic/Faculty Senate.
 - 3) The Academic/Faculty Senate Secretary shall serve on the Executive Committee.
 - 4) The Academic/Faculty Senate Secretary shall serve on the College Council.
- d. Immediate Past President
 - 1) The Immediate Past President shall serve on the Executive Council



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- 2) The Immediate Past President shall attend the meetings of the College Council.
- Section 5. Recall of Officers
- a. Recall of an Academic/Faculty Senate Officer shall be initiated by:
 - 1) A two-thirds (2/3) vote of the total Academic/Faculty Senate, or
 - 2) A recall petition signed by thirty (30) percent of the Contract and Regular Faculty.
 - b. An Academic/Faculty Senate Officer shall be removed by a vote of sixty (60) percent of the total Contract and Regular Faculty. A recall vote shall take place no less than ten (10) working days or more than fifteen (15) working days after step a. 1) or 2) above.
 - c. A new Academic/Faculty Senate Officer shall be selected in accordance with the provisions of Article IV, Section 3.
 - d. A recall petition may be considered ninety (90) days after the Academic/Faculty Senate Officer has taken office.
- Section 6. Reassign time for Academic/Faculty Senate Officers
The Academic/Faculty Senate President and the College President in a Memorandum of Understanding will arrange reassign time for the officers. Changes to that document will be reported to the Academic/Faculty Senate.
- Section 7. Executive Committee
The Executive Committee, chaired by the Academic/Faculty Senate President, will develop the Academic/Faculty Senate agendas, coordinate senate committee reports and recommend actions to the Academic/Faculty Senate.

Article V - Meetings

- Section 1. Academic/Faculty Senate Meetings
- a. The Academic/Faculty Senate shall meet at least once each month during the Fall and Spring Semesters or as deemed necessary by the Academic/Faculty Senate President during the summer.
 - b. A quorum for meetings of the Academic/Faculty Senate shall be one half plus one of the voting Academic/Faculty Senate membership.
 - c. Motions shall be approved by a majority of the Academic/Faculty Senate voting at that meeting.
 - d. The Academic/Faculty Senate shall determine its rules of procedures and publish its proceedings.
 - e. The Academic/Faculty Senate President, who does not vote on motions, shall vote when a vote of the senate results in a tie.
- Section 2. Faculty- Academic/Faculty Senate Meetings
- a. Meetings of the Faculty- Academic/Faculty Senate shall be called and chaired by the Academic/Faculty Senate President:
 - 1) At the discretion of the Academic/Faculty Senate President, or
 - 2) Upon petition of a majority of voting Academic/Faculty Senate members, or
 - 3) Upon petition of ten (10) percent of the Contract and Regular Faculty.
 - b. Meetings of the Faculty-Faculty Senate are advisory.
 - c. Proposals recommended by a Faculty- Academic/Faculty Senate meeting shall be ratified by a majority referendum of the Contract, Regular and Part-time Faculty.
 - d. Notification of Faculty- Academic/Faculty Senate meetings shall be posted in all Contract and Regular Faculty mail boxes not less than three (3) days in advance of such meetings. Faculty- Academic/Faculty Senate meetings may meet at one (1) joint meeting or two (2) separate meetings.
 - e. Faculty- Academic/Faculty Senate meetings shall be called at times and places during the Contract and Regular Faculty work week.
 - f. A quorum for Faculty- Academic/Faculty Senate meetings that makes a recommendation shall be thirty (30) percent of the Contract and Regular Faculty.

Article VI - Amendments

- Section 1. Proposed Amendments
Amendments may be proposed by the Faculty or the Academic/Faculty Senate:
- a. By a majority vote of the members of the Academic/Faculty Senate meeting in a regular or special meeting,
 - b. By a majority of the votes cast at a Faculty- Academic/Faculty Senate meeting, or
 - c. By a petition signed by twenty (20) percent of the Contract and Regular Faculty.

Section 2. Ratification of Amendments

- a. Shall be by secret ballot of the entire Contract, Regular Faculty and Part-Time Faculty whose vote shall count as one-fifth (1/5) of a Full-Time Faculty vote. Full-time Faculty who also have Part-time assignments shall have but one vote.
- b. Shall require a sixty (60) percent majority of the Contract, Regular and Part-time Faculty voting.



Chaffey College Faculty Senate Constitution

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be the Chaffey College Faculty Senate.

ARTICLE II: REPRESENTATION AND PURPOSE

The Faculty Senate shall represent the Faculty (See definition of Faculty in Article III) in all academic and professional matters as outlined in Title 5, Subchapter 2. Academic Senates, 53200*, Subsection C., (1)-(11). Obligations and duties shall also be fulfilled in Subsection 53201-53204*. In no way is this section meant to hinder the Faculty Senate from taking its rightful stand on an academic and professional matter. Definitions and responsibilities may include or go beyond the following:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines
- (2) Degree and certificate requirements
- (3) Grading policies
- (4) Educational program development
- (5) Standards or policies regarding student preparation and success
- (6) District and college governance structures, as related to faculty roles
- (7) Faculty roles and involvement in accreditation processes, including self study and annual reports
- (8) Policies for faculty professional development activities
- (9) Processes for program review
- (10) Processes for institutional planning and budget development, and
- (11) other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

ARTICLE III:

For the purposes of this constitution:

Section 1

The word "Faculty" shall mean all non-management, non-supervisory positions as outlined in Title 5, Section 53402*.

The word "Electorate" shall mean all tenure-track and tenured contract faculty.

The words "Adjunct Electorate" shall mean all adjunct faculty.

ARTICLE IV: ORGANIZATION

Section 1

The Faculty Senate as authorized in Title 5, section 53201 and 53202*2 shall be composed of two elected representatives each with staggered two-year terms from each school and unit, three elected members-at-large for three-year terms, one member-at-large representing the adjunct faculty for two-year term, the President for a two-year term plus one preceding year as President-Elect for a total of three years, and the Chair of the Curriculum Committee for a two-year term.

Section 2

For the purpose of providing Senate representation, each educational unit or school shall elect two senators.

Section 3

The officers of the Faculty Senate shall be: President, Vice President or President-Elect, Secretary-Treasurer, and Chair of the Curriculum Committee. Their duties shall be as follows:

- a. President: The agenda for each Senate meeting shall be determined by the President and shall include any agenda items suggested by any Senator, faculty member, any Administrator, or any member of the Governing Board. The President shall attend regularly scheduled meetings with the Administration or the Governing Board and shall attend all other meetings as directed by a majority of the Senate. The President shall delegate a Senator to attend any meeting that he/she or the Vice President or President-



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Elect is unable to attend. The President shall carry out the duties as required under Title 5, 53200-53204*.

- b. Vice President: The Vice President shall serve during the first year of the President's term. The Vice President shall assume the duties of the President during the President's absence. The Vice President shall be the chief election officer for all elections conducted by the Faculty Senate except for election of Senate officers.
- c. President-Elect: The President-Elect serves as Vice President during the second year of the President's term. The President-Elect shall assume the duties as outlined in Section 4b. The President-Elect shall serve in committee assignments and coordinate with all Senate officers. During the second year of the President's term, the President-Elect shall commence his/her President-Elect duties in committee work and other appropriate leadership responsibilities. The President-Elect then assumes the duties of President for a two-year term of office.
- d. Secretary-Treasurer: The Secretary-Treasurer shall maintain all written records of the Faculty Senate meetings and shall monitor the finances of the Faculty Senate.

Section 5

- a. The Senate shall meet once a week during the school year, or as needed. Meeting times are from 12:30 until 1:55 p.m. on Tuesdays. Senate members upon election should adjust their schedules in advance to meet these time lines.
- b. The Senators for the academic year shall meet in an organizational session at the first regularly scheduled meeting of the Fall semester for the purpose of electing Senate officers. The organizational meeting shall be called by and presided over by the current President of the Faculty Senate.
- c. Members of the faculty may attend any meeting of the Faculty Senate. Individuals who are not members of the Chaffey College faculty are welcome to attend any open Senate meeting. However, the Senate may close any meeting or portion thereof to all but members of the Electorate by a majority vote of the attending Senators.

Section 6

A quorum shall consist of two-thirds of the members of the Faculty Senate.

ARTICLE V: ELECTIONS

Section 1

Any member of the Electorate shall be eligible for election to the Faculty Senate. (See Article III, Section 2).

Any member of Adjunct Electorate shall be eligible for election as Adjunct Senator at large.

Section 2

All elections to the Faculty Senate shall be by secret ballot, unless unopposed. The unopposed candidate shall be elected by acclamation.

Section 3

A Senator shall be elected to a two (2) year term of office beginning on July 1, with the following exceptions:

- a. Senators-at-Large, who shall be elected to a three (3) year term of office.
- b. Alternate Senators (see Section 4 and Section 5) shall be elected for a term of office to be set by each unit, but which shall not exceed two years.
- c. If a vacancy or resignation occurs during a Senate Officer's term of office, an election shall be held to fill the remainder of the term. (Following the appropriate procedure).

Section 4

Each unit shall elect two Senators and up to two Alternate Senators. The Vice President or President-Elect of the Senate shall notify each unit of an election not later than sixty days before the end of the Spring semester. The senator whose term is not expiring shall administer its



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election. The election shall be completed no later than thirty days before the end of the Spring semester. Absentee ballots shall be provided to those unit members who are unable to vote in person.

Section 5

The Alternate Senator shall represent the unit in the absence of one of the Senators, and shall, in the absence of the Senator, have the same rights and privileges.

Section 6

The entire Electorate shall elect three Senators-at-Large.

Section 7

The Vice President or President-Elect shall notify the Electorate of an election for Senators-at-Large and request nominations not later than sixty days before the end of the Spring semester. Nominations shall be submitted to the Vice President or President-Elect. The Vice President or President-Elect shall develop a nomination list, determine whether each nominee is currently employed by the District in a faculty position and whether each nominee will accept the position if elected. A final ballot shall be submitted to the entire Electorate no later than thirty days before the end of the Spring semester. Final ballots shall be returned to the Vice President and/or President-Elect at the Senate office and a committee designated by the Senate shall count the ballots. A candidate receiving the most votes cast shall be elected.

Section 8

The President of the Faculty Senate shall be selected by the Electorate for a three-year term of service.

During the first year as President-Elect, the individual will fulfill the responsibilities of Vice President. At the completion of the year on July 1, the Vice President (President-Elect) will assume the office of President for a two-year term.

In alternating years, when there is no President-Elect, a Vice President will be elected from within and by the membership of the Senate for a one-year term of office beginning July 1. Likewise, the Secretary-Treasurer of the Senate shall be elected from within and by the membership of the Senate for a one-year term of office beginning July 1. Voting shall be by secret ballot unless a candidate for an office is unopposed in which case the nominee is elected by acclamation.

Section 9

The Faculty Senate shall appoint the Curriculum Committee Chair. The appointed Chair may be nominated from the faculty at large.

Section 10

The adjunct faculty shall elect the Adjunct Senator at large and an alternate. The Vice President or President-Elect of the Senate shall notify the Adjunct faculty no later than sixty school days before the end of the Spring semester. Nominations shall be submitted to the Vice president or President-Elect . The Vice President or President-Elect shall develop a nomination list, determine whether each nominee is currently employed by the District in a faculty position and whether each nominee will accept the position if elected. A final ballot shall be submitted to the Adjunct Electorate no later than thirty school days before the end of the Spring semester. Final ballots shall be returned to the Vice President and/or President-Elect at the Senate office and a committee designated by the Senate shall count the ballots. A candidate receiving the most votes cast shall be elected and the candidate receiving the second most votes cast shall serve as alternate.

ARTICLE VI: RECALL

Section 1

If a privileged motion is made and seconded to recall an officer of the Senate, a vote must be taken on such a motion at the next scheduled meeting of the Senate. A simple majority of the total Senate membership is needed to recall a Senate officer. An election will be held to replace the officer(s) removed at the same meeting.



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Section 2

For the office of President of the Faculty Senate or President-Elect, a petition signed by 10% of the total Electorate is necessary to initiate recall proceedings. The Faculty Senate President-Elect, Vice President, or designated officer will conduct a recall election not more than ten (10) school days after the receipt of the petition to recall. The President, or President-Elect will be recalled by a majority of the votes cast.

Section 3

If a President is recalled, the President-Elect, if there is no one designated, will assume the office of President. In alternating years, nominations for President will be solicited and submitted to the Vice President within five (5) school days of notification. The Vice President shall develop a nomination list, determine whether each nominee will accept the position if elected, and shall send a sample ballot listing those willing to accept a nomination to each member of the Electorate. This shall be done within five (5) school days of receiving the nominations. A final ballot shall be submitted to the entire Electorate no later than ten (10) school days after the sample ballots are distributed.

Section 4

Final ballots shall be returned to the Vice President, and a committee designated by the Senate shall count the ballots. A candidate receiving a majority of the votes cast shall be elected. If no candidate receives a majority of the votes cast, there shall be a run-off election between and among the candidates receiving the greatest number of votes. If after the run-off, there is a tie-vote, the winner will be determined by lot, the method to be determined by the Faculty Senate.

ARTICLE VII: COMMITTEES

Section 1

The Faculty Senate in compliance with Title 5, Sections 53200*, Subsection C; and Section 53203*, Subsections A, B, and F, shall be in joint consultation as part of its shared governance obligation.

Section 2

The Faculty Senate shall have the power to create such standing or temporary committees as it deems necessary. Such committees shall be known as "Faculty Senate Committees" as opposed to a "College Committee" which is a committee with representatives of various Faculty representation on the Faculty Senate and College Committee members shall be determined by a majority of the Faculty Senate.

Section 4

The membership on any Faculty Senate Committee may be changed by a majority of the Faculty Senate.

Section 5

The membership of faculty on any college committee (with the exception of CCFA and its working committees) shall be confirmed and/or approved by a simple majority of the Senate. All faculty shall be informed and agree to their nomination prior to Senate approval.

ARTICLE VIII: OPERATING PROCEDURES

Section 1

In accordance with Title 5, Section 53203*, the Senate may send committee recommendations directly to the Governing Board or through an appointed agent of the Governing Board for their approval.

Section 2

In order to implement its purpose, the Faculty Senate may request information from or meet with (a) Governing Board or any of its members, (b) administrative officers, or (c) any Chaffey College or campus agency or its representatives.

Section 3



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A member of the Faculty Senate shall attend all official meetings of the Governing Board to serve as a resource person and representative of the Senate (See Article IV, Section 4).

Section 4

Copies of all Faculty Senate minutes and relevant communication shall be exchanged between the Senate and the Administration, between the Senate and the Governing Board and shall be distributed to all members of the Faculty and Administration.

Section 5

- a. At the request of either a majority of the Faculty Senate or 10% of the Electorate, the Faculty Senate President shall refer issues to the Electorate for discussion and consideration. This procedure may be implemented by petition.
- b. If a meeting of the Electorate is requested under Section 5 (a), the Faculty Senate President shall send to each member of the Electorate a written notice of the scheduled date and time of the meeting. Such notification shall be submitted to the Electorate no later than five (5) school days before the scheduled meeting. The meeting shall be held within fifteen (15) school days of the date the request was submitted to the Faculty Senate President.
- c. All meetings of the Electorate under section 5 (b) shall be presided over by the Senate President or by his/her appointee and shall be regulated by the same procedural rules that govern meetings of the Senate.
- d. Any resolution passed at such a meeting by a majority of those present but not less than one-third of the total Electorate shall be binding on the Faculty Senate. A member of the Electorate must be physically present in order to vote.

Section 6

All matters not specifically proved for in this Constitution or its by-laws shall be resolved according to Robert's Rules of Order (latest edition).

ARTICLE IX: PROCEDURES FOR AMENDMENT

Section 1

Amendments to this Constitution may be proposed by a simple majority of the Faculty Senate or by a written petition signed by one-tenth of the Electorate.

Section 2

All proposed amendments shall be presented in writing to the Electorate at least ten (10) school days prior to voting. The Faculty Senate shall conduct the election, which shall be held within twenty (20) school days after the proposal has been presented to the Electorate.

Section 3

A simple majority vote of the Electorate shall be required to amend this Constitution.

ARTICLE X: BY-LAWS

Section 1

The Faculty Senate may develop and establish a set of by-laws.

Section 2

The adoption of by-laws shall require a simple majority vote of the total Faculty Senate.

ARTICLE XI: RATIFICATION AND ADOPTION

Section 1

This Faculty Senate Constitution shall be adopted upon approval of a two-thirds vote of the total Electorate.



Chaffey College Academic Senate Bylaws

FACULTY SENATE PRESIDENT SELECTION PROCEDURE

The selection of the Senate President shall follow the guidelines listed in Article V, Section 8 of the Senate Constitution.

REASSIGNED TIME

The President is given .75 FTE of reassigned time per year during his/her term of office.

DUTIES AND RESPONSIBILITIES

1. Shall carry out the duties of the Faculty Senate as outlined in Title 5, Subsection 2, 53200.
2. Shall represent the Faculty Senate at official meetings of the Governing Board and serve as a resource person, or shall appoint a designee to do so.
3. Shall preside over all meetings of the Faculty Senate.
4. Shall send to each member of the Senate a written notice of the scheduled date and time of meetings.
5. Shall refer issues to the Senate for discussion and consideration.
6. Shall determine the agenda for each Senate meeting and include items suggested by any senator, any faculty member, any administrator, or any member of the governing board, as the President sees fit.
7. Shall meet with the President and Executive Vice President of Instruction at regular intervals.
8. Shall issue appropriate communiqués to the faculty.
9. Shall attend committee meetings as designated by the Senate, including but not limited to Senate, Board meetings, College Council, Budget, and President's Cabinet.
10. Shall attend additional committee meetings either as a member or an observer as circumstances require.
11. Shall meet at regular intervals with the CCFA President to provide clarification and information on issues and to act, proforma, in a liaison capacity with the CCFA President.
12. Shall disseminate information to the general faculty.
13. Shall see that minutes are written and distributed prior to the following meeting. The next meeting's agenda should be included.
14. The immediate past President shall be encouraged to attend Senate meetings for one year.

FACULTY SENATE VICE PRESIDENT SELECTION PROCEDURE

The Senate Vice President is nominated during the first year of the President's term and elected to serve during the first year of the President's term. He/she is elected for a one-year term from and by the new Senate membership at the organizational meeting.

REASSIGNED TIME

The Vice President is given reassigned time during his/her term of office as provided by the current labor agreement or in a Memorandum of Understanding attached to it. Should the Vice President be compelled to assume the duties of President (see 1 below), he/she shall receive compensation as specified in the current labor agreement or in a Memorandum of Understanding attached to it.

DUTIES AND RESPONSIBILITIES

1. Shall assume the duties and responsibilities of the President if the President is absent or unable to fulfill them.
2. Shall conduct elections of President elect, Senators-at-Large, Adjunct Senator, Faculty Lecturer of the Year, Professional Relations, and other contests as necessary following procedures described in the Faculty Senate Constitution.
3. Shall work with the President, Secretary-Treasurer, and Curriculum Committee Chairperson.
4. Shall provide appropriate leadership on campus in committee assignments.
5. Shall continue his/her role as Unit Senator or Senator-at-Large.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Chaffey College

FACULTY SENATE PRESIDENT-ELECT SELECTION PROCEDURE

The Senate President-Elect is nominated and elected to serve at the end of the first year of the President's term as provided in Article V, Section 8 of the Senate Constitution.

REASSIGNED TIME

The President-Elect is given reassigned time as Vice President during his/her term of office as provided in the current labor agreement or in a Memorandum of Understanding attached to it. Should the President-Elect be compelled to assume the duties of President (see 2 below), he/she shall receive compensation as specified in the current labor agreement or in a Memorandum of Understanding attached to it.

DUTIES AND RESPONSIBILITIES

1. Shall serve as President of the Faculty Senate at the end of the Vice President/President-Elect's term.
2. Shall assume the duties and responsibilities of the President if the President is absent or unable to fulfill them.
3. Shall conduct elections of President elect, Senators-at-Large, Adjunct Senator, Faculty Lecturer of the Year, Professional Relations, and other contests as necessary following procedures described in the Faculty Senate Constitution.
4. Shall work with the President, Secretary-Treasurer, and Curriculum Committee Chairperson.
5. Shall provide appropriate leadership on campus in committee assignments.

FACULTY SENATE SECRETARY-TREASURER SELECTION PROCEDURE

The Senate Secretary-Treasurer is nominated and elected for a one-year term from and by the new Senate membership at the organizational meeting.

REASSIGNED TIME

The Secretary-Treasurer is given reassigned time during his/her term of office as provided in the current labor agreement or in a Memorandum of Understanding attached to it.

DUTIES AND RESPONSIBILITIES OF SECRETARY-TREASURER

1. Shall be responsible for writing and maintaining minutes and a permanent record of all Faculty Senate meetings including posting of minutes on the Senate website.
2. Shall be responsible for maintenance and accounting of accounts.
3. Shall work with the President, Vice President and/or President-Elect and Curriculum Committee.
4. Shall continue his/her role as Unit Senator or Senator-at-Large.

CURRICULUM COMMITTEE CHAIRPERSON SELECTION PROCEDURE

The Faculty Senate and College Administration shall mutually agree on the selection of the Curriculum Committee Chairperson. The term of office is unspecified.

REASSIGNED TIME

The Curriculum Committee Chairperson is given 0.50 reassigned time during his/her term of office.

DUTIES AND RESPONSIBILITIES

A. Philosophical Duties

1. Shall provide leadership among units in an effort to develop a coordinated curriculum.
2. Shall provide leadership in the development and planning of a college-wide curriculum.
3. Shall take an active facilitative role in the development of innovative curricula.
4. Shall oversee the updating of curriculum in relation to programs on campus.

B. Maintenance Duties

1. Shall oversee the maintenance of the college curriculum.
2. Shall plan, organize, and preside over Curriculum Committee meetings.
3. Shall refer issues to the Curriculum Committee for discussion and consideration.



Chaffey College

4. Shall conduct periodic reviews of the college curriculum.
5. Shall attend the following meetings:
 - a. Faculty Senate
 - b. Educational Services Council
 - c. Curriculum Committee
 - d. Calendar Committee
6. Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

C. Committee Duties

1. Shall determine agenda for each meeting of the committee.
2. Shall write and distribute minutes of each meeting.
3. Shall assemble and present new and revised course proposals to the Committee for approval during each curriculum cycle.
4. Shall assemble and maintain a summary sheet of new and revised courses while Committee deliberations proceed.

UNIT SENATOR SELECTION PROCEDURE

Each unit elects two Faculty Senators on staggered two-year terms as well as Alternates for a two-year term using its own election procedures (see Article 5, Section 4). The terms of the Unit Senators are staggered to insure continuity.

REASSIGNED TIME

Unit Senators are given no reassigned time during their terms of office.

DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of their unit at the Faculty Senate meetings.
2. Shall be responsible for communication of information from the Senate to their constituents. Senators should request to be placed on the agenda for the unit meeting.
3. Shall be assigned to participate on Senate committees and contribute to the formation of Senate policy, positions and recommendations.
4. Should also participate in Senate sponsored activities and may represent Chaffey College Faculty Senate to the statewide Academic Senate and/or other outside agencies.

SENATOR-AT-LARGE SELECTION PROCEDURE

The three Senators-at-Large are elected for staggered three-year terms by the entire faculty. Each year, the Vice President and/or President-Elect of the Senate conducts an election for one of these positions.

REASSIGNED TIME

Senators-at-Large are given no reassigned time during their terms of office.

DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of the entire faculty at the Faculty Senate meetings.
2. Shall be responsible for communication of information from the Senate to their constituents.
3. Shall be assigned to participate on Senate committees and contribute to the format of Senate policy, positions, and recommendations.
4. Should also participate in Senate sponsored activities and may represent Chaffey College Faculty Senate to the statewide Academic Senate and/or other outside agencies.

ADJUNCT SENATOR-AT-LARGE SELECTION PROCEDURE

The Adjunct Senator-at-large is elected for a two-year term by the entire adjunct faculty as provided in Article V, Section 10 of the constitution.

REASSIGNED TIME

The adjunct senator-at-Large is given no reassigned time during her/his term of office.



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DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of the entire adjunct faculty at the Faculty Senate meetings.
2. Shall be responsible for communication of information from the Senate to adjunct constituents.
3. Shall be assigned to participate on Senate committees and contribute to the format of Senate policy, positions, and recommendations.
4. Should also participate in Senate sponsored activities and may represent Chaffey College Faculty Senate to the statewide Academic Senate and/or other outside agencies.

Sample Agenda

What follows is the suggested format for the agenda and minutes of each meeting

FACULTY SENATE AGENDA

LOCATION OF MEETING

DATE OF MEETING

I. P.E. (12:30 P.M.)

II. CALL TO ORDER (12:41 P.M.)

III. APPROVAL OF PREVIOUS MINUTES AND CONSENT AGENDA

IV. CONSENT AGENDA

β Verification of elections

β Approval of funding for events/occasions

β Approval of Faculty representatives for committee service

V. REPORTS

* President

* Vice President

* Curriculum

* Coordinators

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. ADJOURNMENT (2:00 P.M.)

MINUTES

The following are guidelines for the minutes of each meeting. The Senate minutes are a valuable and necessary record of meetings as they:

- a) are a record of business that has been completed.
- b) form a record of the issues with which the Senate has dealt.
- c) summarize the meeting for anyone absent or interested in the proceedings.
- d) facilitate continuity from meeting to meeting.

Therefore, the minutes should be clear, coherent, concise and accurate. This is normally the responsibility of the Faculty Senate Secretary-Treasurer.

What the Minutes Should Include

The minutes of the Senate are not a court record. Rather, they are a summary of what took place at each meeting. As such, specific dialogue is not necessary to record, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. The Senate minutes should include information such as:

- a) members present or absent at each meeting.
- b) unit/areas that have not been represented for an extended period of time.
- c) date of the meeting.
- d) exact time the meeting began and ended.
- e) President's report.
- f) Vice President's report.



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- g) information items.
- h) synopsis of the discussion about each topic.
- i) motions made, seconded, and action taken.
- j) resolutions in their entire form.
- k) members who proposed and seconded a resolution.

FACULTY SENATE MINUTES DATE

Members Present:

Members Absent:

Alternates Present:

Visitors Present:

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

IV. CONSENT AGENDA

V. REPORTS

* President

* Vice President

* Curriculum

* Coordinators

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

NAME, Recording Secretary

NAME, Secretary/Treasurer

MINUTES AND MAILING LIST

The Minutes of the Faculty Senate meeting are customarily mailed and/or e-mailed to:

- a) All Faculty
- b) College President
- c) College Administrators
- d) CCFA President
- e) Governing Board members
- f) Student Government President
- g) Classified Senate President

The officially approved minutes shall be maintained in a permanent log in the Faculty Senate office and posted on the Senate website.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Citrus College

None Found



City College of San Francisco
Constitution of the Academic Senate

Ratified April 1997

ARTICLE I

NAME The name of this body shall be the Academic Senate of City College of San Francisco, hereinafter referred to as the Senate. The Senate shall elect an Executive Council from its membership, hereinafter referred to as the Council.

SENATE MEMBERSHIP All faculty in the College are members of the Senate with all rights and responsibilities thereunto. Administrators and classified staff are not members of the Senate.

ARTICLE II

PURPOSE The purpose of the Council shall be, as the representative of the Senate, to make recommendations to the Administration, the Board of Trustees, and to other appropriate individuals and bodies regarding academic and professional matters; and, as provided by law and agreement, to make joint decisions with the Board of Trustees with respect to academic and professional matters; and to inform the Senate of current issues and hold meetings for discussion.

ARTICLE III

MEMBERSHIP The Council shall consist of 29 members elected at large, subject to the following provision: that no more than three Senate members from a department, as defined in the Bylaws, shall serve on the Council at one time, except ESL, which shall have no more than six.

ARTICLE IV

ELECTION OF COUNCIL MEMBERS The election of Council members shall be by secret ballot, and shall be conducted each year by an Election Commission appointed by the Council.

A candidate for membership on the Council must be nominated by written petition of three Senate members and must accept the nomination in writing on the petition. For public information, petitions will be posted at the Academic Senate office on the day they are received. The balloting must be completed at least four weeks before the end of the semester.

If at the time for nominations to close, the number of candidates does not equal twice the number of vacancies to be filled, the Council or the Election Commission shall postpone balloting one week, during which time additional candidates may be nominated upon the written petition of one Senate member and the written acceptance of the candidate. The postponed balloting shall then take place regardless of the number of candidates.

ARTICLE V

TERM OF OFFICE Council members shall serve for a two-year term beginning on the day of the last Council meeting of the semester in which the election was held.

Vacancies on the Council shall be filled at the time of the regular election, with the first 15 or 14 candidates, as the case may be, being elected for two-year terms, and the next runner ups filling positions for one year terms to complete the terms of those who have left the Council after one year or less of service. To be elected to fill an unexpired term, a candidate must satisfy the provisions of Article III. After serving two consecutive two-year terms on the Council, a member may not serve again until one year has elapsed. For the purpose of this article, a partial term of one year is regarded as a complete two-year term.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
City College of San Francisco

ARTICLE VI

OFFICERS The officers of the Council shall be the following: President, First Vice President, Second Vice President, and Secretary. Officers shall be elected by secret ballot from within and by the membership of the Council immediately after the newly elected Council members are seated. The term of office shall be one year. These officers of the Council shall be the officers of the Senate.

In the event of a temporary absence of the President, the succession to the presidency shall be in the following order: First Vice President, Second Vice President, Secretary. If any office of the Council is vacated, the Executive Council shall fill the office by election.

The duties of the Vice Presidents shall be designated by the President.

ARTICLE VII

MEETINGS Regular meetings of the Council shall be held at least once a month during the academic year. The time, date, and place of such meetings shall be published prior to each meeting. Members of the Senate may attend any meeting of the Council. They may speak on an issue with the consent of the President or with the consent of the majority of the Council members present.

The President must place an item on the agenda of the Council meeting (a) at the request of any Council member or (b) on receipt of a signed, written request to the President by at least 10 members of the Senate.



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The agenda for each Council meeting shall be posted at each faculty mailbox location at least two school days prior to such a meeting, and mailed at the same time to all Council members and Senate committee chairpersons.

The Council may not take action on any matter not on the agenda unless by a two-thirds vote of members present it declares that matter to be an emergency matter. The minutes of the Council meetings shall be distributed to all members of the Senate as soon as possible after each meeting.

Regular plenary sessions of the Senate shall be held once during each semester. Any matter within the purview of the Senate may be discussed and acted upon at a regular plenary session.

Special meetings of the Senate or Council may be called in the following ways: (a) by the President, (b) on petition of a majority of the Council, or (c) on petition of 100 members of the Senate. No business other than that for which special meetings are called shall be transacted at such meetings.

ARTICLE VIII

RECOMMENDATIONS The Council is authorized to make recommendations on behalf of the Senate subject to the following provisions:

- 1) The Council may, on its own judgment and in its own initiative, refer to the Senate any matter affecting the welfare of the college community.
- 2) The Council may, on its own judgment and on its own initiative, forward recommendations to the Administration or the Board of Trustees, with respect to academic and professional matters.
- 3) If 100 members of the Senate so request in a petition delivered to the President of the Senate within three weeks of distribution of the official minutes in which any resolution has been passed by the Executive Council, that resolution shall be submitted to a referendum by secret ballot or to formal consideration at a meeting of the whole Senate.
- 4) On matters on which the Board of Trustees or the administration intends to act when the college is not in regular session, the Council, after a special meeting, may make recommendations to the Board of Trustees or the administration. The president of the Senate shall inform the Senate of all such recommendations at the next plenary session. If the president of the Senate receives within three weeks of the plenary session a petition signed by 100 members of the Senate objecting to any recommendation made to the Board of Trustees, the Council shall be required to submit the disputed recommendation(s) to the Senate for ratification.
- 5) Nothing herein shall prohibit the President of the Senate from addressing the Board of Trustees as a representative of the Senate on any matter within the purview of the Senate so long as the President does not make unauthorized recommendations on behalf of the Senate.
- 6) Outside of the regular school calendar, the President may act on behalf of the Council, provided the President is following established Senate policies and reporting regularly to the Council.

ARTICLE IX

AMENDMENTS Amendments to this constitution may be initiated by

1. two-thirds of the Council members, or
2. by petition of at least 150 members of the Senate. Amendments so initiated must be ratified by secret ballot by a two-thirds vote of the valid ballots cast. If less than 25 percent of the Senate members cast ballots, the amendment will be considered defeated.

Amendments to the Bylaws may be made by the vote of two-thirds of the Council. These



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amendments must be submitted to the Senate members for their information at least ten instructional days before the Council votes.

ARTICLE X

COMMITTEES Committees may be created at the discretion of the Council. The Executive Council shall appoint the faculty members to any committee requiring Senate membership or representation.

At the beginning of each fall semester, the Council shall select four Council members who will serve with the President as a Committee on Committees. This five-member committee shall recommend to the Council the Senate members to serve on all committees.

The power to appoint Senate members to all committees shall reside with the Council as a whole. Since personnel matters are discussed, the meetings of the Committee on Committees shall not be open to anyone who is not a member of that committee.

CAMPUS COMMITTEES Each campus of City College of San Francisco may establish a Faculty Campus Committee (as defined in the by-laws) to deal with local site issues. Members of these committees shall be selected by the local faculty.

ARTICLE XI

REMOVAL OF AN OFFICER Any officer of the Executive council may be removed from office by a motion made by a member of the Executive Council which is properly seconded and passed by a two-thirds vote of those members of the Executive Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda established prior to the meeting in which it will be considered. Replacement of an officer will be made according to Article VI of this Constitution.

REMOVAL FROM EXECUTIVE COUNCIL A vote to recall any member(s) of the Executive Council may be initiated by a petition signed by 150 members of the faculty and presented to the Executive Council.

The recall vote will take place by secret ballot of the Senate within three weeks. A two-thirds vote of the valid ballots cast will be required to recall any member of the Executive Council. Replacement for a recalled member of the Executive Council will be made according to Article V, unless more than three vacancies are created, in which case a special election will be initiated within three weeks.



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City College of San Francisco Bylaws of The Academic Senate

Amended May, 2011

ARTICLE I

For the purpose of implementing Article III of the Constitution, Senate members will be considered to belong to the department in which they spend the greatest portion of their professional time. The departments are constituted as listed below; this list may be revised by the Council.*

Administration of Justice/ Fire Science	Consumer Education Counseling Services	Labor Studies/ Apprenticeship
Aeronautics	Culinary Arts/Hospitality Studies	Latin American Studies
African American Studies	Dental Assisting	Learning Assistance
Architecture	Disabled Students Prog./Serv.	Library Information Tech
Art	Earth Sciences	Library Services
Asian American Studies	Engineering and Technology	Mathematics
Asian Studies	English	Music
Astronomy	ESL	Nursing
Automotive/Welding/ Trade Skills Technologies	Environmental Horticulture/ Floristry	Older Adults
Behavioral Sciences	EOPS	Philippine Studies
Biological Sciences	Fashion	Photography
Broadcast Electronic Media Arts	Film	Physical Education/Dance
Business	Foreign Languages	Physics
Career Development/ Placement Center	Gay/Lesbian/Bisexual Studies	Radiologic/Imaging Technologies
Chemistry	Graphic Communications	Social Sciences
Child Development/ Family Studies	Health Care Technology	Student Health Services
Computer Science/ Technology	Health Science	Theatre Arts
	Interdisciplinary Studies	Transitional Studies
	Journalism	Vocational Nursing
		Women's Studies
		Special Assignment Faculty

*Revised 5/01/02

ARTICLE II

- 1) A Regular Plenary, Special Plenary, or Special Meeting shall be defined as an official meeting of the Senate as a whole. Any of these must be held on an official College calendar day.
- 2) If the Senate calls a Special Plenary, the District will be asked to cancel classes and the meeting's agenda will be open to resolutions from the floor.
- 3) If the Senate calls a Special Meeting, classes continue to meet and the agenda is fixed (cf. Constitution Article VII).
- 4) Only Senate members may vote.
- 5) A quorum at a Regular Plenary, Special Plenary, or Special Meeting shall consist of the members present if notification of the meeting has been given seven days in advance. Any Regular Plenary, Special Plenary, or Special Meeting called by the Council with less than seven days' notice shall be defined as an Emergency Special Plenary or Emergency Special Meeting, at which quorum shall consist of more than 12.5 percent (one eighth) of the members of the



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Senate.

- 6) Any member of the Senate may request that the signatures on a petition (cf. Constitution Articles VII, IX, XI) be validated within a reasonable amount of time by the Shared Governance Office or the Human Resources Office.

ARTICLE III

A quorum of any meeting of the Council or any committee of the Senate shall be a majority of the members thereof.

ARTICLE IV

All meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

ARTICLE V

The Council is authorized to establish its own rules and procedures and to select, upon nomination by the President or designee(s), one or more Parliamentarians, who may but need not otherwise be affiliated with CCSF, for consultation and advice pertaining to such rules and procedures. Parliamentarians who are Council members retain all Constitutional rights of membership, such as making and voting on motions.

ARTICLE VI

Members of the Council are expected to attend all Council meetings. Members who are absent excessively or who take a leave of more than two months' duration may be deemed by the Council to have resigned, and their seats will be filled under the provisions of Article V of the Constitution.

ARTICLE VII

- 1) Senate committees shall elect their own officers.
- 2) Each committee secretary or chairperson, in addition to sending notices of committee meetings to all committee members, shall also send copies of the notices to the President of the Council.
- 3) Each committee secretary shall keep minutes of all committee meetings, including the names of all members who were present and all members who were absent, and shall furnish a copy of the minutes to every committee member and to the President of the Council.
- 4) Reports made by committees to the Council shall be in writing and in sufficient copies so that every Council member may have a copy.
- 5) Any Senate member may attend any meeting of a Senate committee, except when personnel matters are discussed.
- 6) No committee or committee member is authorized to make recommendations to the Administration or Board of Trustees without prior Council approval. (This shall not be interpreted to prevent faculty members of bipartite or tripartite committees from functioning as members of those committees to the fullest extent possible.)
- 7) The Council may set the length of term of service on any committee.
- 8) A committee member who is absent from three consecutive meetings of the committee shall be deemed to have resigned and shall no longer be counted in determining whether a quorum is present, beginning with the third consecutive absence.
- 9) Members may be appointed to a committee at any time.
- 10) The Academic Senate's representative to the College Advisory Council (or its successor organization) shall be the President of the Academic Senate or his/her designee.

ARTICLE VIII

- 1) The faculty as defined in Article I, Section B of the Constitution, may form a committee at each of the various campuses of the City College of San Francisco, hereinafter, to be referred



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- to as (insert name of local campus) Faculty Campus Committee.
- 2) Each Faculty Campus Committee is authorized to: discuss issues regarding matters that directly affect the welfare of that particular campus faculty (e.g., parking, room assignments, public safety, equipment, faculty lounges, etc.), and to cooperate with the local Student Council.
 - 3) Each Faculty Campus Committee is authorized to establish its own bylaws, which shall not be in conflict with the Constitution of the Academic Senate.

ARTICLE IX

There is no proxy voting except when required by applicable law, such as in cases of conflicts with religious observances.



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Coastline Community College

Not Found



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Coastline Community College



College Of Alameda Academic Senate Constitution

PART 1: ORGANIZATION OF THE FACULTY

ARTICLE 1: Name

This organization shall be known as the College of Alameda Faculty, hereinafter referred to as the Faculty.

ARTICLE II: Membership

Membership shall include any certificated employee at the College of Alameda whose terms of employment do not demand a supervisory or administrative credential and who is not declared as holding a management position.

ARTICLE III: Powers

Section 1:

Subject to the laws of the State of California and the regulations of the Peralta Community College District, and relevant collective bargaining agreements, the Faculty shall be the sole body of faculty members, as defined in this Constitution, at the College with power to perform the duties enumerated in this Article and any such not stated herein, but so enumerated in the State of California Education Code. The Faculty may delegate all or part of its power to the Academic Senate.

Section 2:

The Faculty shall participate with the College of Alameda administrators, the Peralta District administrators, the Board of Trustees and the faculty collective bargaining representative in the formation of policies in educational areas including, but not limited to the powers enumerated in this Article:

- A. Professional rights and responsibilities (academic freedom, ethical standards)
- B. Professional standards (Professional competence)
- C. Professional personnel polices (criteria for personnel selection and retention, evaluation, assignment, teaching load, tenure, sabbatical leave, and administrative personnel policies)
- D. Academic policies (development and expansion of curriculum, admissions, honors, graduation and degree requirements, retention of students, textbook policy, library and learning resources policies)
- E. Student personnel policies (general counseling philosophy, conduct, discipline, general matters pertaining to student activities and welfare)
- F. Institutional Philosophy
- G. Educational expenditures (budget planning, building planning, long range plans)

Section 3:

The faculty shall perform an advisory function in the application of policy and in other matters relative to the general welfare of the College and the District.

Section 4:

The Faculty shall delegate its powers to the Academic Senate, within the limitations set forth in PART 1, ARTICLE IV, and except for those it may choose to reserve to itself.

ARTICLE IV: Organization

Section 1:

Meetings of the Faculty:

- A. May be called by the President of the Academic Senate.
- B. May be called by one-third of the members of the Academic Senate.
- C. May be called by a petition signed by at least fifteen members of the Faculty.



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- D. Shall be presided over by the President of the Academic Senate or his/her representative.

Section 2:

- A. Any calls for a meeting of the Faculty under the provisions of PARTS B and C of Section 1 must be made to the President of the Academic Senate. The date and time of any meetings of the Academic Senate shall be set by the Senate President, not less than two nor more than five instructional days after the call (summer session excluded).
- B. An agenda must include any items requested in writing by those calling the meeting under the provisions of PARTS B and C of Section 1.
- C. The date, time, and agenda for any Faculty meeting shall be publicized by the Senate President at least two instructional days prior to the meeting.

Section 3:

Any meeting of the Faculty shall be open unless a majority of those present vote to close all or parts of that meeting or any subsequent meeting to non-faculty members.

Section 4:

A quorum shall be one-third of the membership of the certificated /certified Personnel. A quorum must be present for the Faculty to conduct its business.

Section 5:

Resolutions which indicate the positions of the Faculty may be passed by a majority vote of those present and sent to the Academic Senate.

Section 6:

An action which has been initiated by the Faculty shall be binding on the Faculty and Academic Senate and be carried out when (1), favorable votes on the action are cast by a majority in a Faculty meeting, and (2), favorable votes are cast by a majority vote of the Faculty voting in a secret ballot conducted not earlier than three instructional days but not later than one instructional week after this faculty meeting. In case of conflict, (2) will prevail.

Section 7:

An action determined upon or taken by the Academic Senate shall be prevented from going into effect or shall be rescinded when (1), negative votes on the action are cast by a majority in a faculty meeting, and (2), a majority of the Faculty voting casts negative votes in a secret ballot conducted not later than one instructional calendar week after this faculty meeting. In case of conflict, (2) will prevail.

Section 8:

Robert's rules of Order shall prevail in all meetings except when otherwise provided by this Constitution or suspended by a majority vote of those present.

PART II: REPRESENTATIVE BODY OF THE FACULTY: THE ACADEMIC SENATE

ARTICLE I: Name

This body shall be known as the Academic Senate of the College of Alameda

ARTICLE II: Membership

Section 1:

Those eligible for election to the Academic Senate shall be members of the Faculty as specified in PART 1, ARTICLE II and within the designations enumerated below.

Section 2:

- A. Four (4) regular contract representatives elected by Division One and Librarians.
- B. Four (4) regular contract representatives elected by Division Two.
- C. Two (2) regular contract representatives elected by Student Services Faculty.
- D. Two (2) regular contract representatives elected at-large by and from the full-time faculty.



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- E. Three (3) representatives elected by and from the part-time, non-contract faculty who are not serving on the Academic Senate at another Peralta College.
 - One from Division One,
 - One from Division 2 and
 - one at-large

Section 3:

- A. The terms of the office for members of the Senate shall be two years. Areas represented by more than one senator shall, as much as possible, have overlapping terms, some being elected in odd numbered years and the rest in even numbered years. In case a senator is selected to fill a vacancy, the term served will be that of the senator replaced.
- B. The start of the term of office for newly elected Senators shall be July 1.

ARTICLE III: Elections

Section 1:

Elections of Senators and Officers shall be held during Spring Term of each year.

Section 2:

- A. The Senate shall appoint an Election Committee of three (3) who are not candidates for any Academic Senate seat. The Election Committee will be responsible for the mechanics of the election of senators. Senators should make every attempt to get full division or area participation in the process of nominations.
- B. Nominations for each are shall be done by petition signed by the nominee and one other faculty member as described in Part II, Article II, Section 2, at least ten (10) days before an area election.
- C. Each faculty member within an area will be given a list of candidates at least one week before an election is held.
 - 1. Any regular faculty member, who is assigned more than 50% in a division or area, has a vote in that division or area.
 - 2. When a regular faculty member's time is equally divided between two or more areas, said faculty member shall select one division or area in which to vote.
- D. Voting shall be by secret ballot, if more persons than the number of vacancies in that are or division are nominated. Voting shall be on two consecutive instructional days. Balloting will not be conducted for uncontested races.
- E. The candidates, equal to the number of vacancies, who receive the highest number of votes shall be elected. If there are vacancies of differing term lengths within one area, the candidate with the highest number of votes shall receive the longest term.
- F. In the event of a tie vote for a Senate seat, there shall be a run-off election until one candidate receives a plurality.

Section 3:

- A. A division or area senator may be removed upon
 - 1. the petition of 30% of the Faculty within the division or area,
 - 2. followed by an affirmative vote (over whether to remove the senator) of at least 51% of the total faculty within the division or area represented by the Senator within one month of receipt of the petition by the Senate.
Should the vote be less than 51% the senator shall remain in place; whereas if the recall vote succeeds the Senate President shall appoint a new senator.
- B. All voting in recall elections shall be by secret ballot.
- C. A vacancy occurring in the body of representatives prior to the completion of a term , including senators on leave, shall be filled by appointment by the President with approval of a majority of the Senate. Representatives appointed to fill a vacancy shall



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- serve until the next election. When feasible, the President shall name a replacement from the list of candidates of the previous election of that area.
- D. Senate vacancies shall be filled within one month.
 - E. A vacancy shall be declared by a vote of the Senate when a Senator is absent for three consecutive Senate meetings without legitimate circumstances. The Executive Council (President, Vice-President, Secretary and Treasurer) shall name a replacement from the list of candidates of the previous election of that area.
 - F. Replacements for senators on leave will be for the period of the Senator's leave or until the term expires, whichever comes first. Replacements shall be filled by appointment by the President with approval of a majority of the Senate. When feasible, the President shall name a replacement from the list of candidates of the previous election of that area.

ARTICLE IV: Powers

The Senate shall speak for and exercise the powers of the Faculty in all matters, and its action shall be binding on the Faculty and the Senate, except as provided in PART 1, ARTICLE IV, Section 6 and 7.

ARTICLE V: Organization of the Senate

Section 1:

- A. The Senate Executive Council shall be the following: President, Vice-President, Secretary and Treasurer.
 - 1. The President
 - i. Qualifications: Any full-time faculty member of the electorate may serve as President.
 - ii. Duties:
 - a. Preside over meetings of the Academic Senate, serve as a member of the College President's Council, District Academic Senate meetings and to represent the Senate at meetings of the Peralta District Board of Trustees meetings and workshops. Reflect the views of the College of Alameda Faculty at the Presidents' College Council, DAS meetings, and Peralta District Board of Trustees meetings and workshops.
 - b. All faculty appointments to College and District committees are to be appointed by the President and approved by the Academic Senate.
 - c. The President shall serve as ex-officio member of all committees formed by the Senate.
 - d. The President shall prepare an agenda which shall be distributed to all faculty at least seventy-two (72) hours prior to each meeting of the Senate.
 - e. The President shall have the power to call special meetings of both the Faculty Senate and the Senate committees.
 - f. During school vacations, the President has the power to make decisions on behalf of the Senate subject to later approval by the Senate. If it is impossible for the President to be present at above meetings, he/she shall delegate the Vice President or his/her designated representative. At no other time shall individuals or committees make decisions on behalf of faculty without prior consent and subsequent approval by the Senate.
 - iii. Responsibilities:
 - a. Advocating for Faculty Interests
 - b. Promoting an Effective Relationship with the Board of Trustees
 - c. Maintaining Contact with the Academic Senate for California Community Colleges
 - d. Maintaining Effective Relationships with Other Governance Groups



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- e. Developing Senate Participation and Leadership
 - f. Fostering Communication
 - g. Securing Resources to Ensure Faculty Success
 - h. Furthering Efforts to Appoint and Retain Qualified Personnel
 - i. Insure that board rules, particularly those governing curriculum and hiring processes, are adhered to both at the district and campus level.
2. The Vice President
- i. Qualifications: Any full-time faculty member of the electorate may serve as Vice President.
 - ii. Duties:
 - a. The Vice President shall assist the President and preside over the Senate in his/her absence.
 - b. The Vice President shall serve as ex-officio member of all senate committees.
 - c. The Vice President shall serve as a member of the District Academic Senate.
 - d. The Vice President will chair the Emeritus Luncheon Committee.
3. The Secretary
- i. Qualifications: Any full-time faculty member of the electorate may serve as Secretary.
 - ii. Duties:
 - a. The Secretary shall have prepared and distributed copies of the minutes of previous meetings to all Senators at least twenty-four hours prior to meetings of the Senate.
 - b. The Secretary shall be responsible for all official correspondence and all official minutes of the Senate.
 - c. The Secretary shall perform those duties prescribed by the President.
4. The Treasurer
- i. Qualifications: Any full-time faculty member of the electorate may serve as Treasurer.
 - ii. Duties:
 - a. The Treasurer shall keep a record of all Senate funds and accounts and shall have the power (along with the Council) to authorize checks disbursing these funds for purposes authorized by the Senate.
 - b. The Treasurer shall keep appropriate records of all Senate income and expenditures, and shall provide periodic reports (a minimum of twice per semester) to the Senate membership.
- B. During school vacations, the President has the power to make decisions in consultation with the Senate and subject to later approval by the Senate. If it is impossible for the President to be present at above meetings, he/she shall delegate the Vice President or his/her designated representative. At no other time shall individuals or committees make decisions on behalf of faculty without prior consent and subsequent approval by the Senate. The Council will assist the President in all matters. During times when school is not in session and/or when the Senate cannot convene for any reason, the Executive Council will assist the President in making necessary decisions. All such actions must be reported to the Senate for their information as soon as is feasible. During time when school is not in regular session, a written report to senators and/or faculty will be made of any significant actions taken.
- C. The term of office for the elected Senate officers shall be for two (2) years. No Senator shall serve more than four (4) consecutive years in any one executive office.

Section 2:



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- A. Nominations for President, Vice-President, Secretary and Treasurer and the subsequent election for those officers shall be made within the Senate.
- B. Nominations shall be made at least one Senate meeting prior to the meeting for the election of said officers.
- C. Nominations may be made by voice nomination, but must have the consent of the nominee.
- D. Voting shall be by secret ballot.
- E. All faculty shall be notified immediately of the results of the Senate election of the Executive Council members.

Section 3:

- A. If the Senate President is temporarily unable to perform the duties of the office, the Vice-President shall assume the duties.
- B. In the event of a President's resignation or inability to perform the duties of the office for a period of six or more consecutive weeks, the Vice-President shall succeed to the Presidency for the unexpired part of the term of office and the Senate shall then elect another Vice-President for the unexpired part of the term.
- C. If during the term of office of any other Senate officer, such officer is temporarily unable to carry out the duties of the office, the President, with the consent of a majority of the entire Senate, shall appoint another senator to serve temporarily in that office, until such time as the officer is able to resume duties.
- D. In the event of an officer's resignation or inability to carry out the duties of the office for a period of six or more consecutive weeks, the Senate shall then elect another Senator to that office for the unexpired part of the term.

Section 4:

- A. The Executive Council of the Senate shall prepare the agenda for Senate meetings. Such agendas as well as announcements of Senate meetings shall be in the hands of Senators at least two days prior to a Senate meeting. A schedule of meetings will be announced at the beginning of each term.
- B. The President and Vice-President shall represent the Faculty on the District Academic Senate. The Executive Council shall appoint the two alternate delegates to the District Academic Senate as well as representatives from the faculty to all other College of Alameda and Peralta committees. (As wide as possible selection of faculty shall be made.)

Section 5:

- A. There shall be at least ten meetings of the Academic Senate scheduled during an academic year. Additional meetings as needed may be called by the President or by petition of 50% of the members of the Academic Senate.
- B. Senate meetings, including Executive Council meetings, shall be open to all Faculty members. Non-faculty guests may attend Senate meetings with the approval of the Senate.
- C. A quorum shall be majority of the entire membership of the Academic Senate. A quorum must be present in order for the Senate to vote on action items.
- D. Robert's Rules of Order shall prevail in all Academic Senate meetings –unless suspended by a majority vote of the Senate.

PART III: Amendments

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Academic Senate [ref. PART II, Article V, Section 5, Item D] or may be initiated by members of the Faculty calling for a general meeting of the Faculty as provided in PART I, Article IV, Section I of the Constitution. Proposed amendments adopted by the Academic Senate, following its usual rules for passage of motions or adopted by the Faculty in a general meeting following its usual rules for the adoption of motions, shall be in written form to the Faculty, and



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shall be adopted when the favorable votes cast by secret ballot equals or exceeds a majority of the voting Faculty.

PART IV: Ratification

This Constitution shall become operative when ratified by a majority of the voting Faculty and shall remain in effect until a subsequent Constitution is adopted by a majority of the voting Faculty.



College of Marin Academic Senate Constitution

PREAMBLE

WHEREAS Assembly Bill 1725 (Chapter 973, Statutes of 1988) enacted a new structure of community college governance; and
WHEREAS AB 1725 granted responsibility to the Board of Governors of the California Community Colleges to establish minimum standards designating procedures to be established by governing boards of community college districts to ensure faculty the right to participate effectively in district and college governance [Ed Code S 70901(b)(1)(E)]; and
WHEREAS said regulations were adopted by the Board of Governors July 12-13, 1990 [Title 5, Cal Code of Regulations, SS 53200-53205]; and
WHEREAS said statutes and regulations define new terms, create new duties, assign new powers, create new procedures, and create new delegations of authority, it becomes necessary and convenient for the full time faculty to establish a new academic senate with a new constitution. [Title 5, Cal Code of Regulations, SS 53200(b); 53202].

ARTICLE I

ESTABLISHMENT

There is hereby established the College of Marin Academic Senate. It is the intention that said Senate have and exercise all the powers and responsibilities vested in it by law and regulation and district board action. The Appendix below states the regulations currently enacted by the Board of Governors of California Community Colleges as of the date set forth. It is the intent of the Senate formed herein to have and exercise all additional powers hereafter granted by law or regulation or district board action without further faculty action unless such law or regulation requires such referral to the full-time faculty. [Title 5, Cal Code of Regulations, SS 53200(c); 53201; 53202(a, c, d); 53203; 53204]

ARTICLE II

Section 1. COMPOSITION

The Academic Senate shall consist of fifteen faculty members. Eleven members shall be full-time faculty, three members shall be part-time credit faculty and one member shall be a non-credit faculty. Each member shall be elected at large. If a Senate member's employment classification changes, said member's seat shall become vacant upon receipt of notice from the administration of such change. [Title 5, Cal Code of Regulations, SS 53200(a); 55201; 53202(c) and (d)]

Section 2. TERM OF OFFICE

Senate members shall be elected by secret ballot for a term of two years. Eight of the members shall be elected in even-numbered calendar years, and seven shall be elected in odd-numbered years. Those holding office under the current constitution whose terms have not expired or been vacated by resignation or removal shall continue in office under this constitution until the expiration of their current term. Those positions now vacant under the existing constitution shall be filled under the terms of this constitution. Thereafter, all terms shall be for two years. [Title 5, Cal Code of Regulations, S 5302(c)] In the event of a death, disability, resignation, conviction of a crime, or other event resulting in a vacancy, the position shall be filled by appointment by the Senate President, with the advice and consent of the other members of the Senate. The Senate President shall solicit names of candidates from the Senate members and other appropriate sources. The replacement senator shall serve for the balance of the term of the vacated office. [Title 5, Cal Code of Regulations, S 53202(c)] In the event of a senator's being absent without good cause shown for three or more consecutive meetings, or for more than 40% of the meetings in



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any six month period, the office shall be deemed vacant by resignation. The remaining members shall so declare on the record and proceed to fill the office. [Title 5, Cal Code of Regulations, S 53202(c)]

Section 3. OFFICERS.

There shall be a president, a vice-president, a secretary, and a treasurer to be selected as set forth herein, and will serve for a term of two years, assuming senate membership.

PRESIDENT. The President shall be elected by the academic senate from among its members. The President may vote on all matters except disciplinary actions by the Senate directed at the president, and upon ceasing to hold the office of President shall continue as Senator for any unexpired term. The President shall serve as the Senate's representative during intersessions, including summers. [Title 5, Cal Code of Regulations, S 53202(c)] **THE PRESIDENT** shall be the presiding officer and, with the advice and consent of the Senate, the appointing officer. He/she shall sign all official documents representing official actions of the Senate. [Title 5, Cal Code of Regulations, S 53203(f)] The president may delegate specific acts to other senators.

VICE-PRESIDENT. The vice-president shall be elected by the Senate from among its members. The vice-president shall fill the role of president and exercise the powers of the president in the event of the disability or absence of the president.

SECRETARY. The secretary shall be elected by the Senate from among its members. The secretary shall see that accurate minutes of Senate meetings are made and preserved. The secretary shall be the keeper of the Senate seal, if adopted. The secretary shall be responsible for receipt and safekeeping of all official correspondence directed to the Senate. The secretary shall attest the president's signature when required. The secretary shall be the election officer of the Senate and shall see to the preparation of election notices, postings, preparation of ballots, and counting of ballots, and shall certify election results to the Senate. In the event the secretary is seeking re-election to the Senate, the president shall appoint an alternate election officer.

TREASURER. The treasurer shall be elected by the Senate from among its members. The treasurer is responsible for the collection, investment, and safekeeping of all funds or financial instruments entrusted to the Senate. The treasurer shall prepare financial statements to be submitted to the Senate showing the current balance of all assets and accounts chargeable to the Senate upon request of any senator. If required by law or Senate action, the treasurer shall obtain a surety bond at Senate expense. [Title 5, Cal Code of Regulations, S 53202(c)]

ARTICLE III

BYLAWS

The Senate shall have the power to adopt bylaws, not inconsistent with law, regulating the conduct of meetings; the form of the agenda; the time and manner of giving notice of meetings and elections; the form of ballots; the form of election materials; the creation, composition, duties, responsibilities, and duration of committees; quorums; required majorities in voting; rules of procedure; and such other rules it deems necessary and convenient for carrying out its powers. The Senate shall hold regular meetings every Thursday of each month while school is in session. In the event such a Thursday is a college holiday, no regular meeting shall be held. Meetings shall commence at 12:45 p.m. local time. If the need arises to change the date and time of meetings from that specified above, this shall be accomplished by a majority vote of the Senate and will not require an amendment to the constitution. The bylaws shall specify the manner of scheduling and noticing special meetings. [Title 5, Cal Code of Regulations, S 53202(c)]

ARTICLE IV

ELECTIONS



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Election of senators shall take place no later than the last week in April of each year. Election shall be by mail ballot. To be counted, ballots must be received by the close of business of Friday of the first full week of May. All elections shall be by secret ballot. [Title 5, Cal Code of Regulations, SS 53202(a); 53202(c)]

ARTICLE V

AMENDMENTS

This constitution may be amended by majority of the faculty voting at an election called for said purpose. The position of the Senate on each amendment shall be included on the ballot. Such position statement shall not exceed 300 words. An opposing statement, subscribed by any full-time faculty member and not exceeding 300 words, shall also be included on the ballot. Each ballot shall include a clear and concise statement of its scope and effect. [Title 5, Cal Code of Regulations, S 53202(c)(1)] Amendments may be proposed by the Senate, or any 15 faculty members, in writing.

NOTICES

The Senate shall have a designated mailbox for receipt of mail. The Senate shall provide in its bylaws for the number and location of places for posting of public notices of its business.

PUBLIC MEETINGS AND RECORDS

The Senate shall comply with all public meeting and public record laws not inconsistent with laws pertaining to academic senates.

ARTICLE VI

RATIFICATION

This constitution shall be adopted by majority vote of all faculty members voting. Upon certification of the vote showing such adoption, this constitution shall take effect. The existing constitution shall be repealed. All contracts, agreements, and appointments existing at the time of adoption of this constitution shall remain in effect until and unless revoked or amended by the new Senate. [Title 5, Cal Code of Regulations, SS 53203(f); 53204]



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
College of San Mateo

Not Available



COLLEGE OF THE CANYONS BYLAWS of the ACADEMIC SENATE

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. The Electorate shall consist of tenured and tenure-track Faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.
3. A maximum of three Adjunct Faculty Members shall be elected as voting members to the Academic Senate per Article IV of the Constitution.

ARTICLE II – RESPONSIBILITIES

Section A – Statement of General Duties and Expectations

The Academic Senate strives to ensure shared governance, faculty representation, and the successful development of academic standards. Therefore, faculty elected to serve as members of the Academic Senate, and those faculty members working on behalf of the Academic Senate, shall make every attempt to adhere to the rules and expectations listed herein—conducting due diligence in all matters brought before them, while adhering to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

Section B – Duties of President

1. The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.
2. The President shall preside at all meetings of the Academic Senate.
3. The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.
4. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
5. The President shall manage all income and expenses incurred by the Senate.
6. The President or the President’s designee shall attend Fall and Spring meetings of the California Community College Academic Senate and regional Community College Academic Senate meetings.
7. The President shall chair all meetings of the Executive Committee.

Section C – Duties of Vice-President

1. The Vice-President shall preside over meetings of the Academic Senate in the President’s absence.
2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during his or her term. The Vice President shall assume the duties of the President on an interim basis upon the request of the President.
3. The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Committee and Academic Senate.
4. The Vice-President shall make every effort to attend the next scheduled leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference at least once previously.

Section D - Duties of the President-Elect

1. Any member of the Electorate who is elected to serve as President of the Academic Senate



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will be designated “President-Elect”. The President-Elect is essentially the President in waiting whose term shall begin upon confirmation of said election results by the Academic Senate and end on the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, then he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.

2. The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.
3. The President-Elect shall make every effort to attend the next leadership conference offered by the Statewide Academic Senate, if he or she has not already attended such conference.
4. The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during his or her term as President-Elect and before he or she assumes the duties of the Presidency.

Section E - Duties of the Past President

1. The Past President shall provide support and expertise to the President.
2. The Past President, acting as parliamentarian, shall recommend parliamentary procedures as prescribed in the Robert’s Rules of Order or any other parliamentary authority adopted by the Academic Senate. In the absence of the Past President, the Chair of the Policy Committee shall serve as parliamentarian.

Section F - Duties of Senators

1. Division Senators

a. Attendance - Senators serving as Division Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator’s responsibility to develop a work schedule around the Senate’s regularly scheduled meeting time.

i. Absence – Division Representatives shall make any and all effort to secure an alternate Representative from their respective division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

b. Appointments - All Division Representatives shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

c. Liaison Duties - Senators serving as Division Representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

2. At-Large Senators

a. Attendance - Senators serving as At-Large Representatives shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator’s responsibility to develop a work schedule around the Senate’s regularly scheduled meeting time.

b. Appointments - At-Large Representatives shall be eligible for and should anticipate being appointed to represent any academic division lacking a Division Representative on the Academic Senate.

i. Absence – At-Large Representatives shall make any and all effort to secure an alternate Representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

c. Liaison Duties - Senators serving At-Large Representatives shall be the liaison



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between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

Section G - Transition Duties

1. It is the duty of the President and the President-Elect to:
 - a. Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.
 - b. Ensure the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.
 - c. Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
 - d. Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

ARTICLE III – MEETINGS AND SENATE PROCEDURES

Section A - Ralph M. Brown Act

1. Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.
2. All meetings of this organization shall be public meetings. No meeting or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss a personnel matter, or to discuss litigation in which the Academic Senate is involved, or may be involved.
3. All Votes shall be taken in accordance with the Provisions of the Brown Act.
4. The President may put the meeting into executive session as prescribed in The Ralph M. Brown Act.

Section B – Meeting Procedures and Standing Rules

1. **Meeting Procedures**
 - a. Except as otherwise provided, the most recent Robert’s Rules of Order shall govern meeting procedures.
 - b. All votes shall be taken by voice, roll call or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.
2. **Standing Rules**
 - a. The Academic Senate may adopt Standing Rules to implement the intent and purposes of these Bylaws.
 - b. Standing Rules shall be adopted by a majority vote of the Academic Senate.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in Article IV of the Academic Senate Constitution shall be conducted by the Elections Committee of the Academic Senate.

ARTICLE V – COMMITTEES

Section A - Committee Membership Eligibility

All faculty are eligible to serve on committees of the Academic Senate.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Section B - Standing Committees

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. The standing committees are:

1. Academic Staffing Committee
2. Academic Standards Committee
3. Board Policies and Procedures
4. Constitution and Bylaws Committee
5. Cultural Heritage Committee
6. Curriculum Committee
7. Elections Committee
8. Equivalencies Committee
9. Faculty Professional Development Committee
10. Honors Program Committee
11. Interdisciplinary Committee and Coffee on the Side
12. Program Review Committee
13. Scholarly Presentation Committee
14. Student Learning Outcomes Committee

Section C – Collegial Consultation Committees

1 - Collegial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables, but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.

2 - Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. The collegial consultation committees are:

- a. College Planning Team (CPT)
- b. College Policy Council
- c. Facilities Master Plan
- d. Enrollment Management
- e. President's Advisory Council on the Budget (PAC-B)
- f. Technology
- g. Health and Safety Committee

Section D - Ad Hoc Committees

The Academic Senate may establish “Ad-Hoc” committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate.

Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate.

Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.



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ARTICLE VI – AMENDMENTS

Section A – These Bylaws may be amended by a two-thirds vote of a quorum of the Academic Senate.

ARTICLE VII – ENACTMENT CLAUSE

Section A – Initial Effective Date

These Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.

Section B – Amendments

Amendments to these Bylaws shall be effective upon approval by a majority vote of a quorum of the Academic Senate.



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
College of the Desert

Not Available



COLLEGE OF THE REDWOODS CONSTITUTION OF THE ACADEMIC SENATE

Preamble

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. To discharge fully and effectively this responsibility, the following Constitution is adopted.

ARTICLE I: Senate Name

The organization's name is Academic Senate of the College of the Redwoods (Senate).

ARTICLE II: Senate Purpose

Section 1. The Senate's primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

Section 2. To carry out its primary purpose, the Senate:

- a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;
- b. makes appropriate recommendations to and forwards resolutions to the College of the Redwoods Board of Trustees (Board).

ARTICLE III: Senate Electorate

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.

ARTICLE IV: Senate Membership, Election, and Terms of Office

Section 1.

All District Faculty and Associate Faculty are eligible for election to the Senate.

Section 2.

The following units constitute instructional divisions as defined by

College Administration: Career & Technical Education; Health, Physical Education & Athletics; Humanities; Instruction & Student Development; and Math, Science & Social Sciences. For the purpose of Senate representation, the Del Norte Campus, the Mendocino Campus, and Eureka Campus non-teaching Instruction & Student Development Faculty shall also each be considered Divisions. Each Division shall elect one (1) Senator from the Faculty with an assignment in that Division for every five Faculty in that Division. Each division shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators. The time, place, and manner of holding elections for Senators shall be determined by each Division. The Senate shall be reapportioned each spring for the following academic year based upon the number of Faculty in each Division on April 15 of the current academic year.

Section 3. Associate Faculty shall elect two Senators. The time, place, and manner of holding elections for Associate Faculty Senators shall be determined by the Associate Faculty.

Section 4. Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms.



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Senate elections are held, as necessary, during April each year.

Section 5. Newly elected Senators assume their duties effective July 1 following their election.

Section 6. In the event of a temporary vacancy, the affected Division elects a substitute Senator who serves until the originally elected Senator resumes her/his duties. If a Senate position is shared, only one of the Senators sharing the position may participate at each meeting.

Section 7. The Vice President, Instruction and Student Development is an ex-officio, nonvoting member of the Senate.

Section 8. The Associated Students of College of the Redwoods Senate Board may appoint one student representative to serve as an ex-officio, nonvoting member of the Senate. The student representative shall serve for one academic year and be given a training by at least one of the Senate Co-presidents prior to participating on the Senate. The student representative shall serve no more than two one-year terms.

ARTICLE V: Senate Officers and Election of Officers

Section 1. The officers of the Senate are Co-presidents, elected annually by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members.

- a. Senate Co-presidents are elected from among tenured Senators past or present only. Upon the election of a Co-president, a new Senator may be elected to represent the Co-president's Division if the Co-President-elect vacates an active term as Senator.
- b. The Senate Co-presidents annually name a Senate Co-presidents Nominations Committee (Committee). The Committee must announce Senate Co-president nominations no later than the second meeting in April each year.

Section 2. Co-presidents serve one-year terms (July 1 to June 30) and may seek reelection. Co-presidents serve no more than three (3) consecutive terms.

Section 3. Either Co-president may be removed by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members. Removal (recall) vote is initiated by a removal (recall) petition signed by no less than one fifth of the Senate membership. Upon removal, the Co-president is no longer a member of the Senate.

Section 4. A Co-president vacancy is filled by majority Senate vote at the next regularly scheduled Senate meeting following the effective date of the vacancy.

Section 5. A Co-president elected to fill a vacancy assumes her/his duties immediately upon election.

Section 6. Of the Co-presidents, only the presiding Co-president shall vote, and then only when the vote will change the outcome.

ARTICLE VI: Senate Duties and Responsibilities

Section 1. The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the Administration, Classified Employees, Board, State, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional matters:

- a. Curriculum, including establishing prerequisites and placing courses within disciplines
- b. Degree and certificate requirements
- c. Grading policies
- d. Educational program development
- e. Standards or policies regarding student preparation and success
- f. College governance structures, as related to Faculty roles



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- g. Faculty roles and involvement in accreditation processes
- h. Policies for Faculty professional development activities
- i. Processes for program review
- j. Processes for institutional planning and budget development
- k. Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

Section 2. Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

Section 3. Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. The Senate forwards resolutions and recommendations to the Board and expects a response within thirty (30) days of receipt. The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

Section 4. The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate Co-presidents for interest-based principled mediation of differences.

Section 5. Except in an emergency, agenda items submitted to the Senate must be received at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate Co-presidents.

Section 6. The official minutes of Senate meetings will be posted and distributed as required by law.

ARTICLE VII: Senate Meetings

Section 1. The Senate shall meet at times designated in the Bylaws or when called by the Co-presidents.

Section 2. In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely and desires to vote via telephone or other telecommunication medium, an agenda shall be posted at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting.

Section 3. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 4. For purposes of the tenure review process, the Senate will close its meetings to all but tenured Senators in order to make tenure recommendations to the Board. The tenured Senators may invite by vote individuals to aid them in their deliberations. A quorum for this meeting must consist of a majority of the tenured members of the Senate.

Section 5. Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex-officio, non-voting members. No Senate meetings may be conducted without a quorum.

Section 6. Non-members may speak when recognized by the presiding Senate Co-president during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

Section 7. Senate meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VIII: Senate Constitutional Amendments

Section 1. Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

Section 2. A proposed amendment must be in writing and must be presented to the Senate at least



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one (1) week before a vote is scheduled on the amendment.

Section 3. An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the presiding Co-president and excluding ex-officio, nonvoting members. The adopted amendment shall take effect at the next Senate meeting.



College of the Redwoods Academic Senate Bylaws

ARTICLE I: Officers

Section 1. Officers: The officers of the Academic Senate (Senate) shall consist of two Copresidents.

Section 2. Duties: The duties of the Copresidents shall be as follows:

1. To preside at all Senate meetings;
2. To be non-voting, ex-officio members of all Senate committees;
3. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, subject to review of the Senate;
4. To represent the faculty at the following:
 - a. Board of Trustee (Board) meetings;
 - b. College Council meetings; and
 - c. Other District committee meetings as appropriate;
5. To maintain communication with the Chief Academic Officer and with the President/Superintendent on a regular basis;
6. To maintain communication with the Senate support staff and other District offices;
7. To prepare Senate meeting agendas as prescribed by law; and
8. To post and distribute Senate meeting documents as prescribed by law.

ARTICLE II: Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, CRFO/Academic Senate Liaison Committee, Tenure Review Committee, Associate Faculty Committee, and Multicultural and Diversity Committee. For the purposes of committee representation, please refer to the Constitution of the Academic Senate, Article IV, Section 2 list of instructional divisions as defined by College Administration.

Nonvoting, ex-officio committee members may make motions and participate in discussions, but shall not count towards a quorum. Substitutions will not be allowed on any Senate committee.

Section 1. Executive Committee

A. Membership: The three Senate members of the Executive Committee shall be nominated by the Copresidents and confirmed by the Senate no later than the second regular meeting in the fall. They shall serve a term of one year. The Committee shall consist of the following members:

1. The two Senate Copresidents; and
2. Three Senators, each from different divisions.

B. Duties and Purposes:

1. To assist the Copresidents in coordinating Senate activities;
2. To make recommendations to the full Senate regarding Senate business;
3. To assume other duties as designated from time to time by the Senate; and
4. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
 - a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
 - b. The Senate may override any Executive Committee decisions.
 - c. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the Senate is not in session.

Section 2. Academic Standards and Policies Committee



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- A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
1. The chair appointed by the Copresidents and confirmed by the Senate;
 2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
 3. One associate faculty appointed by the chair; and
 4. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO), who shall serve as a nonvoting, ex-officio member.
- B. Duties and Purposes:
1. To accept assignments from the Senate on issues of academic standards and policies;
 2. To research, discuss, and make specific recommendations to the Senate regarding resolution of the above assignments.

Section 3. Curriculum Committee

- A. Membership: Terms of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
1. The chair appointed from the Committee's members past or present by the Copresidents and confirmed by the Senate;
 2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
 3. One faculty member, appointed by the Copresidents and confirmed by the Senate, with expertise in distance education; this member shall serve as a nonvoting, ex-officio member with signatory authority on Distance Education course proposal forms.
 4. College Articulation Officer (AO), who shall serve as a regular, voting member if the AO is a faculty member. If the AO is NOT FACULTY, they shall be a nonvoting, ex-officio member.
 5. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a nonvoting, ex-officio member; and
 6. The Curriculum Committee chair may request a MIS Admissions and Records representative, who shall serve as a nonvoting, ex-officio member.
- B. Duties and Purposes: The Curriculum Committee is concerned with the development of and continual improvement of educational programs and the curriculum. The major functions of the Committee are the following:
1. To make recommendations to the Senate regarding additions, modifications, or deletions to the curriculum;
 2. To advise the Senate and the administration on issues related to curriculum and educational programs;
 3. To maintain an on-going evaluation of the college curriculum;
 4. To assist in the development and long-range planning of the overall educational program of the college; and
 5. To advise faculty who are developing groupings of classes into cohorts or other linked units.
 6. The specific functions of the Curriculum Committee are to act on the following proposals:



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- a. Creation, modification or deletion of programs, courses, or certificates;
- b. Revision of a catalog description to reflect changes in the nature of a course;
- c. Changes in hours and/or units of a course;
- d. Changes in the requirements of an existing certificate or degree program;
- e. Changes in prerequisites, corequisites, and recommended preparation;
- f. Assignment of courses to disciplines; and
- g. Significant changes in the course outline related to grading standards, method of evaluation, or instructional materials.

Section 4. Faculty Development Committee

- A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:
1. The chair appointed by the Copresidents and confirmed by the Senate;
 2. Three faculty members from Eureka appointed by the Copresidents;
 3. One faculty member from CRDN or CRMC appointed by the Copresidents; and
- B. Duties and Purposes:
1. To oversee the distribution of faculty development funds to support the improvement of instructional skills or subject area expertise of faculty and associate faculty members;
 2. To develop guidelines for funding requests;
 3. To forward funding allocation recommendations to the Senate for approval;
 4. To develop, implement, and coordinate the process for awarding funding; and
 5. To evaluate faculty development activities district wide.

Section 5. Faculty Qualifications Committee

- A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
1. The chair appointed by the Copresidents and confirmed by the Senate;
 2. Four faculty members from at least two divisions appointed by the Copresidents;
 3. One associate faculty appointed by the Copresidents; and
 4. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) who shall serve as a nonvoting, ex-officio member.
- B. Duties and Purposes:
1. To review and recommend changes to the Senate on policies related to minimum qualifications or other issues of faculty qualification;
 2. To consider and make recommendations to the Senate on all applications for equivalency, both full and associate; and
 3. To make recommendations on minimum qualification applications referred by the CIO/CSSO.

Section 6. CRFO/Academic Senate Liaison Committee

- A. Membership: The Committee shall consist of the following members:
1. The Senate Copresidents;
 2. CRFO President; and
 3. CRFO Vice President.
- B. Duties and Purposes:
1. To provide a forum for the collegial discussion of faculty issues.
 2. Composition, duties, and purposes are subject to change pursuant to the CRFO Collective Bargaining Agreement.

Section 7. Tenure Review Committee



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- A. Membership: The term of each faculty member shall be four years with staggered terms expiring July 1. The committee shall consist of the following members:
 - 1. Four tenured faculty members from different divisions appointed by the Copresidents and confirmed by the Senate, one of whom will serve as chair; and
 - 2. Chief Academic Officer.
- B. Duties and Purposes:
 - 1. To review documents provided by the Faculty Evaluation Committees; and
 - 2. To issue an annual report and recommendations to the Senate and the President/Superintendent. This report will include recommendations on the reemployment and tenure of each tenure-track nontenured faculty member.
 - 3. To perform other duties pursuant to the CRFO Collective Bargaining Agreement.

Section 8. Associate Faculty Committee

- A. Membership: The term of each member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:
 - 1. The chair, appointed by the Copresidents from among the associate faculty senators and confirmed by the Senate;
 - 2. One faculty appointed by the Copresidents; and
 - 3. At least one associate faculty appointed by the Copresidents.
- B. Duties and Purposes:
 - 1. To advise the Senate on issues of specific concern to associate faculty; and
 - 2. To promote district-wide collegiality.

Section 9. Multicultural and Diversity Committee

- A. Membership: The term of each faculty and associate faculty member, including the chair, shall be two years, with staggered terms expiring July 1. The Committee shall consist of the following members:
 - 1. The chair appointed by the Copresidents and confirmed by the Senate;
 - 2. At least three faculty appointed by the Copresidents;
 - 3. At least one associate faculty appointed by the Copresidents;
 - 4. Director of Human Resources who shall serve as a nonvoting, ex-officio member;
 - 5. Liaison from Disabled Student Services who shall serve as a nonvoting, ex-officio member;
 - 6. The Chief Instruction Officer/Chief Student Services Officer (CIO/CSSO) or designee, who shall serve as a nonvoting, ex-officio member;
 - 7. Liaison from Student Development who shall serve as a nonvoting, ex-officio member;
 - 8. The ASCR Student Diversity Coordinator who shall serve as a nonvoting, ex-officio member and;
 - 9. At least one community member who shall serve as a nonvoting, ex-officio member
- B. Duties and Purposes:
 - 1. To encourage the educational, vocational, and social value of a rich variety of backgrounds and perspectives to the students and the campus community;
 - 2. To collaborate with the college to advance the implementation of the Student Equity Plan on behalf of the Academic Senate;
 - 3. To support multicultural and diversity training for all faculty, staff, and students;
 - 4. To promote the retention of students, faculty, and staff of underrepresented groups on campus; and
 - 5. To assist in the development of strategies to create a campus community environment that promotes inclusiveness as an institutional community value district wide.



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Section 10. Professional Relations Committee

- A. Purpose: The Professional Relations Committee (PRC) serves as a peer venue for addressing conflicts that arise between faculty that have the potential to diminish collegiality or otherwise compromise the quality of the work environment College of the Redwoods faculty can reasonably expect. The PRC uses the Interest-Based Approach (IBA) to problem solving and provides a safe, fair, effective setting in which faculty can voluntarily seek resolution to conflicts at the lowest organizational level. The PRC does NOT replace or interfere with the complaint processes established by the Office of Human Resources or with complaint processes established by the CRFO (i.e. grievance), nor does it serve as a venue for addressing legal conflicts among faculty (e.g. harassment) or conflicts between faculty and the Redwoods Community College District.
- B. Membership: The Academic Senate Co-Presidents serve as co-chairs of the Professional Relations Committee. All other committee members serve on an ad hoc basis and will be selected and appointed by the Senate Executive Committee. The committee shall consist of the following members:
1. Co-Chairs: Academic Senate Co-Presidents.
 2. Process Facilitator: one full-time faculty member who is trained or expected to be trained in the Interest-Based Approach (IBA) to problem solving.
 3. One faculty member not in the same discipline as any of the faculty seeking assistance from the Professional Relations Committee.
 4. The faculty members seeking assistance from the Professional Relations Committee.
- C. Process: Any full-time or part-time faculty member can request the assistance of the PRC by contacting either of the Academic Senate Co-Presidents or the Academic Senate Administrative Support Staff Person. The following steps will then be followed:
1. The Senate Co-Presidents will determine if the problem is appropriate for the PRC.
 2. If the Co-Presidents determine the problem is not appropriate for the PRC, then they will advise the faculty member who requested the assistance of the PRC about what venues are more appropriate to address the problem.
 3. If the Co-Presidents determine the problem is appropriate for the PRC, then they will contact the other faculty member(s) who may be directly affected by the problem to determine whether or not the faculty member(s) is interested in using the PRC to assist in an effort to address the problem.
 4. If the faculty members directly affected by the problem do not share interest in exploring resolution via the PRC, then the Academic Senate Co-Presidents will suggest possible alternative venues to address the problem and the process ends.
 5. If the faculty members directly affected by the problem share interest in exploring resolution via the PRC, then the Academic Senate Administrative Support Staff Person will convene a meeting of the PRC.
 6. The PRC will use an Interest-Based Approach (IBA) to problem solving and will be led by a trained peer faculty facilitator.
 7. The PRC will attempt to create a mutually-agreeable resolution to the problem.
 8. At the conclusion of the IBA process, all records and notes of the PRC's activity and conversation will be destroyed.

All conversations of the PRC are strictly confidential and participation is voluntary.

ARTICLE III: Senate Meetings

Section 1. Meeting Schedule: The Senate shall meet on the first and third Fridays of each month during the fall and spring semesters except when such days fall on all-college holidays or semester breaks.

Section 2. Order of Business: The following shall be the order of business for all regular meetings:



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1. Call to order;
2. Call for public comments;
3. Approval of the minutes;
4. Action items;
5. Discussion items;
6. Reports;
7. Announcements and Open Forum; and
8. Adjournment.

ARTICLE IV: Parliamentary Authority

All questions of parliamentary procedure in the conduct of meetings shall be resolved according to the latest edition of *Robert's Rules of Order* insofar as they do not conflict with the Constitution.

ARTICLE V: Amendments

These Bylaws may be adopted, repealed, altered, or amended, or new Bylaws may be adopted at any meeting of the Senate by a two-thirds vote of those present, provided such proposals have been presented in writing at a previous meeting.



College of the Sequoias Academic Senate Constitution

PREAMBLE

The purpose of the Academic Senate, as a representative of the faculty, is to make recommendations to the administration of the college and the Board of Trustees with respect to academic and professional matters. We are a recommending body, and we make our recommendations to the college community under the assumption of collegiality, that is, under the assumption that the faculty interact with each other, the administration and the Board in a professional relationship, mutually respecting each other's opinions. Faculty and administration must keep in mind that the college exists to serve our students. To this end the Academic Senate of the college of the Sequoias is dedicated. (Revised 1997)

CONSTITUTION

Article I: DEFINITIONS shall apply as follows in all references to these designations:

- A. The name of this organization shall be the College of the Sequoias Academic Senate, hereinafter called the Academic Senate.
- B. Faculty - all academic personnel under a permanent or temporary contract who are not declared as holding a management position.
 1. Full-time Faculty – all academic personnel with permanent contracts and temporary, academic personnel working more than 67% of a full load.
 2. Adjunct faculty – all academic personnel with a temporary contract working at 67% or less of a full contract.
- C. Academic Senate – the organization whose primary function is, as the representative of the faculty, to make recommendations to the administration of the college and to the governing board of the district with respect to academic and professional matters (Title V., Section 53200).
- D. Senator – any faculty member duly elected to the Academic Senate according to the terms and conditions of this Constitution.
- E. Division – any department or group of departments presided over by a division chair.
- F. Department – any discipline oriented entity within a division.
- G. Special Programs – any program that is not administered through a division.

Article II: POWERS AND FUNCTIONS shall be delegated to all the Senate as follows:

- A. The Academic Senate shall be empowered to make recommendations to the President/Superintendent of the College and shall have the right, after such presentation, to lay its views directly before the Board on any matter pertaining to the academic and professional matters of the college as defined in Title V of the California Code of Regulations.
- B. The functions of the Academic Senate are two-fold:
 1. Advisory- to advise the administration and Board on academic and professional matters including the following:
 - a. Curriculum, including establishing prerequisites and placing courses within disciplines.
 - b. Degree and certificate requirements.
 - c. Grading policies.
 - d. Educational program development.
 - e. Standards or policies regarding student preparation and success.
 - f. District and college governance structures, as related to faculty roles.
 - g. Policies for faculty professional development activities.
 - h. Processes for program review.
 - i. Process for institutional planning and budget development.
 - j. Faculty roles and involvement in accreditation process, including self-study and annual reports.
 - k. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.



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2. Appointments – to make all appointments of faculty to college-wide committees.
- C. Title 5 of the California Code of Regulations, Division 6, Chapter 4, Subchapter 2, Article 2, Section 53200 defines the powers, rights, and responsibilities of the Academic Senate in California Community Colleges. This stipulates that the district Governing Board shall consult collegially with the Academic Senate when developing policies regarding academic and professional matters by using either or both of the following methods, according to its own discretion:
 1. Relying primarily upon the advice and judgment of the Academic SenateOr
 2. That the district governing board, or such representatives as it may designate and the representatives of the Academic Senate shall have the obligations to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendation.

Article III: MEMBERS of the Academic Senate shall be determined in the following manner:

- A. Senators shall be elected by their respective Divisions for two (2) year terms.
- B. Senators may be re-elected by their respective Divisions.
- C. Representation on the Academic Senate shall be determined as follows:
 1. Senators shall be chosen by Divisions, or other appropriate college body indicated in this article. Each Division should develop its own procedure for substitutions in the event a designated Senator is unable to attend a meeting.
 2. Each division with 1 to 10 full-time faculty shall elect one senator, 11 to 20, two senators, and 21 to 30, three senators. The division chair and department heads shall be counted as members of the division.
 3. During any one school year, any instructor teaching in more than one Division shall declare to the Division Chairs and to the Academic Senate Secretary in which of these Divisions he/she shall be a member for representation and with which he/she will vote.
 4. For purposes of representation on the Academic Senate and wherever else applicable in this Constitution, non-classroom library faculty shall be considered a Division, and this Division shall elect a chairman for the purpose of calling meetings and conducting business. One of the items of business shall be to elect a Senator to represent the Division as delineated in this Article.
 5. Adjunct faculty shall elect two Senators.
 6. The College of the Sequoias Associated Student Executive Board shall elect one representative to serve on the Academic Senate. This is a non-voting representative.
 7. The classified staff shall elect one representative to serve on the Academic Senate. This is a non-voting representative.
- D. The method of election to the Academic Senate shall be as follows:
 1. In April of each year, division chairs where Academic Senate vacancies are due to occur, shall call a meeting of all faculty members in their divisions.
 2. At this meeting, faculty members shall elect the Division's Senators, with each division member casting one vote.
- E. A Senator may be recalled by a two-thirds vote of the members of the Division in a meeting called for that purpose. Notice of such a meeting must be provided one week in advance.
- F. Vacancies shall be filled by the division prior to the regular meeting of Academic Senate after which they occur; the procedure shall be the same as the process for a regular election to the Academic Senate.

Article IV: MEETINGS of the Academic Senate shall be subject to the following regulations:

- A. The Academic Senate shall meet at least once each month during the academic year.
- B. Special meetings may be called at any time by the President of the Academic Senate on his/her own initiative or at the request of any member of the Academic Senate. Any special meetings shall require a forty-eight hour email notice to each Academic Senate member.



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- C. Official action can take place only at regular and special meetings of Academic Senate.
- D. Regular and special meetings of the Academic Senate are open to all. Guests may voice their opinions or ask questions when they are recognized by the Chair.
- E. Outside speakers to appear before the Academic Senate are limited to those invited by the Executive Board.

Article V: OFFICERS of the Academic Senate shall be as follows:

- A. The officers of the Academic Senate are the President, the Vice-President (President elect), Secretary/Treasurer, the Faculty Enrichment Chairperson, and the Senate State Delegate.
- B. The officers of the Academic Senate shall be elected at-large, by faculty-wide election. Any full-time faculty member of the College of the Sequoias is eligible to run for Academic Senate office.
 - 1. The election of all Academic Senate officers shall be conducted in the month of February of even-numbered years.
 - 2. Officers shall serve for two-year terms and may be re-elected to succeed themselves in office. The Faculty Enrichment Committee Chairperson shall serve for a three-year term.
 - 3. In the event of a resignation or other absence of an officer during the term of an officer, the Academic Senate President may appoint an interim officer for the remainder of the term with the consent of the Academic Senate.
- C. The voting procedure is as follows:
 - 1. Each full-time faculty member is eligible to cast one vote per office. Each adjunct faculty member is eligible to cast a vote for each office proportional to his/her teaching load (e.g. 40% FTE equals 0.4 vote) in the semester in which the election occurs.
 - 2. A minimum of two weeks notice by email shall be given prior to the date of the election.
 - 3. Elections shall be held over a period of two consecutive weekdays, which shall not include a Friday.
 - 4. Voting areas shall be provided where privacy and confidentiality of the ballots are assured.
 - 5. For each office, the candidate receiving the most votes shall be deemed the winner.
 - 6. For each office, the number of ballots cast and the number of votes received by each candidate shall be announced.
 - 7. No candidate for Academic Senate office shall participate in the planning, administration, or vote tabulation of any Academic Senate election.
- D. The powers and duties of the Academic Senate Officers are as follows:
 - 1. The President shall:
 - a. Establish the time and place for all general meetings and all Executive Board meetings.
 - b. Prepare the agendas for all general meetings and all Executive Board meetings.
 - c. Appoint a Parliamentarian.
 - d. Preside over all general and Executive Board meetings in an impartial manner. The President is not allowed to introduce motions or resolutions.
 - e. Represent the Academic Senate at the meetings of the Board of Trustees.
 - f. Report to the Academic Senate in a timely manner the disposition of Senate actions.
 - 2. The Vice-President (President elect) shall:
 - a. Act as President in the absence of that officer.
 - b. Become the President at the end of the President's current term.
 - c. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
 - d. Serve as Co-Chair of the Institutional Planning Committee.
 - e. Represent the Academic Senate on the Instructional Council.
 - 3. The Secretary-Treasurer shall:
 - a. Record all minutes of all general meetings and Special meetings.
 - b. Maintain the currency of all mailing lists of the Academic Senate.
 - 4. The Faculty Enrichment Chairperson shall:
 - a. Plan, develop and host faculty development workshops.



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- b. Promote and approve sabbatical proposals and Institutional Improvements Projects.
 - c. Coordinate with other groups and committees to provide staff training.
 - d. Facilitate New Faculty Orientation prior to the first day of the Fall semester.
 - e. Supervise the approval of FLEX hours.
5. The Senate State Delegate shall:
- a. Vote at State Academic Senate meetings.
 - b. Ascertain Academic Senate preference on significant State Academic Senate resolutions.
 - c. Bring relevant State and local resolutions to the attention of the Academic Senate.
 - d. Facilitate nominations for State Academic Senate awards.

Article VI: THE METHOD OF AMENDMENT for the Academic Senate constitution shall be as follows:

- A. Amendments may be proposed by:
 1. The Board of Trustees.
 2. The President/Superintendent of the College of the Sequoias.
 3. A simple majority vote of the Academic Senate.
 4. A simple majority of any Division.
 5. Petition of twenty-five (25) percent of the Full-time Faculty.
- B. Amendments to the Constitution must be submitted to the full-time faculty by email, at least thirty (30) days prior to the vote to amend.
- C. Amendments to the Constitution require presentation at a faculty forum.
- D. Amendments to the Constitution must be ratified by a two-thirds vote of all the full-time faculty.

Article VII: BY-LAWS shall be adopted as follows:

- A. The Academic Senate shall be empowered to adopt its own by-laws by a simple majority vote. Changes in the Academic Senate by-laws shall be made in the following manner:
 1. Changes may be proposed by any Academic Senate member.
 2. Proposed changes must be submitted by email to each Academic Senate member at least thirty (30) days prior to the vote.
 3. Changes in the existing by-laws must be ratified by a two-thirds vote of the Academic Senate.



**COLLEGE OF THE SEQUOIAS ACADEMIC
SENATE BY-LAWS**

I. PROCEDURES

- A. Senate meetings and meetings of the committees shall be conducted under Robert's Rules of Order, revised, with all formal recommendations of the Academic Senate written and presented in resolution format.
- B. Business of the Academic Senate shall be decided by each Academic Senator casting one vote. A quorum shall consist of a number equal to or greater than fifty percent of the combination of the number of Academic Senators plus the Secretary/treasurer and State Delegate. The Academic Senate President shall vote only in case of a tie vote
- C. Any member of the faculty, administration, member of the Board of Trustees, or member of the Student Executive Board may bring matters to the attention of the Academic Senate, but in order to receive consideration, such matters must be distributed to each Academic Senate member, by email, seventy-two hours before the following Academic Senate meeting.
- D. The Academic Senate President has the authority to call and preside over a general faculty meeting.
- E. Upon the request of the majority of the Academic Senators or any two Divisions, the Academic Senate President shall be required to call and to preside over a general faculty meeting.
- F. Upon a majority vote by the Academic Senate, the Academic Senate can submit a matter to a vote of the faculty.
- G. The majority of the faculty of any two Divisions can request that any decision made by the Senate be submitted to the faculty for a referendum.
- H. Any matter other than a constitutional amendment referred by the Senate to the faculty for a decision shall require a majority vote for passage.

II. SENATE COMMITTEES and LIAISONS shall be established as follows:

- A. The Academic Senate shall maintain an Executive Board, three Standing Committees, a Faculty Enrichment Committee, Curriculum Committee, a Student Learning Outcomes Committee, and any other permanent committees to which problems will be assigned as deemed necessary by the Academic Senate.
- B. The Academic Senate may create one or more Ad Hoc committees if necessary to investigate short-term issues.
- C. Each of the three Standing Committees shall elect its own chair and secretary.
- D. Each Academic Senator must serve on one of the three Standing Committees; however, no Academic Senator may serve on more than two Standing Committees simultaneously; no Academic Senator may be chair of more than one committee.
- E. The Academic Senate President shall appoint Academic Senators to the Committees with the consensus of the Academic Senate.
- F. Senate business to be referred to committee shall be delegated to the appropriate Committee by the Academic Senate President with the consensus of the Academic Senate.
- G. Each Academic Senate Committee shall meet as needed for the conduct of its business and shall submit progress reports at the Academic Senate meetings.
- H. The Academic Senate shall distribute to the Board of Trustees, Faculty and Administration a summary of accomplishments at the close of the academic year.
- I. The COSTA (College of the Sequoias Teachers Association) Liaison shall:
 - 1. Be a Senator elected by the majority of the Senate.
 - 2. Meet monthly with the Liaison Committee of COSTA (College of the Sequoias Teachers Association).



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- J. The Distance Education Coordinator (full-time faculty position) shall:
 - 1. Chair the DECOS committee.
 - 2. Recommend to the Senate policies regarding Distance Education:
 - a. Course management system.
 - b. Training and certification of faculty.
- K. The Curriculum Coordinator (full-time faculty position) shall:
 - 1. Chair the Curriculum Committee and with the consent of the Curriculum Committee shall:
 - a. Determine that courses meet quality standards.
 - b. Define critical thinking and college level rigor.
 - c. Review prerequisites.
 - d. Assure courses meet standards for articulation.
 - e. Review distance education classes for conformity to regulations.
 - f. Determine associate degree requirements.
 - g. Determine the COS GE courses.
 - h. Recommend the courses for transfer and articulation.
 - i. Review existing courses to maintain course currency.
 - j. Bring to the Academic Senate in a timely manner courses for approval.
 - 2. Chair the Student Learning Outcomes Committee.
 - a. Recommend to the Senate policies regarding Student Learning Outcomes Assessment.
 - (1) Use of SLOs to assess and improve student learning and institutional effectiveness.
 - (2) Facilitate training and dialogue regarding student learning assessment.
 - 3. Contribute to the Accreditation Reports.
 - 4. Serve as a member of the Program Review Committee.
 - 5. Be an Ex-officio member of the Institutional Planning Committee

III. EXECUTIVE BOARD of the Academic Senate shall be as follows:

- A. The five officers of the Academic Senate, the chairs of the three Standing Committees, the Distance Education Coordinator, and the Curriculum Coordinator.
- B. Executive Board meetings shall be instigated by the Academic Senate President preceding each scheduled general Academic Senate meeting.
- C. The Senate Executive Board is responsible for encouraging faculty members to run for office, for developing a slate of candidates, and for insuring that all elections are administered in a fair, honest, impartial, and professional manner.

IV. SUMMER OPERATIONS

- A. There shall be no scheduled meetings of the Academic Senate from the end of the Spring Semester to the beginning of the Fall Semester.
- B. The Academic President or Vice President shall inform the Academic Senate Executive Board about all academic and professional matters that arise during, or must be addressed in the course of the summer. The President and Vice-President will receive release time for this duty. A meeting of the Executive Board may be called by any of its members to consider such issues. A summary of any such meetings called will be made available to all Academic Senators by email.

V. RESOLUTION GUIDELINES

- A. Academic Senate resolutions are designed to recommend policy or action to the Board of Trustees, the Superintendent/President of the College, the Academic Senate, and/or Faculty.
- B. Resolutions may be drafted in committee or by individual Senators.
- C. Resolutions should be submitted for a first reading and then designated as “action item” at a following Academic Senate meeting.
- D. Resolutions must be made available three days prior to the general Academic Senate meeting by email.



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- E. A Resolution which contradicts a motion or resolution already passed by the Academic Senate during the same meeting is out of order.
- F. If a motion or resolution contradicts a motion or resolution passed at a previous meeting the latter motion or resolution shall take precedence.
- G. Discussions, debate, and voting shall be conducted according to Robert's Rules of Order, Revised.
- H. Discussion on Resolutions or any amendments to Resolutions shall have a pre-set time.
- I. The Academic Senate President may institute a pro/con style of debate. When there is no speaker on the side to be heard next, debate on the resolution is closed.
- J. Any attendee at the Academic Senate meeting may engage in the debate; however, only Academic Senators may vote on the resolution.
- K. Approved Resolutions shall be forwarded to the President/Superintendent and to the Board of Trustees and/or any other appropriate parties by email within ten days.
- L. Operating within the criteria of the Delegation of Authority passed by the Board of Trustees, the Academic Senate will expect the Board of Trustees to "primarily rely" upon the advice of the Academic Senate or to reach "mutual agreement" with the Academic Senate before deciding the issue.
- A. M. Resolutions which the Superintendent/President does not forward to the Board of Trustees must be addressed by email to the Academic Senate.



College of the Siskiyous

**COLLEGE OF THE SISKIYOU ACADEMIC
SENATE CONSTITUTION**

ARTICLE I - NAME

The organization shall be known as the College of the Siskiyous Academic Senate.

ARTICLE II - PURPOSES

The purposes of the College of the Siskiyous Academic Senate (hereafter to be known as the Senate) shall be to facilitate participation of the electorate in the formulation and implementation of district policies on academic and professional matters including but not limited to the following:

A. Policies on Academic Matters.

- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- (2) degree and certificate requirements;
- (3) grading policies;
- (4) educational program development;
- (5) standards or policies regarding student preparation and success;
- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.

Items 1-11 are from Ed Code Title 5 Article 2. Section 53200

- (12) philosophy of education and instruction
- (13) facilities and services related to instruction
- (14) student relations
- (15) faculty responsibilities for participation in committee matters and other professional matters.
- (16) administration – selection and evaluation
- (17) setting the academic calendar

B. Professional personnel policies. The Academic Senate will consult with the bargaining unit on the following issues:

- (1) academic freedom
- (2) ethical standards
- (3) faculty evaluation, retention, tenure
- (4) policies that have produced grievances
- (5) sabbatical leave policies
- (6) leaves and absences.

ARTICLE III - ORGANIZATION

The electorate of the Senate shall be composed of all contract and regular faculty, including counselors and librarians, who directly serve registered College of the Siskiyous students, and up to five representatives of the part-time faculty..

Section 2 - Senate of the Whole

The executive and legislative power of the Senate shall be vested in the Senate of the Whole, which is to be composed of all members of the Electorate.

Section 3 - Composition of the Executive Committee

An Executive Committee shall consist of these officers: President, Vice President, Secretary, immediate Past-President, and two At-large representatives.



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Section 4 - Autonomy

The Senate shall be distinct from any other faculty organization.

Section 5 - Representation

The Senate shall seek full representation on all college committees and councils deemed important for its purposes by the Executive Committee. Appointments of members to these committees and councils shall be made by the Senate President in consultation with the Executive Committee and must be ratified by the Senate.

Section 6 - Committees

The Executive Committee, representing the Senate, shall have the power to form committees and to provide for their membership.

Section 7 - Recognition

The Senate shall be an official body representing the academic and professional interests of the faculty of the College. Individual faculty members or representatives of other faculty organizations retain all faculty rights and prerequisites including the right to address the Board of Trustees.

ARTICLE IV - DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1 - The President of the Senate shall:

- A. Preside at meetings of the Senate and of the Executive Committee.
 - B. Have the power of appointment and removal of committee members, subject to the consent of the Senate.
 - C. Be an ex-officio member of all Senate committees.
 - D. Serve as a Senate representative on the College administrative cabinet.
 - E. Attend all Board of Trustees meetings or designate a representative.
 - F. Publish agendas for all Executive Committee and Senate meetings.
 - G. Be responsible for the progress and work of the Senate.
 - H. Attend area and statewide Academic Senate meetings as required by the Senate.
 - I. Initiate policies and plans for the Senate.
 - J. Be the official spokesperson for the Senate.
 - K. Be familiar with the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, AB1725.
 - L. Deliver to the campus community a year-end state-of-the-college report.
 - M. Perform additional duties as may be required by the Senate.
- Section 2 - The Vice President shall:
- (1) Act as President in the absence of the President.
 - (2) Be ex-officio member of all Senate committees.
 - (3) Serve as a Senate representative to the Instruction Council.
 - (4) Be the assistant to the President in the performance of those duties.
 - (5) Be familiar with the governance documents of the Senate and the District, including but not limited to: Board policies, Title V, AB1725.
 - (6) Become President of the Senate in the event of a vacancy in the office of President, until such time as a special election produces a new president.
 - (7) Serve as chair of the Sabbatical Committee
 - (8) Perform additional duties as may be required by the office.

Section 3 - The Secretary shall:

- A. Be responsible for preparation, publication and distribution of minutes, including vote tallies, in all Senate and Executive Committee meetings.
- B. Maintain and file all Senate records for deposit in the Archives.
- C. Distribute copies of minutes to all Senate members as well as to other individuals and groups designated by the Senate.
- D. Validate petitions submitted to the Senate.



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- E. Maintain the Senate web page.
- F. Maintain the roster of Senate members.
- G. Perform additional duties as may be required by the Senate.

Section 4 – The Immediate Past President shall:

- A. Serve as a member of the Executive Committee
- B. Serve as member of campus committees as directed by the Executive Committee

Section 5 – The At-large Representatives shall:

- A. Serve as a member of the Executive Committee
- B. Serve as member of campus committees as directed by the Executive Committee

Section 6 – Multiple representation

In the event that an officer of the Senate is already representing another entity on a committee, the Executive Committee shall appoint another Senate member to be the Senate representative.

Section 7 – Compensation of officers

It is expected the president will receive at least forty percent reassigned time.

ARTICLE V - COMMITTEES AND DUTIES

All Standing and Special Committees of the College of the Siskiyous Academic Senate in effect on the date of the adoption of this Constitution shall be deemed to be the same Standing and Special Committees of the Senate until dissolved or superseded in pursuance of this Constitution.

ARTICLE VI - DELEGATION OF AUTHORITY

The Senate is expressly prohibited from legislating or delegating away, directly or indirectly, to any other Siskiyou Joint Community College District organization, any of the Senate's authority, expressed or implied, granted to it by majority vote of the full-time academic personnel of College of the Siskiyous in the general election held in 1969.

ARTICLE VII - ADOPTION AND AMENDMENTS

This Constitution, if adopted under the provisions of Article X and Bylaw V of the existing Constitution and Chapter XVIII of Robert's Rules of Order, Newly Revised, latest edition shall supersede that Constitution effective June 1.

Section 2 - Amendments to the Constitution

- A. Any member of the Senate may introduce to the Executive Committee a petition signed by one-third of the voting membership requesting an amendment to these articles.
- B. Within ten academic calendar days of the receipt of a valid petition to amend the articles, the Executive Committee shall distribute copies of the proposed amendment to all members.
- C. The President shall call a special meeting of the Senate to be held within ten academic calendar days of the distribution of the proposed amendment for the purpose of discussion.
- D. The election committee shall hold a special election within twenty academic calendar days following the special meeting.
- E. A two-thirds vote shall be required for an amendment to pass.
- F. The amendment shall take effect immediately upon its adoption, unless otherwise directed within the text of the amendment or revision.
- G. If a general revision is required, it shall be effected through the substitution of an entirely new constitution entitled "**revision**.", and shall be subject to the same procedures as described above for an amendment.



**COLLEGE OF THE SISKIYOU'S ACADEMIC SENATE
BYLAWS**

BYLAW I - QUORUMS

Section 1 - Executive Committee

A quorum shall consist of a simple majority of the Executive committee.

Section 2 - Senate of the Whole

A quorum shall consist of at least 33 percent of the Electorate.

BYLAW II - TERMS OF OFFICE AND ELECTION PROCEDURES

Section 1 - Elective Offices and Terms of Office

- A. The electorate of the Senate shall be composed of all contract and regular faculty, including counselors and librarians, who directly serve registered College of the Siskiyous students, and up to five representatives of the part-time faculty.
- B. The Immediate Past President shall be the person who has most recently been the President, and shall serve until a new Immediate Past President is available to fill the position. In the event the immediate past president does not serve as an Executive Committee member, the seat will be filled by an additional at-large representative.
- C. All other positions shall be elected for terms of one year. There shall be no term limits on any of the elected positions. All members of the Senate are eligible for the Executive Committee.
- D. Terms of office commence on June 1 of each year. Section 2 - Nominations and Election

Procedures

- A. The deadline for nominations is to be 5:00 pm, the third Tuesday in April.
- B. Elections shall take place on the first Tuesday and Wednesday in May
- C. Any member of the Senate may place her or his name on the ballot as a candidate for any of the above offices.
- D. The name of any member of the Senate may be placed in nomination by any other member of the Electorate, with the consent of the nominee.
- E. An election committee consisting of three members of the Senate, appointed by the President, shall administer all elections and shall promptly announce election results to the membership.
- F. Of the candidates for the at-large positions, members shall vote for two (or, if appropriate, three) candidates.
 1. The election committee shall receive nominations within the time frames established above and shall verify the eligibility of candidates.
 2. The election committee shall issue a ballot to each member of the Senate as per the most current roster of membership provided by the Secretary.
 3. The election committee shall receive ballots until 5 p.m. on the last day of the election. The election committee may make such provisions for collection of ballots as are consistent with customary practices of secret balloting.
 4. Immediately following the closing of the election, the election committee shall count the ballots and certify the results of the election. This procedure shall be open to inspection by any and all members of the Senate. The voting record shall be available for inspection for one week subsequent to the election.
 - a) The election committee may declare a ballot illegal if it contains indication of tampering, is not an official ballot, or has marked votes for more candidates than there are vacancies.
 - b) Winning candidates are determined by plurality.
 - c) The chairman of the election committee shall prepare a teller's report which shall state the number of ballots received, the number of illegal ballots, and the names of the successful candidates.
 - d) The teller's report shall be submitted to the President of the Senate, who shall



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announce the results of the election.

- e) In the event of a tie vote, within one week the election committee shall conduct a run-off election among those individuals tied.

Section 3 - Special Elections

A. General provisions

1. Special elections are called by the President of the Senate under conditions as outlined below for each type of election.
2. Special elections are administered by the election committee according to Bylaw II, Section 2, B-D. If an election committee is not in place, the President shall immediately appoint one.

B. Types of special elections

1. Vacancies on the Executive Committee: A special election to fill a vacancy caused by resignation, impeachment, or death of an Executive Committee member shall be ordered by the President within five academic calendar days of such vacancy. Successful candidates shall complete the term of the office.
2. Impeachment: Any member of the Senate may submit a petition signed by one-third of the voting membership requesting impeachment of an Officer of the Executive Committee. Upon receipt of a valid petition, the President (or Vice President if the President is the impeached party) shall call a special election for impeachment to be held within fifteen academic calendar days. If the impeachment is subsequently approved by at least two-thirds of the membership, a special election to fill the vacancy shall then be held.
3. Initiative or Referendum: Any member of the Senate may submit a petition signed by one-third of the voting membership requesting an initiative or referendum measure. Upon receipt of a valid petition, the President shall call a special election to be held within thirty academic calendar days.

BYLAW III: Meetings

Section 1 - Meetings of the Academic Senate

- A. The President shall schedule regular monthly meetings of the Senate during the academic year.
- B. The President may call an emergency meeting, but must give two academic calendar days notice to the membership.
- C. The president may be directed by the membership to call an emergency meeting upon the submission of a valid petition signed by one-third of the membership. Such a meeting shall be held within five academic calendar days upon receipt of the petition.
- D. The time and place of regular meetings shall be established by the Senate at the beginning of the academic year.

Section 2 - Meetings of the Executive Committee

- A. The Executive Committee shall meet the week preceding and the week succeeding the regular meeting of the whole.
- B. All members of the Senate shall be notified of the time and place of Executive Committee meetings and shall have the right to attend.

Section 3 - Closed Session

- A. The President may declare a closed session of any meeting, subject to Brown Act restrictions.

BYLAW IV:Parliamentary Authority

Robert's Rules of Order, Newly Revised, latest edition, shall be the parliamentary authority for the Senate.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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BYLAW V: Amendment of Bylaws

- A. Any member of the Senate may introduce to the Executive Committee a petition signed by one-third of the voting membership requesting an amendment to these bylaws.
- B. Within ten academic calendar days of the receipt of a valid petition to amend the bylaws, the Executive Committee shall distribute copies of the proposed amendment to all members.
- C. The President shall call a special meeting of the Senate to be held within ten academic calendar days of the distribution of the proposed amendment for the purpose of discussion.
- D. The election committee shall hold a special election within twenty academic calendar days following the special meeting.
- E. A two-thirds vote shall be required for the amendment to pass.
- F. The amendment shall take effect immediately upon its adoption, unless otherwise directed within the text of the amendment or revision.
- G. If a general revision is required, it shall be effected through the substitution of an entirely new constitution entitled "**revision**", and shall be subject to the same procedures as described above for an amendment.

BYLAW VI: Implementation of This Revised Constitution

- A. These bylaws constitute a general revision of the existing Constitution of the Academic Senate of College of the Siskiyous.
- B. These bylaws, if adopted under the provisions of Article X and Bylaw V of the existing Constitution, shall supersede both that Constitution and the Constitutions of the Academic Senate of the College of the Siskiyous, adopted April 15, 1971, amended January 24, 1974, and August 15, 1991. The effective date of this new constitution shall be June 1, 2002.
- C. Upon adoption of this new constitution, the president shall direct the elections commission to conduct the next election in accordance with the new Executive Committee composition. The new Executive Committee shall take office on June 1 and the new constitution shall take effect on that same date. With the exception of election procedures, the current constitution will stay in effect until that time.



Columbia College Academic Senate Constitution

Preamble:

In accordance with the Education Code, Title 5, and Assembly Bill 1725, the Yosemite Community College District (YCCD) Board of Trustees has agreed that they shall rely primarily upon the advice and judgment of the Academic Senates in selected areas. "Rely primarily" means that recommendations will be accepted in most cases. If a recommendation is not approved, the Board (or its designee) shall promptly communicate, in writing, the reasoning to the respective senate(s).

The areas that fall under the jurisdiction of "rely primarily" include:

- A. Curriculum, including establishing prerequisites.
- B. Degree and certificate requirements.
- C. Grading policies.
- D. Faculty roles and involvement in accreditation processes.
- E. Policies for faculty professional development activities.

Also in accordance with the Education Code, Title 5 and Assembly Bill 1725, the YCCD Board of Trustees has agreed that they shall reach mutual agreement with the Academic Senate(s) in selected areas. "Mutual agreement" means that recommendations shall be prepared by either the Academic Senate(s) or the Board (or its designee) and subsequently ratified by both. If mutual agreement cannot be reached, the Board (or its designee) shall promptly communicate, in writing, the reasoning to the respective senate(s).

The areas that fall under the jurisdiction of "mutual agreement" include:

- A. Educational program development.
- B. Standards or policies regarding student preparation and success.
- C. Processes for program review.
- D. Processes for institutional planning and budget development.
- E. District and college governance structures, as related to faculty roles.
- F. Others as may be mutually agreed upon by the Academic Senates and the Board of Trustees.

A Constitution and By-Laws have been adopted in order to meet the responsibilities allowed by the Education Code, Title 5, Assembly Bill 1725 and the YCCD Board of Trustees and to guide the business and organization of the Columbia College Academic Senate.

ARTICLE I – Purpose

The name of this organization shall be the Columbia College Academic Senate. The purpose of this organization shall be to promote the best interest of higher education, as the representative of the faculty of Columbia College, in making recommendations to the College and District administration and the Board of Trustees with respect to academic and professional matters and sharing in the governance of Yosemite Community College District. In addition, the Senate represents the faculty in State-wide academic and professional matters.

ARTICLE II – Structure and Meetings

The Academic Senate shall consist of two voting bodies: a Senate-of-the-Whole and the Academic Senate Council. The meetings of these bodies are open to the public and operate in accordance with the Ralph M. Brown Act.

- The Senate-of-the-Whole shall review and vote on action items and resolutions regarding policy development and implementation of academic and professional matters. The electorate of the Senate-of-the-Whole shall consist of all full-time (contract, probationary and temporary) Columbia College faculty members and three adjunct representatives.
- The Academic Senate Council shall conduct the business of the Senate. Voting members of the Academic Senate Council shall include the President of the Academic Senate, the Vice-



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President/President-Elect, the Curriculum Committee Chair, the Representative-at-large, the YFA Vice President from Columbia College, the Past President, and the Adjunct Faculty Senate Council Representative.

- Meeting calendars for the Academic Senate Council and the Senate-of-the-Whole shall be set annually at the first meeting of the Academic Senate Council in the fall and published and distributed at the first Senate-of-the-Whole meeting.

ARTICLE III – Officers

- A. The duties of the Academic Senate President (one-year term) shall be to chair meetings; to prepare and distribute agendas prior to the meetings; to make necessary appointments and to act as liaison between the faculty and the Board of Trustees, the District Chancellor, the College President and other College administrators; to be a member of the College Council and the District Council, and to represent the Columbia College faculty at state level meetings.
- B. The Vice-President/President-Elect (one-year term) shall assume the duties of the president in the absence of the president, shall serve as president beginning one year after his/her election, and shall be a representative on the College Council.
- C. The Curriculum Committee Chair (two-year term) shall oversee the activities of the Curriculum Committee and assume the duties of the Vice President/President-Elect in the absence of the Vice-President/President-Elect.
- D. The Representative-at-Large (one-year term) shall represent the faculty on the College Council.
- E. The Past President shall serve as Elections Officer. Responsibilities of the Elections Officer are outlined in the Elections Policies and Procedures.
- F. The Adjunct Faculty Senate Council Representative (one-year term) shall serve as liaison with adjunct faculty, communicating the business of the Senate and representing the views of the adjunct faculty on the Academic Senate Council and before the Senate-of-the-Whole.

ARTICLE IV – Amendment

The Constitution and By-Laws of the Academic Senate may be amended by a two-thirds majority of the electorate. Voting to amend the Constitution or By-laws shall be by open ballot.



Columbia College Academic Senate By-Laws

1. The Vice-President/President-Elect, Curriculum Committee Chair and Representative-at-Large shall be elected by a majority vote of the electorate. All full-time (not to include temporary) Columbia College faculty members are eligible to run for these offices. Guidelines for conducting elections are outlined in the Elections Policies and Procedures document. New officers take office the day after graduation.
2. Nominees for Curriculum Committee Chair shall be current voting members of the committee or a past member who has served a complete three-year term.
3. Adjunct Faculty Representatives will be elected by a vote of all active adjunct faculty. For the purposes of the Columbia College Academic Senate, 'active adjunct' are defined as those adjuncts scheduled to work two out of three semesters per year. Guidelines for conducting elections are outlined in the Elections Policies and Procedures document.
4. The Adjunct Faculty Senate Council Representative shall be the Adjunct Faculty Representative candidate that receives the most votes.
5. The YFA Vice President from Columbia College shall be elected pursuant to the Yosemite Faculty Association's Bylaws.
6. During the term of office, the President shall report the activity of College, District and State-level meetings to the local senate; take and promptly distribute minutes of all senate meetings; maintain all records and correspondence necessary to the senate; oversee the minimum qualifications equivalency process; and works with any classified personnel hired by the Academic Senate to perform such functions.
7. During the term of office, the Vice President assumes responsibility for communication with faculty regarding the activities of officers, the Council and committees. The communication will occur regularly through such means as an electronic or print newsletter.
8. The Senate-of-the-Whole and Senate Council shall meet each month of the fall and spring semesters except in December.
9. The agenda of both the Senate-of-the-Whole and the Academic Senate Council meetings shall be distributed to the members of the electorate at least 72 hours prior to the date of the meeting and to other people on request. Minutes of the previous meeting and supporting documents for action items, such as resolutions, will accompany the agenda.
10. A quorum for conducting the business of Senate-of-the-Whole shall be those members of the electorate present at the meeting. A quorum for conducting the business of the Academic Senate Council shall be four.
11. Representation on college or Academic Senate committees, intercampus groups and district committees will come from the Senate-of-the-Whole.
12. Representation for all committee vacancies shall be solicited in the spring of the preceding academic year by the Vice President/President Elect. During the course of the year, the President shall continue to solicit volunteers for committee positions or vacancies that arise. The President shall make appointments subject to approval by the Senate Council.
13. Policies and procedures regarding the function and membership of Academic Senate Committees are created, reviewed, and updated by the Academic Senate Council or by the committees and approved by the Academic Senate Council. These committees must report regularly to the Senate-of-the-Whole, for example by newsletter. The specific Academic Senate committees, including functions and duties, are described in The Committees Document.
14. In the event that the President wishes to serve a second term, both the Vice-President/President-Elect and the Past President must also agree to serve second terms. A



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- resolution authored by the three officers must be approved no later than the last meeting of the fall semester.
15. The President may serve a maximum of two consecutive one-year terms.
 16. Officers may hold only one Academic Senate officer position at any given time.
 17. Resignations or requests for leaves of absence from an office must be submitted in writing to the Academic Senate Council. In the event of resignation or leave of absence of any officer (with the exception of the President and adjunct representatives), the President shall call a special election to fill the unexpired term of office.
 18. Any officer may be subject to removal from office, as follows:
 - a. A recommendation for removal from office may be moved by a voting member of the Senate-of-the-Whole through the resolution process.
 - b. If the resolution passes, a two-thirds vote of the electorate is then needed to remove the officer.
 - c. In the event of removal, except in the case of the President and adjunct representatives, a special election shall be held to fill the unexpired term.
 - d. If the President resigns or is removed from office then the Vice President assumes the Presidency and a special election shall be held to fill the Vice President position.
 19. Adjunct Representative and Adjunct Faculty Senate Council Representative vacancies can be filled through appointment by the Academic Senate President subject to approval by the Senate Council.
 20. All Academic Senate business shall adhere to the Brown Act.
 21. Senate-of-the-Whole and Council meetings shall be run by Robert's Rules of Order, supplemented by the resolution process as described in the Resolution Guidelines & Procedures.
 22. All official Academic Senate documents (including those on the Internet) shall include adoption and update dates.
 23. The number of votes cast shall be used to determine the passage or failure of a proposition or the results of an election. Abstentions are not votes and therefore have no impact on the number of votes cast. Votes requiring a two-thirds supermajority for passage shall be of the entire electorate.
 24. Academic-Senate-of-the-Whole: Constitutional revisions; impeachment; election of officers; approval of all documents relating to District policy that is legally under the purview of the Academic Senate; approval of College policy proposed by the Academic Senate; approval of Academic Senate policies and procedures.
 25. Academic Senate Council: Committee assignments, policies and procedures regarding the function and membership of Academic Senate committees; drafting the following: Academic Senate goals, resolutions, Academic Senate policy, recommendations to the administration and the District and College Councils; acceptance of resignation or leave of absence of any senate officer.



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**CONTRA COSTA COLLEGE ACADEMIC
SENATE CONSTITUTION**

Revised October 6, 2008

PREAMBLE

In accordance with enabling provisions of the California Administrative Code, we, the faculty of Contra Costa College, do hereby organize and construct ourselves as an Academic Senate. As such a body we shall endeavor:

1. To demonstrate our professional commitment to the proposition that our college exists to fulfill the educational needs of our community.
2. To promote the utmost of faculty professionalism and to increase faculty resources in effecting the purposes of the college.
3. To create a climate of mutual respect and cooperation among all persons striving toward the goals of our college, and
4. To provide the most effective means for faculty representation and participation in furthering the purposes of Contra Costa College.

CONTRA COSTA COLLEGE ACADEMIC SENATE CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Contra Costa College Academic Senate.

ARTICLE II: PURPOSE

The purpose of the Senate shall be to implement the expressed and implied intent of those sections of Title V of the California Administrative Code that permit community college faculties to organize legally as senates.

ARTICLE III: SENATE MEMBERSHIP

Section 1. Membership in the Senate shall be as defined in Title V of the California Administrative Code, but in any event members shall be all certificated personnel who are paid on a faculty salary schedule and who are not defined as management.

Section 2. Only Senate members shall have the right:

- (a) To serve as Senate officers, Council members, member of any Senate committee, or Senate representative.
- (b) To vote on all matters brought before the Senate, Council, and committees.
- (c) To attend all Senate, Council and committee meetings except executive sessions.
- (d) To be represented on all matters brought before the Senate and the Council.

ARTICLE IV: SENATE COUNCIL

Section 1. The Senate shall elect a Council of Senate members in a manner specified in the By-Laws.

Section 2. The Senate Council shall represent the Senate in those functions specified for the Senate in Title V of the California Administrative Code.

Section 3. The Senate shall elect bi-annually a President and College Instruction Chairperson, who shall serve no more than two consecutive terms.

Section 4. The Senate Council shall elect bi-annually a Vice-President and FSCC representative to the Faculty Senate Coordinating Council, who shall serve no more than two consecutive terms and who shall serve as officers of the Senate and Senate Council.

Section 5. The Senate Council shall elect bi-annually chairpersons for Faculty Development, Student Services, and Instruction Technology committees who shall serve as officers of the Senate and Senate Council.

Section 6. The Senate shall elect a President-Elect to shadow the current President during the



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last semester in office (generally spring semester.)

Section 7. The Senate Council shall adopt its own rules and procedures.

ARTICLE V: MEETINGS

Section 1. Action representing the Senate shall be taken only at a Senate or Council meeting.

Section 2. Senate

- (a) Regular meetings of the Senate shall be held at least once each semester.
- (b) Special meetings shall be held as provided in the By-Laws.
- (c) A vote is required for all recommendations expressed to the administration.

Section 3. Council

- (a) Regular meetings of the Council shall be held each month of Academic calendar.
- (b) Special meetings may be called as provided in the By-Laws.
- (c) All recommendations expressed by the Council must be resolved according to the By-Laws.
- (d) Only Council members may vote on all issues.

Section 4. The Senate Council may authorize non-Senate members to attend designated meetings.

ARTICLE VI: SENATE COMMITTEES AND REPRESENTATIVES

Section 1. Standing Committees

The Senate shall designate its standing committees and elect members thereto according to the By-Laws.

Section 2. Ad Hoc Committees

The Council or the Senate President may appoint ad hoc committees.

Section 3. Sub-committees

Standing and ad hoc committees may appoint sub-committees, which are responsible to the parent committee.

Section 4. Senate Representatives

The Senate or Council may appoint or elect Senate Representatives.

Section 5. All committees and Senate Representatives shall function according to the By-Laws.

Section 6. Standing and ad hoc committees and Senate Representatives are responsible to the Senate Council.

ARTICLE VII: BY-LAW CHANGES, VOTING AND OTHER RULES OR PROCEDURES

Section 1. Changes in the By-Laws may be proposed by six Council or twenty Senate members.

Section 2. By-Laws shall be changed by the Senate by a simple majority of the votes cast in a mailbox ballot.

Section 3. Voting procedures on all motions shall be conducted according to the By-Laws.

Section 4. Procedures not provided for in the Constitution shall be resolved in the By-Laws or through Robert's Rules of Order, newly revised.

ARTICLE VIII: RECALL

Any Council or committee member shall be removed from office upon completion of the procedure set forth in the By-Laws.

ARTICLE IX: AMENDMENTS

Constitutional amendments must be:

- (a) Proposed by four Council members or twenty Senate members.
- (b) Placed on a regular council agenda and published to the Senate.
- (c) Presented in writing to the next appropriate regular Council meeting.
- (d) Referred to the Senate by ballot.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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(e) Approved by a two-thirds majority of the votes cast.



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**CONTRA COSTA COLLEGE ACADEMIC
SENATE COUNCIL BY-LAWS**

ARTICLE I: SENATE COUNCIL MEETINGS

Section 1. The Council shall prepare and publish annually a schedule of its regular meetings.

Section 2. The President of the Senate shall call a regular Senate meeting to be held within the first week of each semester.

Section 3. Special meetings may be called by four Council members or by written request to the President of the Council by twenty members of the Senate.

Section 4. Special Council meetings may be called by the Council or by the Senate president.

ARTICLE II: QUORUMS

Section 1. Senate members present shall constitute a quorum for Senate meetings.

Section 2. A majority of the elected members of the Council shall constitute a quorum for the Council, and a majority of the elected members of a committee shall constitute a quorum of the committee.

ARTICLE III: PROPOSALS FOR COUNCIL OR SENATE ACTION

Section 1. All proposals shall be germane to the intent of the enabling provisions for community college senates in Title V of the California Administrative Code.

Section 2. Proposals shall be in written form signed by their authors, and submitted to the President of the Council to be placed on an agenda.

ARTICLE IV. AGENDA

Section 1. To be included in an agenda a proposal must be submitted to the President of the Council at least three working days prior to a regular Council or Senate meeting.

Section 2. A Senate member's properly submitted proposal may not be refused.

Section 3. Agendas for all regular meetings shall be published three working days in advance of the appropriate meeting.

Section 4. An agenda may be amended by two-thirds of the Council members present at a regular Council meeting.

ARTICLE V: THE COUNCIL

Section 1. Membership and Term of Office

(a) The Council shall consist of the Senate President, President-Elect, Vice-President, two representatives from each division, FSCC representative to the Faculty Senates' Coordinating Council, Faculty Development Chairperson, Student Services Chairperson, College Instruction Committee Chairperson, CIC Chair-Elect, Instructional Technology Chairperson, Career and Technical Education Chairperson, Classified Senate representative, ASU representative, and MCHS representative.

(b) The President and Curriculum Instruction Chairperson shall be elected by the Senate at large to serve a two-year term of office, commencing July 1.

(c) The Faculty Development Chairperson, Student Services Chairperson, and Instructional Technology Chairperson shall be elected by their respective Senate Subcommittees and approved by the Senate at-large to serve a two-year term of office, commencing July 1.

(d) The President-Elect shall attend whenever possible the Council meetings during the current President's last semester in office.

(e) The CIC Chair-Elect shall attend whenever possible the CIC meetings during the current CIC Chairperson's last semester in office.

(f) Each division shall elect two representatives and alternates to serve a two-year



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term of office.

- (g) The Career and Technical Education Committee, ASU, MCHS, and Classified Senate shall each elect one representative and alternate to serve a two-year term of office.

Section 2. Duties of Council Members

- (a) Attending all Senate and Council meetings.
- (b) Taking action on matters brought before the Council and making recommendations to the Administration.
- (c) Developing committee assignments.
- (d) Coordinating committee activities and, at the Council's discretion, assuming jurisdiction over committee activities.
- (e) Organizing regular and special Senate meetings.

Section 3. The resignations, incapacitation or leaves longer than thirty days shall be filled by special election unless the next regular election occurs within forty-five days: The tenure of office of the replacement shall be the remainder of the terms.

Section 4. The Council shall declare a Council seat vacant upon the failure of a member to attend three consecutive regular scheduled meetings.

Section 5. The Senate President may appoint a Senate member to fulfill the remainder of any council term which has not been filled by the appropriate division within thirty days of the vacancy.

ARTICLE VI: COUNCIL AND SENATE OFFICERS

Section 1. The officers shall:

- (a) Administer the business of the Council and Senate.
- (b) Prepare the agenda for Council and Senate meetings.
- (c) Process all proposals and recommendations.
- (d) Represent the Council or Senate as directed.

Section 2. The President of the Senate shall:

- (a) Preside over all Senate and Council Meetings.
- (b) Coordinate the work on the Council, Senate and committees.
- (c) Serve as a representative to the Faculty Senates' Coordinating Council.
- (d) Represent the Senate and Council in accord with their instructions.
- (e) Attend monthly meetings with officers of the United Faculty Organization.
- (f) Attend monthly meetings with the college president.
- (g) Attend monthly meetings with the District Chancellor.
- (h) Attend monthly District Governing Board meetings.
- (i) Train and supervise the Instructional Assistant to the Academic Senate office.
- (j) Responsible for Statewide correspondence.

Section 3. The Vice-President of the Senate shall:

- (a) Assist the President in carrying out the business of the Senate Council.
- (b) Preside at Council meetings in the absence of the President.
- (c) Attend college and district meetings in the absence of the President.
- (d) Act as Secretary at Council meetings in the absence of the Secretary.
- (e) Responsible for statewide correspondence in consultation with the President.
- (f) Prepare Academic Senate Council Agenda in consultation with the President.

Section 4. The Faculty Development Chairperson shall:

- (a) Chair the Faculty Development committee.
- (b) Report monthly to the Council.



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(c) Perform such other tasks as the Senate or Council may assign.

Section 5. The Student Services Chairperson shall:

- (a) Chair the Student Services and Appeals committee.
- (b) Report monthly to the Council.
- (c) Perform such other tasks as the Senate or Council may assign.

Section 6. The FSCC Representative shall:

- (a) Maintain records and report to Council all actions taken by the Faculty Senate Coordinating Council and responses thereto.
- (b) Preside over Council and Senate meetings in the absence of the President and Vice-President.
- (c) Attend all district FSCC meetings.

Section 7. The Chair of the Instructional Technology Committee shall:

- (a) Chair the Instructional Technology Committee
- (b) Preside on the Technology Committee
- (c) Report monthly to the Council.
- (d) Perform such other tasks as the Senate or Council may assign.

Section 8. The Chair of the College Instruction Committee shall:

- (a) Chair the Curriculum Instruction Committee meetings.
- (b) Report monthly to the Council.
- (c) Perform such other tasks as the Senate or Council may assign.

Section 9. The Non-voting members of the Council:

The President shall request the following organizations to send non-voting representatives:

- (a) Associated Student Union (ASU)
- (b) Middle College High School (MCHS)
- (c) Classified Senate Council

Section 10. In the event an office is vacated, the Council shall, by majority vote, elect a member of the Senate to fulfill the unexpired term of office.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees

- (a) The standing committees are:
 - 1. Curriculum and Instruction
 - 2. Faculty Development
 - 3. Student Services

- (b) Membership and Term of Office:

Each division shall elect two representatives and alternates, who shall serve a one-year term of office, to each standing committee.

- (c) Committees may develop procedures for consulting with the administration and/or other groups on matters of mutual interest.

Section 2. Standing and ad hoc committees shall:

- (a) Prepare an agenda for all meetings and establish an appropriate meeting schedule.
- (b) Accept and act on all proposals from the Council.
- (c) Inform regularly the Council or Senate in one or more of the following ways:
 - 1. a progress report
 - 2. a specific recommendation for Council action
 - 3. a request for council sanction of committee activities.
- (d) Seek information from any source.



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(e) Provide the opportunity to file a minority report.

Section 3. Committee chairpersons shall:

- (a) Preside over all meetings.
- (b) Coordinate the work of the committee.
- (c) Present information and recommendations to the Senate or Council.

Section 4. Duties of committee members:

- (a) To attend all meetings.
- (b) To take action on all assignments from the Senate or Council.

Section 5. The Committee shall declare a committee seat vacant upon the failure of a member to attend three consecutive regular meetings.

Section 6. Standing committee vacancies may be filled by any member of said division appointed by the Committee Chairperson.

Section 7. Standing committee vacancies not so filled may be filled by any Senate member appointed by the Senate President.

ARTICLE VIII: SENATE REPRESENTATIVES

The activities of Senate Representatives shall be as directed by the Senate or Council.

ARTICLE IX: VOTING

Section 1. Voting conducted by all Senate committees shall be held only at meetings called by the Senate chairperson.

Section 2. Secret balloting shall be used at a Senate meeting when requested.

Section 3. Roll call balloting:

- (a) Shall be used at Council meetings when requested by twenty-five percent of the Council members present.
- (b) Shall be used at all committee meetings when requested by a committee member.

Section 4. A mailbox ballot of the Senate shall be used:

- (a) Whenever it is desired by one-third of the Senate present at a Senate meeting.
- (b) Whenever twenty members of the Senate request the same through the Council.
- (c) Whenever six Council members request this procedure.

Section 5. Tie votes in all elections shall be decided by run-off. **Section**

6. The use of proxy and absentee ballots shall not be permitted.

ARTICLE X: ELECTIONS

Sections 1. A Nominating/Election Committee Chairperson shall be appointed by the Council to organize and supervise nominations and elections with help from the Senate office assistant.

Section 2. The Nominating/Election Committee shall present a slate of Senate officers to include the President and College Instruction Chairperson and the election shall be held by the end of the current Senate officers' third semester in office.

Section 3. Divisional Council and Standing Committee Elections

Each division shall elect two Council members and an alternate for the Council and two members and an alternate to each standing committee (CIC, Faculty Development, and Student Services) before the end of the school-year. The term of office is two years for each position.

Section 4. Candidates for an at-large Senate office must register with the Nominating/Election Committee Chairperson five days before an election.

Section 5. All elected officers, Council members, and committee members shall take office on July 1.

Section 6. All Senate elections shall be by ballot. Secret balloting shall be used in other elections when appropriate.



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Section 7. All nominees for elected positions must receive a majority of votes cast, and in the absence of a majority on the first ballot a run-off election shall be held between the top two candidates.

Section 8. Voting Precincts

- (a) Senate members shall vote in their respective divisions.
- (b) Senate members not attached to a division shall be assigned to a division by the Senate President for Academic Senate purposes.

Section 9. Proportional Voting

Senate members shall vote in proportion to the percent load for which each is being paid, as follows:

- (a) 0 - 60% = one-half vote
- (b) 61 - 100% = one vote

Section 10. All voting and election challenges shall be settled by the Council at its next regular meeting, and the council's decision shall be final.

ARTICLE XI: RECALL

Section 1. Any Senate officer, Council or committee member shall be removed from office when a petition for a recall election is presented to the council after completion of the following procedures:

- (a) the petitions is signed by twenty percent of the Senate, or
- (b) The petition is signed by forty percent of division Senate members regarding their divisional representative.

Section 2. After verification of the recall petition the Council shall hold a recall election by ballot as follows:

- (a) A two-thirds majority of the votes cast by the appropriate electorate is required for a recall.
- (b) If division Senate members petition, two-thirds of the votes cast by division members is necessary for a recall.



CONTRA COSTA BY-LAWS FOR STANDING COMMITTEES

A. Committee Organization

1. Any committee policy or procedure not covered by the Senate Constitution or by these bylaws shall be covered by Robert's Rules of Order, newly revised.
2. **Committee Meetings:**
 - a. All standing committees shall meet on a regular basis, according to the published schedule.
 - b. Meeting locations shall be arranged by the committee chairs.
3. **Quorum and Voting:**
 - a. The quorum for each standing committee shall consist of half or more of the committee membership, not including vacant positions.
 - b. A simple majority of those voting shall carry a motion.
 - c. The chairperson shall have the right to vote on all matters.
4. Each committee chairperson shall be responsible for adequate record keeping procedures. All official committee actions and resolutions shall be recorded and sent to the Senate Office for filing and/or distribution. All official committee communications shall be routed through the Senate Office.

B. Personnel

1. **Elections of Officers:**
 - a. Election of committee chairperson will occur at the end of the preceding term.
 - b. The name of the committee chairperson and any other elected committee officer shall be forwarded to the Senate President immediately upon election.
 - c. As indicated in the Senate Constitution, the committee chairperson is to be a member of the Senate Council and reports to the Council.
2. **Meeting Attendance:**

The minutes of the various committees shall list members in attendance and those absent.
3. **Replacement of Members:**

If any member of a standing committee resigns, withdraws, or for any reason is not attending, the chairperson of the committee shall immediately inform the division chairperson concerned that the division has lost its representation in the committee.
4. **Student Representation:**

The Senate Council shall arrange student representation for each standing committee. Student representatives will be encouraged to participate in committee discussions but will not be eligible to vote.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Copper Mountain College

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Current as of 11/20/2014
ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Cosumnes River College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

Crafton Hills College Academic Senate By-Laws

Article I: Purpose

The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In order to fulfill its prescribed duties, the Academic Senate, represented by its President or his/her designee, shall appear before and make regular reports to the District Board of Trustees at public meetings and, when appropriate, meet with the Board or its individual members. In addition, the Academic Senate shall serve as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent.

Article II: Membership

- A. Senators will be elected by a vote of full-time faculty. All regular and contract faculty members who are assigned to Crafton Hills College for at least fifty percent of their workload shall be eligible to vote for and to serve as Senators.
- B. Each of the campus divisions will elect up to forty percent of their faculty as representatives: (This needs to be verified for each voting cycle)
 - Career Education and Human Development
 - Math, English, Reading and Instructional Support
 - Arts and Sciences
 - Student Services (For purposes of inclusion, this division in these by-laws, regardless of college organization structure, includes all non-instructional faculty who are not organized under one of the instructional divisions.)
- C. If any of the four divisions do not elect up to forty percent of their faculty as representatives, the vacant seats will automatically become Senator-at-large seats to be filled by appointment by the Executive Committee.
- D. One part-time faculty representative per division may be appointed at the beginning of each school year for a one-year term and shall be eligible to vote on all Senate matters.
- E. The Past-President will be appointed as a Senator-at-large.
- F. Senators will be elected for two-year terms. In the event a professional or personal conflict occurs, the Senate may appoint a Full-time faculty designee from his/her division to serve in his/her place as member of the Senate for a given semester.
- G. Three consecutive absences or five absences in a semester will be treated as a Senator's resignation of his or her seat.
- H. Seats that become open for any reason (e.g., resignation; reassignment; excessive absences per Article II.G above) will become open Senator-at-large seats to be filled by appointment by the Executive Committee.
- I. The roles and responsibilities of each Senator are:
 - To prepare for all Senate meetings by carefully reviewing all materials prior to the start of each meeting.
 - To attend all Senate meetings and participate fully in the Senate's deliberations.
 - To maintain regular and effective contact with his/her constituent group.

Article III: Election Procedures

- A. The Elections Committee will develop and publish an election timeline and distribute a call for senate volunteers to all full-time faculty as delineated in the timeline.



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- B. If twenty-five percent or fewer faculty from any division express a willingness to serve as Senators, they will automatically become representatives from their division, and the Elections Committee will notify all division members.
- C. If there are more than twenty-five percent of the faculty from any division wanting to serve as Senators, the Elections Committee will then distribute a ballot to the division. Each faculty member will have one vote for each open seat. For example, if there are six open seats, each faculty member will be asked to vote for six seats out of whatever number of faculty are running, and to rank their choices.
- D. In the week following the selection of the division representatives, the Elections Committee will distribute a call for volunteers for Senators-at-Large as needed.
- E. If the number of faculty expressing a willingness to serve as Senators-at-Large is less than or equal to the number of open seats, they will automatically become representatives at large, and the Elections Committee will notify the campus.
- F. If the number of faculty wishing to serve is greater than the number of open seats, the Elections Committee will distribute a ballot to all the faculty to elect the Senators-at-Large. Each faculty member will have one vote for each open seat. For example, if there are six open seats, each faculty member will be asked to vote for six seats out of whatever number of faculty are running, and to rank their choices.
- G. After all Senators have been elected, they will convene in May at the last Senate meeting of the school year and elect the Senate Officers from among themselves.
- H. Following the first year of the President's term, the Senate shall conduct an election for the position of President-Elect. The Elections Committee shall be responsible for conducting the election of the President-Elect.

Article IV: Officers

- A. The Senate officers are the President, the Vice President, the Secretary, the Treasurer, and the Historian. All full-time faculty members of the Senate are eligible to hold office.
- B. The election of Senate officers shall take place in May, during the initial meeting of the newly elected Senate. Candidates must receive a majority of the votes cast in order to be elected to office. The Past-President shall be responsible for conducting Senate elections.
- C. Officers of the Senate shall serve for two years. Their terms will begin on the day following Commencement.
- D. If an officer cannot complete his/her term for any reason, the elections committee shall hold a special election as needed to fill that position. As necessary, the Senate President may appoint a senator to fulfill the responsibilities of that office until a special election can be held.

Article V: Executive Committee

- A. The Executive Committee of the Senate shall be composed of the elected officers plus the Past-President or the President-Elect.
- B. The Executive Committee shall meet the week before each regularly scheduled Senate meeting. The Executive Committee will discuss Senate business and establish the general agenda for each meeting of the full Senate. Executive Committee meeting times shall be distributed to all Senate members and other members of the college community so that interested parties may place items on the agenda of any regularly scheduled Senate meeting.

Article VI: General Meetings

- A. Meetings shall be called by the Senate President or by 25% of the Senate's members. Times of regular Senate meetings shall be distributed to the whole campus community via the CHC Master Calendar. Senate meetings are open to any member of the community.
- B. Senators shall recuse themselves from voting or participating in any action item before the Academic Senate in the event of a personal conflict of interest.
- C. Conduct of Meetings:



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1. A quorum will be defined as 50% of the voting members.
2. Any members of the community shall have the right to place an item on the agenda provided that they submit their request before the Executive Committee meets to create the agenda. (Please see Article VI G.)
3. The Secretary shall be responsible for recording minutes of all general Senate meetings.
4. The College President or Administrative designee shall be invited to report to the Senate at each general meeting.
5. A representative from the bargaining unit shall be invited to report at all general Senate meetings.
6. Classified Senate and Student Senate Representatives shall be invited to report at all general Senate meetings.
7. General Senate meetings shall be conducted according to the most recent edition of Roberts' Rules of Order, a copy of which shall be available at every Senate meeting.
8. Pursuant to the requirements of the Brown Act, the Senate shall abide by the following mandates:
 - All meetings shall be open to the public.
 - All agendas, minutes and associated meeting documents shall be published in a location which is accessible 24 hours a day for the 72 hours prior to the meeting;
 - All resolutions shall follow the resolution process, with the appropriate resolution form signed by both the mover and seconder;
 - All resolutions shall require two separate readings;
 - No new resolutions shall be entertained from the floor

Note: The adopted CHC Academic Senate Resolution Process is included as an appendix to these By-laws.

9. Copies of these By-Laws shall be present at every Senate meeting.

Article VII. Duties of Officers, Past-President, and President-Elect

A. President:

1. Shall preside over all Senate and Executive Committee meetings.
2. Shall provide a Senate report to the Board of Trustees at their first regularly scheduled meeting of each month.
3. Shall serve as a member of the District Assembly and its Executive Committee.
4. Shall meet regularly with the college president to express the views of the Senate and stay abreast of the college administration's views.
5. Shall appoint faculty to all senate committees and to all other campus committees where senate representation is required or requested.
6. Shall ask for a member of the Academic Senate to serve as the Senate Parliamentarian to clarify and give guidance on following Roberts Rules of Order.
7. Shall appoint Senate representatives whenever necessary, such as for peer evaluations, screening committees, or district-wide symposia.
8. Shall consult regularly with the leadership of the local faculty bargaining agent to discuss issues of concern to the Senate and the bargaining unit. Such issues may be determined by either organization or their respective officers.

B. Vice-President:

1. Shall preside over Senate meetings in the absence of the President.
2. Shall succeed to the Presidency in the event that the office becomes vacant before the term of office ends. In such cases, the Vice-President shall serve out the remainder of the previous President's term.
3. Shall assist the President in the administrative capacities of his/her position.
4. Shall recommend all appointments to faculty committees except those of the bargaining agent.



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5. Shall attend all Executive Committee meetings.
 6. Shall serve as the faculty co-chair of the campus Planning and Program Review committee.
 7. Shall monitor time allocations for all agenda items and apprise the AS President when the time for an item is expiring.
- C. Secretary:
1. Shall keep all minutes of the general Senate meetings for distribution to all faculty and to all other interested parties who request copies.
 2. Shall preserve all records pertaining to Senate business, including minutes and agendas. Shall attend all Executive Committee meetings.
- D. Treasurer:
1. Shall oversee the Senate budget and all its accounts.
 2. Shall serve as liaison officer to the Faculty Council and shall, in that capacity, accept responsibility for the collection of dues and the management of the Faculty Council account.
 3. Shall report at full Senate meetings on the status of all accounts he/she manages.
 4. Shall attend all Executive Committee meetings.
- E. Historian
1. Shall organize and maintain the Senate archives.
 2. Shall maintain the currency of the Senate website including posting all agendas, minutes, associated documents and resolutions.
 3. Shall write a regular report on Senate actions for the CHC Roadrunner.
 4. Shall attend all Executive Committee meetings.
- F. Past-President (Not an officer)
1. Shall serve on the Academic Senate.
 2. Shall attend all Executive Committee meetings in the year following his/her term as President.
 3. Shall advise the President on all Senate matters.
 4. In the event that the previous past president cannot serve in this capacity, a senator may be appointed by the Senate President to the position of Past President. This appointment must be approved by a vote of the Senate at the next possible general Senate meeting.
- G. President-Elect (Not an officer)
1. Shall attend the Executive Committee meetings in the year preceding his/her term as President.
 2. Shall shadow the President in his/her Academic Senate commitments to prepare for his/her upcoming term as President

Article VIII: Standing Committees

- A. The following shall be the standing committees of the CHC Academic Senate: Curriculum, Educational Policies, Honors Steering, Educational Technology, and Chairs Council.
- B. Three consecutive absences or five absences in a semester will be treated as a Senator's resignation of his or her Academic Senate committee membership.
- C. The duties of the standing committees shall include the following:
 1. Curriculum Committee shall develop and recommend policies for the following academic and professional matters:
 - Curriculum including establishing prerequisites and placing courses in disciplines;
 - Development of new courses and the required revisions for existing courses;
 - Major and certificate requirements
 2. Educational Policy shall develop and recommend policies for the following academic and professional matters:



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- Grading policies;
 - Standards or policies regarding student preparation and success;
 - General education requirements;
 - Other concerns dealing with instructional improvement.
3. Honors Steering shall advise the honors program director and make recommendations for the following academic and professional matters as they relate to the College Honors Institute:
- Student admission;
 - Standards;
 - Curriculum;
 - Activities;
 - Other issues pertinent to the College Honors Institute.
4. Educational Technology shall develop and recommend policies for the following academic and professional matters:
- The use of technology in the face to face classroom, in distributed education environments, and in student services.
 - Distributed education and online education functions
 - Curriculum Committee matters involving distributed education, including periodic reviews of all distributed education courses.
5. Chairs Council shall develop and recommend policies shall develop and recommend policies for the following academic and professional on those academic and professional matters that directly impact instruction.
- D. Committees will meet at least once a month, keep and submit a written record of each meeting and submit that record to the Academic Senate President or designee, and be prepared to offer an oral and/or written report of those activities to the Senate and shall abide by the requirements of the Brown Act.
- E. The committee chairs shall be confirmed by the Senate President. Each committee shall have at minimum one elected Senator member who shall agree to serve as vice-chair responsible for providing an oral or written report to the Academic Senate.
- F. The Curriculum Committee will recommend a faculty member of the Curriculum Committee, who has received appropriate curriculum training, for Curriculum Chair at the first regular Curriculum Committee Meeting in March of each year. The Academic Senate will vote to ratify that recommendation before the Curriculum Committee meets the following year.)
- G. The Vice-President shall compile and submit committee membership recommendations to the president. Committee membership shall be assigned ~~prior~~ at the start ~~of to the start~~ of the fall term. Committee assignments are subject to approval by the full Senate – with an understanding that committee membership is fluid and will change throughout the academic year.
- H. Ad hoc and subcommittees of standing committees may be established by the Senate President as needed. The Senate President may dissolve these committees when they are no longer necessary. Ad hoc committees include:
1. Elections Committee responsible for conducting the senate elections following the procedures outlined in these by-laws.
 2. Scholarship Committee responsible for the selection of all scholarships and other student awards.
 3. Personnel Interests responsible for the selection of Professors Emeriti, the Outstanding Professors and Classified Staff members of the Year, and the planning and implementation of the annual classified appreciation luncheon.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Crafton Hills College

Appendix

Academic Senate Resolution Process

Adopted: 11.6.2013

The following is a description of the resolution process.

1. Academic Senate members may propose, write, second and vote on resolutions presented to the Academic Senate.
2. All new resolutions must be received by the Executive Committee. In order to be received, resolutions must be typed (to ensure legibility) and presented to any member of the Executive Committee.
3. The Executive Committee will review all submitted resolutions and recommend amendments, combinations, rewordings, or additions as necessary to ensure the resolution is properly constructed with the following criteria:
 - a. Relates to one or more of the 10+1 issues (an academic and/or professional matter)
 - b. Contains no more than six “whereas” sections and three “resolved” sections.
 - c. Contains a senate directed action. (If the action requires substantial resources in time or funds, the Executive Committee will be able to carry it out only if the resources are available.)
 - d. Only urges or recommends a policy or action, if such policy or action is directed, to local governing bodies, the Chancellor, the Board of Trustees, or other groups and individuals.
 - e. Provides direction to the Senate President regarding proposed distribution of work to Academic Senate committees if applicable.
 - f. The proposer of the resolution will be invited to attend the Executive Committee meeting at which the resolution is reviewed.
4. The Executive Committee may ask that the resolution be revised and returned to the Executive Committee for further review.
5. Once perfected, the resolution will be given its first reading (without discussion) at the next regularly scheduled meeting of the Academic Senate.
6. The resolution will be open for discussion and action at the Academic Senate meeting following its first reading.



CUESTA COLLEGE CONSTITUTION OF THE ACADEMIC SENATE

ARTICLE I. NAME

The name of the organization shall be “The Academic Senate of Cuesta College” but may be referenced as “The Cuesta College Academic Senate.”

ARTICLE II. PURPOSE AND AUTHORITY

Section 1. Purpose

The purpose of the organization shall be to represent the faculty and make recommendations with respect to the academic and professional interests of the faculty in the governance of Cuesta College.

Section 2. Authority

The authority of the Academic Senate to ensure participatory governance at Cuesta College and to formulate and recommend policies on academic and professional matters derives from Education Code and its interpretations in Title 5, Board Policy, and the collective bargaining agreement:

- A. Education Code: Consistent with California Education Code, the Academic Senate has responsibility and authority in the following areas:
1. Section 70902 (b)(7) Governing Boards; Delegation: The governing board of each district shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards;
 2. Section 87359 (b) Waiver of Minimum Qualifications; Equivalency: The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination;
 3. Section 87360 (b) Hiring Criteria: Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by the representatives of the governing board and the academic senate;
 4. Section 87458 (a) Administrative Retreat Rights: The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination;
 5. Section 87610.1 (a) Tenure Evaluation Procedures: The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures;
 6. Section 87663 (f) Evaluation Procedures: The faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures; and
 7. Section 87743.2 Faculty Service Areas: The exclusive representative shall consult with the academic senate in developing its proposals with regards to faculty service areas.
- B. Title 5—Definitions (Section 53200):
The areas of responsibility and authority derived from Education Code are specified within Title 5, Section 53200, as the “10 + 1” and include the following policy development and implementation matters:
1. Curriculum, including establishing prerequisites and placing courses within disciplines



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2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic professional matters as mutually agreed upon between the governing board and the Cuesta College Academic Senate.

Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

C. Title 5—Powers (Section 53203)

1. The governing board shall adopt policies for the appropriate delegation of authority and responsibility to its college academic senate.
2. In adopting the policies described in section (a), the governing board or designees, shall consult collegially with the academic senate.
3. While consulting collegially, the academic senate shall retain the right to meet with or appear before the governing board with respect to its views and recommendations. In addition, after consultation with the administration, the academic senate may present its recommendations to the governing board.
4. The governing board shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:
 - a. When the board elects to rely primarily upon the advice and judgment of the academic senate, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
 - b. When the board elects to provide for mutual agreement with the academic senate, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.
5. An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board.
6. The appointment of faculty members to serve on college committees shall be made, after consultation with the chief executive officer or designee, by the academic senate.

D. Title 5—Curriculum Standards and Criteria for Courses and Classes (Section 55002.1):

1. The college and/or district curriculum committee recommending courses shall be established by the mutual agreement of the college and/or district administration and the academic senate.
2. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.

E. Board of Trustees



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

Cuesta College

1. The Academic Senate will assume such responsibilities and perform such functions as may be delegated by the governing board through collegial consultation in accordance with the provisions of Title 5, Section 53200- 53204, and Board Policy 2305:
 - a) Board Policy 2305 translates the Title 5 10 + 1 areas of responsibility and authority into 7 + 5 areas.
 - b) The Board of Trustees agrees to rely primarily upon the policy and procedural recommendations of the Cuesta College Academic Senate for the following matters:
 - 1) Curriculum, including prerequisites
 - 2) Degree and certificate requirements
 - 3) Grading policies
 - 4) Standards regarding student preparation and success
 - 5) College governance structures, as related to faculty roles
 - 6) Faculty roles and involvement in accreditation process
 - 7) Policies for faculty professional development activities
 - c) In addition to the matters above, the Board or its designee and the representatives of the Cuesta College Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation or policy on the following academic and professional matters:
 - 1) Educational program development
 - 2) Processes for program review
 - 3) Processes for institutional planning and budget development
 - 4) Policies regarding student preparation and success
 - 5) Other academic and professional matters as agreed upon
 - d) If a Senate recommendation in these areas is not accepted by the Board of Trustees, the Board of Trustees or the Superintendent/President as the Board's designee shall promptly communicate the reasons in writing to the Academic Senate upon request
 2. The appointment of faculty members to serve on college committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Superintendent/President or designee, by the Academic Senate.
- F. Collective Bargaining Agreement: The Academic Senate will assume such responsibilities and perform such functions as may be referenced as Academic Senate responsibilities in the collective bargaining agreement.
- G. American Association of University Professors (AAUP): The Academic Senate will be responsible for ensuring that Academic freedom, professional ethics, and collegial discourse are maintained as referenced in the American Association of University Professor's 1940 Statement of Principles on Academic Freedom and Tenure.

ARTICLE III. MEMBERSHIP

Section 1. Requirements

- A) All Cuesta College faculty are members of the Academic Senate.
- B) All Cuesta College faculty members are eligible to serve on the Academic Senate Council.

Section 2. Definition of Faculty

- A. Faculty refers to all academic employees, regular and adjunct, whose primary responsibility requires regular and direct contact with students for the purpose of educating or providing educational support for students.



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- B. Faculty includes, and is limited to, both teaching and service faculty, the latter of which includes librarians, counselors, health service professionals, disabled student programs and services professionals, academic skills programs and services professionals, and extended opportunity programs and student services professionals.
- C. Faculty who receive reassigned time to serve in a non-permanent position (such as division chairs, Academic Senate Officers, CCFT Officers, coordinators), retain their faculty status.
- D. Employees whose primary responsibility is supervisory, management, administrative or clerical are not faculty.

ARTICLE IV. ACADEMIC SENATE COUNCIL AND OFFICERS

Section 1. Officers

- A. The officers of the Academic Senate shall consist of the following:
 - 1. President
 - 2. Vice-President
 - 3. Curriculum Chair
 - 4. Delegate appointee to the Statewide Academic Senate (if different than above)
- B. Each officer shall be eligible for reassigned time from the district.

Section 2. Academic Senate Council.

- A. The Academic Senate Council shall be the legislative body of the Faculty and shall authorize all official actions of the Faculty that are not otherwise designated as under the purview of the Cuesta College Federation of Teachers (CCFT) or the exclusive bargaining unit of the faculty.
- B. The Academic Senate Council shall consist of the President, Vice-President, one representative from each division the chair of the Curriculum Committee, and three at-large members:
 - 1. One at-large member shall have at least part of his/her assignment at the North County Campus, elected in even-numbered years.
 - 2. One at-large member shall be an adjunct faculty member, elected in odd- numbered years.
 - 3. One at-large member shall be unspecified, elected in even- numbered years.
- C. The President, or designee, of the Cuesta College Federation of Teachers (CCFT) is an ex-officio member of the Academic Senate Council who does not participate in consensus decision-making or voting.
- D. The President may declare a vacancy in the Academic Senate Council with the approval of the Academic Senate Council, when a member has been absent for three consecutive meetings.

Vacancies in the membership, officer positions or appointed positions of the Academic Senate Council may be filled by appointment by the Academic Senate Council or by general election conducted by the Academic Senate Council from among eligible members to serve the duration of the unfulfilled term.

ARTICLE V. DUES AND MEETINGS

Section 1. Dues

- A. Voluntary dues fees for the faculty may be proposed by an officer of the Senate and established by consensus of the Academic Senate Council each fall semester.
- B. The purpose of dues is to sustain the work of the Academic Senate, which may not be covered by the college budget, and to support faculty scholarship funds, graduation honor cords, printing costs, conference travel costs, and other expenditures as established by



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consensus of the Academic Senate Council.

- C. Faculty may voluntarily authorize dues to be paid through Cuesta College payroll deduction.

Section 2. Meetings

- A. Meeting shall take place regularly on a bi-monthly basis during an academic term.
B. The agenda for any regular or special meeting of the Academic Senate Council shall be available to the entire Academic Senate membership at least three working days prior to the meeting.
C. Participation in Consensus or voting at any meeting of the Academic Senate Council shall be limited to elected or division-appointed members only.
D. Meetings of the Academic Senate faculty shall be held as needed.
 1. Meetings may be called at the initiative of the Senate President.
 2. Upon petition by one-eighth of the faculty, the President shall call a meeting of the Faculty.
 3. Upon consensus or 2/3 vote of the Academic Senate Council, the President shall call a meeting of the Faculty.

Section 3. Parliamentary Procedure

The Academic Senate Council shall use the modified consensus decision-making procedure specified in Appendix A of the By-laws.

ARTICLE VI. ELECTIONS, INITIATIVES, REFERENDA, AND RECALLS

Section 1. Requirement

- A. Elections for officers shall be held on a regular two-year cycle as specified in the By-laws.
B. A petition signed by one-eighth of the faculty shall be necessary and sufficient to establish an initiative, referendum, or recall of an officer.

Section 2. Voting

- A. Voting on elections, initiatives, referenda, or recalls shall be conducted by secret ballot.
B. The Academic Senate Council shall set voting procedures and mechanics consistent with this Constitution and By-laws.

ARTICLE VII. AMENDMENTS AND BY-LAWS

Section 1. Amendment Proposal and Procedure

- A. Amendments to this Constitution may be proposed by the Academic Senate Council or by petition of one-eighth of the members of the Academic Senate Faculty.
B. Proposed amendments shall be submitted in writing to the Faculty at least ten working days prior to voting.
C. An amendment shall be considered ratified if it receives at least a two-thirds majority vote of the faculty who cast ballots.
D. Voting on amendments shall be conducted by secret ballot.
E. The Academic Senate shall develop By-laws for this Constitution.
F. The By-laws of the Academic Senate may be amended by the Academic Senate Council by consensus or through parliamentary procedure as defined in Article V, Section 3.



CUESTA COLLEGE BY-LAWS OF THE CONSTITUTION OF THE ACADEMIC SENATE

Section 1. Terms and Duties of Officers; Council members; and Council appointees

- A) Terms of Office
1. The President:
 - a. Shall serve for a term of two years.
 - b. May not serve for more than three consecutive terms, but may serve again after a one-term vacancy.
 - c. Shall assume the term of office on July 1.
 2. The Vice-President:
 - a. Shall serve for a term of two years.
 - b. May not serve for more than three consecutive terms, but may serve again after a one-term vacancy.
 - c. Shall assume the term of office on July 1.
 3. Senators of the Academic Senate Council who are not officers or appointees:
 - a. Shall serve for a term of two years.
 - b. Shall assume the term of office the beginning of the fall semester.
 4. The Curriculum Committee Chair
 - a. Shall serve for a term of two years
 - b. May not serve for more than three consecutive terms unless the Academic Senate Council by consensus or a three-fourths majority vote of the members present agrees to grant the appointee another term.
 - c. Shall assume the term of office on July 1.
 5. Faculty Professional Development Committee Chair and the Equivalency Committee Chair:
 - a. Shall serve for a term of two years
 - b. May not serve for more than three consecutive terms unless the Academic Senate Council by consensus or a three-fourths majority vote of the members present agrees to grant the appointee another term.
 6. Elected representatives (Full-time At-Large, Part-time At-Large, and North County At-Large):
 - a. Shall serve for a term of two years.
 - b. Shall assume the term at the beginning of the semester.
 - c. Shall assume a term that begins in alternate years to the term of office for Academic Senate officers.
- B) Duties, appointments, and selections
1. The President:
 - a. Shall facilitate the inter-campus communication of faculty issues.
 - b. Shall plan and chair meetings of the Academic Senate Council and general faculty meetings when convened using the consensus decision-making process (see Appendix A).
 - c. Shall assist in the development of faculty positions on academic issues as listed in Board Policy 2305.
 - d. Shall represent the Academic Senate Council and the faculty regarding academic issues as listed in Board Policy 2305.
 - e. Shall advocate faculty interests to relevant campus groups (see Empowering Local Senates, Appendix B).
 - f. Shall execute the decisions of the Academic Senate Council and the faculty.



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- g. Shall attend (or designate a representative to attend) and report business of the Academic Senate Council at the meetings of the Board of Trustees.
 - h. Shall attend (or designate a representative to attend) and report business of the Academic Senate Council at the Cuesta College Federation of Teachers Executive Board meetings.
 - i. Shall attend (or designate a proxy to attend) Planning and Budget Committee meetings.
 - j. Shall attend (or designate a proxy to attend) College Council meetings.
 - k. Shall attend (or designate a representative to attend) with the Academic Senate Vice President or designee, and report business of the Academic Senate Council at Summit meetings, which are bi-monthly meetings with the President/Superintendent and the Vice President of Academic Affairs.
 - l. Shall attend the statewide Academic Senate's Fall and Spring plenary sessions.
 - m. Shall serve as (or designate a representative to serve as) the Cuesta College voting delegate at the statewide Academic Senate's Fall and Spring Plenary sessions.
 - n. Shall attend (or designate a representative(s) to attend) regular, informal Senate-Union Joint Issues (SUJI) meetings.
 - o. Shall appoint faculty to regular and special committees in consultation with interested faculty and relevant faculty bodies and in consultation with the Superintendent/ President to represent the faculty body to conduct the business of the Academic Senate Council and the Faculty.
 - p. Shall facilitate the dissemination of Academic Senate Council agendas and minutes and other relevant documents to the faculty and community in accordance with the Brown Act.
 - q. Shall understand the statutory context in which the Academic Senate operates (see Empowering Local Senates, Appendix B.).
 - r. Shall understand and advocate for faculty the academic and professional matters as listed in Board Policy 2305.
 - s. Shall attend Academic Senate Council meetings after being elected and before assuming office.
 - t. Shall perform such other duties as pertain to the office of the President.
 - u. Shall receive reassigned time.
 - v. Shall apply "Best Practice Recommendations" (see Empowering Local Senates, Appendix B).
 - w. Shall review annually the Academic Senate bylaws and constitution.
 - x. Shall be responsible for paying bills approved by the Academic Senate Council.
 - y. For approval of expenditures requested by the Academic Senate President, a co- signature from the Academic Senate Vice-president is required.
 - z. Shall keep an account of receipts and expenditures.
 - aa. Shall present an annual budget at the September meeting of the Academic Senate Council.
 - bb. Shall present regular reports to the Academic Senate Council on the status of the organization's finances.
2. The Vice-President:
- a. Shall assume the office and duties of President in the event of absence, resignation or vacating of the office by the President.
 - b. May attend the statewide Academic Senate's Fall and Spring plenary sessions.
 - c. Shall attend (or designate a representative to attend) with the Academic Senate President or designee, and report business of the Academic Senate Council at Summit meetings, which are bi-monthly meetings with the President/Superintendent and the Vice President of Academic Affairs.



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- d. Shall attend (or designate a representative(s) to attend) regular, informal Senate- Union Joint Issues (SUJI) meetings.
 - e. Shall facilitate the selection processes for all awards under Academic Senate auspices.
 - f. Shall facilitate the inter-campus communication of faculty issues.
 - g. Shall facilitate the dissemination of Statewide Academic Senate information, issues, and resolutions to the faculty.
 - h. Shall assist in the development of faculty positions on academic issues as listed in Board Policy 2305.
 - i. Shall disseminate Academic Senate Council agendas and minutes and other relevant documents to the faculty and community in accordance with the Brown Act.
 - j. Shall take minutes or designate a minute taker at Academic Senate Council meetings.
 - k. Shall maintain, or in consultation with the President, delegate the maintenance of all electronic communication and information sharing resources approved by the Academic Senate Council for use by the Academic Senate.
 - l. Shall facilitate the dissemination of Academic Senate Subcommittee annual initiatives, minutes, and annual reports.
 - m. Shall understand the statutory context in which the Academic Senate operates (see Empowering Local Senates, Appendix B).
 - n. Shall understand and advocate for faculty the academic and professional matters listed in Board Policy 2305.
 - o. Shall attend Academic Senate Council meetings after being elected and before assuming office.
 - p. Shall perform such other duties as pertain to the office of the Vice President.
 - q. Will receive reassigned time.
 - r. Shall apply “Best Practice Recommendations” (see Empowering Local Senates, Appendix B.).
 - s. Shall review annually and propose any needed updates to the Academic Senate bylaws and constitution.
3. Senators of the Academic Senate Council:
- a. Shall be selected by divisional faculty to represent the interests of their constituent division,
 - b. Shall report Academic Senate Council business to their constituent divisions.
 - c. Shall seek input on Academic Senate issues from division faculty and represent their divisional perspectives to the Academic Senate Council.
 - d. Shall understand and advocate for faculty the academic and professional matters listed in Board Policy 2305.
 - e. Shall attend Academic Senate Council meetings.
 - f. Shall serve, as needed, on task forces, committees or sub-committees of the Academic Senate Council and perform such other duties as pertain to being a Senator of the Academic Senate Council.
 - g. May be removed from office during their term for just cause upon majority vote of their division faculty. In such cases, divisions may select a replacement senator to fulfill a term.
 - h. Shall review annually the Academic Senate bylaws and constitution.
4. At-Large representatives of the Academic Senate Council:
- a. Shall present faculty information from their representative groups/areas to the Academic Senate Council and seek input on Academic Senate issues from faculty in their representative groups/areas.
 - b. Shall report Academic Senate Council business to their representative groups/areas.
 - c. Shall understand and advocate for faculty the academic and professional matters listed in



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- Board Policy 2305.
- d. Shall attend Academic Senate Council meetings.
 - e. Shall serve, as needed, on committees, sub-committees, or task forces of the Academic Senate Council and perform such other duties as pertain to being an elected representative of the Academic Senate.
 - f. May be removed from office during their term for just cause upon majority vote of their constituent group.
 - g. Shall review annually the Academic Senate bylaws and constitution.
5. The Curriculum Committee (CC) Chair:
- a. Shall be appointed by the Academic Senate President and Vice President subject to the approval of the Academic Senate Council.
 - b. Shall plan, chair, and facilitate meetings of the CC.
 - c. Shall report the CC activities, decisions, and approvals to the Cuesta College Board of Trustees at its monthly meetings or have the Academic Senate President, or designee, give the report should the Chair be unable to do so.
 - d. Must consult with the Academic Senate President and Vice President on any curricular policies or issues that are controversial or involve college-wide interests.
 - e. Shall report decisions and relevant issues of the CC meetings to the Academic Senate Council at least once a month or when requested to do so by the Academic Senate President.
 - f. Will attend at least one statewide Academic Senate Summer Curriculum institute prior to or during the first term of service when possible.
 - g. Shall perform such other duties as appropriate to the appointment.
 - h. Shall become familiar with the statewide Academic Senate publications and policies on curriculum.
 - i. Shall attend at least one statewide Academic Senate Fall or Spring Plenary sessions when possible.
 - j. Shall review annually the Academic Senate bylaws and constitution.
6. The Faculty Professional Development Committee (FPDC) Chair:
- a. Shall be appointed by the Academic Senate President and Vice President subject to the approval of the Academic Senate Council.
 - b. Shall plan, chair, and facilitate meetings of the FPDC.
 - c. Shall report FPDC activities and decisions to the Academic Senate Council at least once a month or when requested to do so by the Academic Senate President.
 - d. Shall consult with the Academic Senate President on proposals and activities of the FPDC.
 - e. Shall perform such other duties as appropriate to the appointment.
 - f. Shall become familiar with statewide Academic Senate publications and policies on Faculty Professional Development.
 - g. Shall determine in consultation with the FPDC the amount of annual state professional development funds that will be allocated to each faculty member.
 - h. Shall determine in consultation with the FPDC the criteria for approval of faculty requests for state professional development funds and give authority to the Director of Professional Development to process these requests.
 - i. Shall review annually the Academic Senate bylaws and constitution.
7. The Equivalency Committee Chair:
- a. Shall be appointed by the Senate President or elected by members of the Equivalency Committee.
 - b. Shall chair and facilitate meetings of the Equivalency Committee.
 - c. Shall report activities, decisions, and relevant issues of the Equivalency Committee



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meetings to the Academic Senate Council at least once a month or when requested to do so by the Senate President.

- d. Shall review annually the Academic Senate bylaws and constitution.

Section 2. Academic Senate Committee Descriptions and Appointments

A) Academic Senate Committees

1. Curriculum Committee

- a. Description: This is a joint Academic Senate/Administrative committee, which reviews and recommends to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirement patterns. This committee also discusses and makes decisions, when appropriate, on issues related to curricular processes, policies, and procedures.
 - b. Purpose: To recommend to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirement patterns. This committee will also discuss and makes decisions, when appropriate, on issues related to curricular processes, policies, and procedures. When necessary, this committee will make recommendations concerning curriculum to the Academic Senate Council for discussion and decisions.
 - c. Appointments:
 - i. The Curriculum Committee Chair is appointed by the Academic Senate President and Academic Senate Vice President subject to approval of the Academic Senate Council (see Bylaws, Section I.B.5.a).
 - ii. Voting members of this committee are faculty members selected by their division or area of discipline or area representing: each instructional division, library, academic support/DSPS, counseling, leadership, non-credit, and the Academic Senate (Curriculum Chair).
 - iii. Divisions or areas must forward the names of all representative faculty members to the Academic Senate President for appointment to the Curriculum Committee.
 - iv. Ex-officio non-faculty members of this committee include the Vice President of Academic Affairs, the Director of Learning Resources, the Coordinator of DSPS, the Director of Non-Credit, a Articulation/Transfer Officer, a Evaluations staff member, a CCFT representative, and a ASCC representative.
 - v. The Vice President of Academic Affairs will be the administrative liaison to Cabinet.
 - d. Terms: The Curriculum Chair shall serve for a renewable term of two-years (see Bylaws, Section I.A.4). Faculty representatives shall serve a renewable term of one year, subject to the discretion of their division or area of discipline or area representing.
 - e. Subcommittees: The Curriculum Committee has the following sub-committees to address specific curricular issues: General Education, Distance Education, Diversity Requirement, and Health Requirement. Other sub-committees may be created and/or eliminated when necessary.
2. Faculty Professional Development Committee
- a. Description: This is a faculty subcommittee of the Academic Senate, which considers, plans, delivers, and recommends programs and services that will contribute to the professional development of members of the faculty.
 - b. Purpose: This committee will design and direct all faculty professional development policies and processes; this includes, but is not limited to, the Professional Development Center, faculty mentoring program, faculty resource center, conferences, pedagogical workshops, training seminars, campus climate, and faculty orientations.
 - c. Appointments: The Academic Senate President shall appoint all faculty members as interested to this committee, one of whom will be appointed the chair of the committee by the



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- Academic Senate President.
- d. Terms: Members shall serve for a renewable term of two years.
 - e. Subcommittees: In Fall 2008 the Faculty Professional Development Committee created one subcommittee to address specific faculty development issues: Faculty Mentoring.
3. Equivalency Committee
- a. Description: This is a faculty subcommittee of the Academic Senate.
 - b. Purpose: This committee will determine equivalency of minimum qualifications for candidates for hire when such an evaluation is warranted or requested by a job applicant.
 - c. Appointments: The Academic Senate President shall appoint five faculty members to this committee, one of whom will be appointed or elected chair of the committee by members of the committee.
 - d. Terms: Members shall serve for a renewable term of two years.
4. Student Learning Outcomes and Assessment Committee
- a. Description: This is a faculty subcommittee of the Academic Senate.
 - b. Purpose: This committee will research and evaluate various SLOA “best practices” with the goal of making recommendations for the development and assessment of program and course level outcomes. This committee will work collaboratively with the Faculty Professional Development Committee to bring speakers and workshops to educate the college community about SLOA matters.
 - c. Appointments:
 - i. The Academic Senate President shall appoint a minimum of five faculty members to this committee.
 - ii. The Chair of the Curriculum Committee or designee will be one of the faculty members on this committee.
 - iii. The Chair of the Program Planning and Review Committee or designee will be one of the faculty members on this committee.
 - iv. The Academic Senate President, in consultation with the CCFT President, shall appoint one member to this committee.
 - d. Chair:
 - i. The Student Learning Outcomes and Assessment Coordinator(s) will serve as chair (or co-chairs if more than one). If there is no Student Learning Outcomes and Assessment Coordinator the chair will be selected by the members of the committee.
 - ii. The Student Learning Outcomes and Assessment Coordinator will give regular reports to the Academic Senate Council and the Vice President of Academic Affairs.
 - e. Term: Members shall serve for a renewable term of two years.
5. Sabbatical Leave Committee
- a. Description: This is a committee of the Academic Senate that reviews sabbatical leave applications and makes recommendations for sabbatical leaves to the Vice President of Academic Affairs and presents committee-approved sabbaticals to the Board of Trustees for approval.
 - b. Purpose: This committee will evaluate all sabbatical leave applications based on the policies and processes explained in Board Policy.
 - c. Appointments:
 - i. The Sabbatical Leave Committee Chair is appointed or elected by members of the committee.
 - ii. The Academic Senate President and the CCFT President shall each appoint two faculty members to this committee.
 - iii. The Academic Senate President, in consultation with the CCFT, shall appoint one additional member of this committee.



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- iv. The Vice President of Academic Affairs will act as an ex-officio or non-voting member of this committee and serve as a liaison to Cabinet.
 - d. Terms: Faculty members shall serve for a renewable term of one year, and the chair will serve a renewable term of two years.
6. Summit
- a. Description: This non-voting committee of the Academic Senate is a bimonthly discussion between the Senate, the President/Superintendent, and the Vice President of Academic Affairs.
 - b. Purpose: The purpose of this non-voting committee is to foster a free exchange of information between and to resolve issues germane to both the leadership of the Academic Senate and the District.
 - c. Composition:
 - i. The Academic Senate President or designee is a member of this committee.
 - ii. The Academic Senate Vice President or designee is a member of this committee.
 - iii. The Vice President of Academic Affairs is a member of this committee.
 - iv. The President/Superintendent is a member of this committee.
 - d. Terms: Members shall serve only during the term of their campus leadership position.
- B) Campus-wide Committees
1. Institutional Program Planning and Review Committee
- a. Description: The Institutional Program Planning & Review Committee (IPPRC) is a campus-wide committee. The IPPRC will serve the following overall purpose: ensure cohesive development of the instructional and institutional program plan and review processes with the understanding that any change to the instructional program plan and review process must initially be approved by the Academic Senate, and any change to the institutional program plan and review process must be initially approved by Management Senate.
 - b. Purpose: This committee will provide the following:
 - i. Technical assistance and guidance to college constituents when they are completing the Institutional Program Plan and Review Templates.
 - ii. Quality assurance by reviewing submitted Institutional Program Plan and Review Templates for completeness and by forwarding to appropriate Deans and Managers.
 - iii. Make recommendations regarding the refinement of linkage between the Institutional Program Plan and Review process and the budget allocation process.
 - c. Composition:
 - i. The Academic Senate President will appoint the faculty co-chair of this committee.
 - ii. The Vice President of Student Services will appoint the administrative co-chair of this committee.
 - iii. Additional members (5), include representatives from each of the following areas: (1) Administrative Services, (1) Academic Director, (1) Classified representative appointed by CCCUE, (1) Academic Affairs Dean, and (1) Student Services representative.
 - d. Term: Members shall serve for a renewable term of one year.
2. Planning and Budget Committee
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups.



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- b. Purpose: Following general direction from the Board of Trustees, the Planning and Budget Committee coordinates annual planning activities ensuring broad participation from the College community and monitors the implementation of the Educational and Facilities Master Plan. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget.
 - c. Role: The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President. Specific to the budget development and review process, the committee will review and recommend the following:
 - i. Potential additions to the College goals and priorities established by the Board of Trustees
 - ii. The budget income and expenditure assumptions while they are being developed;
 - iii. Expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
 - iv. The proposed final budget including any modifications that were made based on funding changes;
 - v. Augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
 - vi. Levels of funding for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups.
 - d. Appointments:
 - i. The Academic Senate President shall be a member of this committee.
 - ii. The Academic Senate President shall appoint seven additional faculty members to serve on this committee.
 - iii. The Chair of the Chairs will serve on this committee as faculty co-chair.
 - iv. A liaison between Budget and Planning and the Academic Senate may be designated by the Academic Senate President. This liaison designee may be responsible for reporting Budget and Planning information/minutes to the Academic Senate.
3. College Council
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups.
 - b. Purpose: The Council will consider college-wide matters related to instruction and student support. These matters include, but may not be limited to, prioritization of new faculty hires, educational program development, shared governance regarding programs and services, Title V Regulations, program review, operational problems, and student, instructional, and institutional policy development and revision.
 - c. Appointments: The Academic Senate President shall serve on this committee, and additionally, in consultation with the College President, shall annually appoint five other faculty members, including one division chair from each cluster, one service faculty member, and one North County Campus faculty member.
 - d. Terms: Members shall serve only during the term of their campus leadership position.
4. Institutional Tenure Review Committee
- a. Description: This is a faculty subcommittee of the Academic Senate.
 - b. Purpose: This committee will evaluate all tenure recommendations submitted by District Tenure Committees based on the policies and processes explained in Board Policy.
 - c. Appointments:
 - i. The Institutional Tenure Review Committee Chair is appointed or elected by members of the committee.



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- ii. The Academic Senate President shall appoint three to five tenured faculty members to this committee.
 - iii. The Academic Senate President, in consultation with the Cuesta College President/Superintendent, shall name the chair of this committee.
 - d. Terms: Members shall serve for a renewable term of one year, and the chair will serve a renewable term of two years.
5. Accreditation Steering Committee
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups that plans the process and timeline for Accreditation self studies and maintains an annual record of accreditation standard progress reports.
 - b. Purpose: This committee develops templates, processes, and timelines for each of the standard committees and sub-committees; coordinates and conducts employee satisfaction surveys; reviews drafts prepared by each standard committee and sub-committees; assists in the development and implementation of planning agendas; and assesses the institutional progress on addressing each standard.
 - c. Appointments:
 - i. During an active self-study cycle the Academic Senate President shall appoint the accreditation faculty co-chair of the committee, who will be responsible for identifying faculty to serve on standard committees and sub-committees.
 - ii. During academic years when the institution is not actively preparing a self-study, the Academic Senate President will appoint faculty to serve on this committee.
 - d. Terms: Members shall serve for a renewable term of two years.
- C) Administrative Committees
1. Enrollment Management Committee
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups, which develops a comprehensive calendar of events that integrates assessment, orientation, registration, schedule development, student recruitment, marketing, and data review.
 - b. Purpose: This committee will make recommendations to the Cabinet regarding enrollment goals and procedures, processes, and services required to meet these goals.
 - c. Appointment:
 - i. The Academic Senate President, in consultation with the CCFT, shall appoint one member to this committee who will act as a liaison to the Academic Senate.
 - ii. The Curriculum Committee Chair or designee shall also serve as a member of the committee.
 - d. Term: Member shall serve for a renewable term of one year.
2. Student Success and Retention Subcommittee (Subcommittee of Enrollment Management Committee)
- a. Description: This is a campus-wide committee of representatives from various constituent campus groups, which focuses on serving the following purposes:
 - i. Provide direction and make recommendations to the college in its efforts to promote and enhance student retention and success;
 - ii. Assess current retention strategies and make appropriate recommendations;
 - iii. Develop a campus-wide student retention and success plan;
 - iv. Bring awareness to the campus community of retention initiatives; and
 - v. Monitor and analyze success of retention initiatives.
 - b. Purpose: This committee will make recommendations to the Cabinet regarding enrollment goals and procedures, processes, and services required to meet these goals.



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- c. Appointment: The Academic Senate President shall appoint one member to this committee.
 - d. Term: Member shall serve for a renewable term of one year.
- D) Additional Academic Senate Appointments:
- 1. Committees:
 - a. Campus Safety and Environmental Committee
 - b. CONNECT@CUESTA
 - c. Cultural Diversity and Student Equity Committee
 - d. Distance Education Committee
 - e. Employee Wellness Committee
 - f. Financial Aid Committee
 - g. Foundation Board of Directors
 - h. Institutional Effectiveness Committee
 - i. Learning Communities Committee
 - j. Nursing Selection Committee
 - k. Program for Assisting Student-Athlete Success (PASS) Committee
 - l. Reentry Program Committee
 - m. Strategic Planning Committee
 - n. Student Support and Success Committee
 - o. Technology Committee
 - p. Web Committee
 - 2. Appointments:
 - a. The Academic Senate President will appoint, as necessary and in consultation with the College President or designee, faculty members to all college committees.
 - b. The Academic Senate President will appoint, as necessary and in consultation with the College President or designee, faculty members to task forces.
- E) CCFT Committees: In addition to Senate, Campus-wide, and Administrative committees, there are committees with faculty membership that are under the purview of CCFT exclusively.
- 1. Executive Board: This body directs the actions of the CCFT committees and oversees negotiations and union membership. The Academic Senate President or designee will be an ex officio member of this CCFT Committee.

Section 3. Nominations, Elections, and Appointments

- A) Nominations for officers and at-large representatives of the Academic Senate council shall be made from among eligible Academic Senate members.
- B) Elections for officers shall occur during the fall semester prior to beginning of the term of office.
- C) Elections for at-large representatives shall occur at least one semester prior to the beginning of the term of office in alternate years to the term of office for Academic Senate officers.
- D) The persons receiving a majority of votes for, respectively, the President, Vice President, and at-large representative positions shall be elected to those positions. In the event of no person receiving a majority for a particular office, a run-off election between the top two vote recipients shall be conducted within 30 days.
- E) Vacancies in the Officers and the at-large representatives of the Academic Senate council may be filled by appointment by the Academic Senate Council from eligible members to serve the duration of the unfulfilled term, or the Officers shall be elected by the faculty in a general election conducted by the Academic Senate Council to fill the unexpired term.



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Section 4. Order of Business

- A) All regular meetings shall follow a proposal-driven agenda prepared by the Academic Senate President in consultation with the Academic Senate Vice President, and/or others as necessary.
- B) Any faculty member may request that a proposal be placed on the agenda and if so, this faculty member must provide a written background for the proposal including a draft proposal itself.
- C) The Academic Senate Council will utilize a consensus model for decision-making. In the event that consensus cannot be reached and a decision is necessary, a standard voting procedure will be employed.
- D) All meetings are open to all members of the Faculty and the public.

Section 5. Meetings and Quorums

- A) Regular meetings of the Academic Senate Council will occur on the 2nd and 4th Friday of the month unless otherwise specified by the Academic Senate President with approved from the Academic Senate Council.
- B) A quorum of the Academic Senate Council shall consist of a majority plus one of the members present.
- C) Special meetings of the Academic Senate Council or of the faculty shall be announced at least five working days in advance of the meeting.
- D) A quorum of the faculty shall consist of one-eighth of the membership being present.

Section 6. Orientation

- A) Description: In the first month of each academic year, the Academic Senate Officers and other appointed designees should conduct an orientation for Senators of the upcoming academic year.
- B) Orientation shall include the following:
 - 1. The Cuesta College Faculty Handbook
 - 2. Constitution and Bylaws of the Academic Senate of Cuesta College
 - 3. Statewide Academic Senate information (if applicable)
 - 4. Local/state legislative issues concerning the Academic Senate
 - 5. Review of previous year's Academic Senate goals/achievements
 - 6. Formulation/draft of upcoming year's goals
 - 7. Explain/review the ideals and practice of consensus decision-making
 - 8. Other relevant issues

Section 7. Amendments

- A) These by-laws may be amended by the Academic Senate Council by consensus or a three quarters majority vote of the Council members present.
- B) Amendments must be introduced in writing for a first reading at a regular Academic Senate Council meeting and approved after a second reading during a subsequent regular Academic Senate Council meeting.
- C) Amendments may be suggested by any member of the Faculty.



Cuyamaca College CONSTITUTION of the Academic Senate

Article I. Name

Section 1.1 The name of this organization shall be “The Academic Senate of Cuyamaca College.”

Article II. Membership

Section 2.1 The Academic Senate shall consist of four elected officers, senators elected from the faculty as specified in Article II of the Bylaws, and the immediate past-president and president-elect as specified in Article V.

Article III. Representation

Section 3.1 The Academic Senate shall represent all contract, regular, and part-time faculty.

Article IV. Purposes

Section 4.1 The purpose of this organization shall be to:

- A. promote the development and maintenance of educational excellence within the framework of academic freedom, professional responsibility, and ethics,
- B. participate jointly with administration, Grossmont College, and the Governing Board and its designees in the formulation of college and district policies regarding professional and academic matters, and
- C. promote communication with Grossmont College and other colleges within our region.

Article V. Officers

Section 5.1 The officers of this organization shall be a president, vice-president, and two Academic Senate officers to be elected at large. These officers shall constitute the Academic Senate Officers Committee.

Section 5.1.1 The immediate past president and the president-elect shall augment the Senate Officers Committee during their respective terms as specified in section 5.2 below. Additionally, the Curriculum Committee Faculty Co-Chair, and Professional Development Coordinator shall augment the Senate Officers Committee.

Section 5.2 The vice-president and officers-at-large shall serve for terms of one year beginning the Monday after Commencement. The immediate past president shall serve a one-semester term immediately following the end of their term as president. The president-elect shall serve a one-semester term (or part thereof) immediately preceding the start of their term as president. The president shall serve a term of two years beginning the Monday after Commencement in the even-numbered years. All officers may succeed themselves for as many terms as elected.

Section 5.3 The president, president-elect, vice-president, and one officer-at-large shall be regular or contract faculty and shall be elected by the faculty.

Section 5.4 One officer-at-large shall be a part-time faculty member and shall be elected by the faculty

Section 5.5 Senate officers do not need to be elected from any designated division or area. Section 5.6 No nominee for any office shall be placed on the ballot without his/her consent.

Article VI. Meetings

Section 6.1 The Academic Senate shall hold at least one regular meeting each month of the fall and spring semesters.

Section 6.2 Additional meetings of the Academic Senate shall be called by the Academic



Cuyamaca College

Senate president, or by a majority of the Academic Senate Officers Committee.

Section 6.3 All meetings will be open to the public and subject to the Brown Act.

Article VII. Amendments

Section 7.1 This Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of the votes cast by the faculty.

Section 7.2 The faculty shall be notified in writing of the text of the amendment at least one week prior to the vote.

Article VIII. Ratification

Section 8.1 This Constitution, when ratified by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.

Section 8.2 These amendments to the Constitution, when ratified by two-thirds (2/3) vote of the Academic Senate followed by a simple majority of the votes cast by the faculty, shall become binding on all present and future members of the Academic Senate.



Cuyamaca College

Cuyamaca College BYLAWS of the Academic Senate of

Article I. Duties of the Officers

Section 1.1

The **duties** of the **president** are:

- A. to serve as the official representative of the Academic Senate expressing viewpoints, concerns, and policies of the Academic Senate to all appropriate entities,
- B. to maintain an avenue of communication with the Grossmont College Academic Senate,
- C. to preside at meetings of the Academic Senate,
- D. to ensure that meetings of the Academic Senate are held, and that the membership is adequately informed as to the time and place of each meeting,
- E. to call special meetings when necessary and to insure that the membership is adequately informed as to the time and place of each meeting,
- F. to chair meetings of the Academic Senate Officers Committee,
- G. to prepare and distribute at the appropriate time, meeting agendas, and proposed amendments,
- H. to represent the faculty at meetings of the Governing Board and to provide the Academic Senate a summary report of each meeting,
- I. to appoint an Academic Senate member to attend Governing Board meetings which the president is unable to attend,
- J. to represent the faculty at the Innovation & Planning Council meetings of Cuyamaca College,
- K. to represent the faculty at District Executive Council meetings,
- L. to represent the faculty at the District Strategic Planning & Budget Committee meetings,
- M. to be responsible for correspondence to and from the Academic Senate,
- N. to arrange for representation of the Academic Senate at scheduled meetings of such professional organizations as directed by the membership,
- O. to arrange for a voting delegate to attend yearly both Statewide Academic Senate for California Community Colleges meetings,
- P. to represent the Cuyamaca faculty at appropriate District functions,
- Q. to ensure that annual budget requests are prepared for the Academic Senate,
- R. to ensure that all Academic Senate committees carry out their functions as stated in the college handbook on "Organization & Governance Structures,"
- S. to supervise the clerical assistance provided for the Senate, (The duties of this position include:
 - 1. keeping complete records of the proceedings of each Senate meeting,
 - 2. distributing minutes of these meetings to each Senate member,
 - 3. bringing to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of the latest version of Robert's Rules of Order, and a list of senators and their constituencies, and
 - 4. providing Senate members with clerical assistance for Senate related projects and reports), and
- T. to perform such additional duties not in conflict with any



Cuyamaca College

- provision of this Constitution as the membership shall direct.
- Section 1.1.1 The **duties** of the **president-elect** are:
- A. to attend committee meetings on which the president serves,
 - B. to attend Academic Senate meetings,
 - C. to attend meetings of the Senate Officers Committee, and
 - D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.2 The **duties** of the **vice-president** are:
- A. to assist the president in carrying out Academic Senate business,
 - B. to attend the Academic Senate meetings,
 - C. to attend the meetings of the Senate Officers Committee,
 - D. to assume the duties of the president in the president's absence,
 - E. to notify faculty of openings on college and district committees,
 - F. to serve as a liaison between the Senate Officers Committee, faculty appointees, and committee chairs regarding new appointments and on-going committee service,
 - G. to report committee appointments made by the Senate Officers Committee to the Academic Senate
 - H. to update and maintain an accurate list of faculty appointees serving on college and district committees, and
 - I. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.3 The **duties** of the **regular or contract officer-at-large** are:
- A. to represent the academic interests of the faculty members with regular and contract status,
 - B. to collect and maintain records of voluntary dues collected,
 - C. to attend the meetings of the Academic Senate,
 - D. to attend the meetings of the Senate Officers Committee, and
 - E. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.3.1 The **duties** of the **past-president** are:
- A. to attend the meetings of the Academic Senate,
 - B. to attend the meetings of the Senate Officers Committee, and
 - C. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.3.2 The **duties** of the **faculty co-chair of the Curriculum Committee** are:
- A. to co-chair the Curriculum Committee under the direction of the Academic Senate,
 - B. to make regular reports to the Academic Senate,
 - C. to attend meetings of the Senate Officers Committee, and
 - D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.3.3 The **duties** of the faculty **professional development coordinator** are:
- A. to co-chair the Professional Development Committee under the direction of the Academic Senate,
 - B. to make regular reports to the Academic Senate,
 - C. to attend meetings of the Senate Officers Committee, and
 - D. to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
- Section 1.4 The **duties** of the **part-time faculty officer-at-large** are:



Cuyamaca College

- A. to attend the meetings of the Academic Senate,
- B. to attend the meetings of the Senate Officers Committee,
- C. to coordinate and compile a list of part-time faculty who are interested in being included in Academic Senate business,
- D. to keep part-time faculty informed of Academic Senate issues,
- E. to represent the interests of the part-time faculty members,
- F. to assist the president in coordinating evening Academic Senate meetings for part-time faculty, and
- G. to assist the election coordinator in the election of the part-time faculty senator.

Section 1.5

The **duties** of the **Senate Officers Committee** are:

- A. to prepare and distribute the agenda,
- B. to act on behalf of the Academic Senate in emergencies when the Academic Senate cannot be convened,
- C. to maintain an accurate list of Academic Senate members,
- D. to review representation of the Senate based on changes in faculty and programs, and
- E. to appoint faculty to college and district committees. (If necessary, the Senate Officers Committee also has the authority to revoke faculty appointments if committee members are not meeting their professional responsibilities as defined by the Academic Senate's Committee Service Guidelines.)

Section 1.6

The **duties** of the **senators** are:

- A. to attend and participate in meetings of the Academic Senate,
- B. to appoint a proxy from their appropriate constituency group (A, B, C, D, E) of regular or contract faculty to attend the meetings of the Academic Senate in their absence,
- C. to monitor and represent the interests of their constituency with regard to academic and professional matters,
- D. to voice the concerns of their constituency with regard to academic and professional matters,
- E. to vote in accordance with the input of the members of their constituency as well as their individual consciences, and
- F. to be responsible for the dissemination of information to their constituency in a timely manner.

Article II. Nomination and Election of Officers and Senators

Section 2.1

The **nomination** of officers and senators:

- A. During the first week in December, the president of the Academic Senate shall nominate an election coordinator approved by the Senate to supervise and direct the election of officers. The election coordinator will not be among those choosing to run for office.
- B. Nominations for officers will be received from the faculty during the last two weeks in January. The election coordinator will verify nominations.
- C. The election coordinator shall make all other necessary arrangements for carrying out the nomination of officers.

Section 2.2

The **election** of officers:

- A. Officers shall be elected by secret ballot vote of the faculty during the first week in February and will take office as directed in Article V of the Constitution. During the interim the new officers will familiarize themselves with the duties and responsibilities of the offices that they



Cuyamaca College

will assume.

- B. Officers will be elected by a simple majority of the votes cast. If for any office no candidate receives a majority, a run-off election between the two candidates receiving the most votes will be held during the first two days of the second week of February. If the faculty member elected to serve as the Part-Time Faculty Officer-at- Large is not re-hired, a special election will be held during the first two weeks of the semester.
- C. Special elections shall be held when necessary and shall be supervised by the election coordinator.

Section 2.3

The **election** of senators:

- A. Senators will be elected by secret ballot for one-year terms from their respective constituency subgroups by a simple majority of the votes cast. When voting for senate representatives, each constituent will cast one vote. Elections will be held in January with the appointment to begin the Monday after Commencement.
- B. The election of the part-time faculty senator will be conducted during the first two weeks of the spring semester. The senator is to be elected by a simple majority of votes cast by part-time faculty.
- C. The election process for senators will be conducted on an annual basis. Constituency subgroups finding it necessary to replace senators during the academic year may do so through a special election prior to the spring semester.
- D. In the event that a constituency subgroup fails to elect a senator or to send a representative to two consecutive Senate meetings, that constituency subgroup's senate seat may be declared vacant by the Senate Officers Committee, and the Senate president may appoint an at-large representative to fill the seat for the remainder of the academic year.

Section 2.4

The **composition** of Senate representation:

- A. During the fall semester, the Senate Officers Committee may review representation of the Senate based on changes in faculty and programs. If the Senate Officers Committee recommends that the Senate representation be modified, constituencies for Senate representation will be proposed by the Senate president and approved by a majority of the senators casting votes followed by a majority of the faculty casting votes. In the event that the Senate Officers Committee does not recommend the Senate representation be modified or if the proposed modifications are not approved by a majority of the senators casting votes followed by the majority of regular or contract faculty casting votes, the representation last approved by a vote of the Academic Senate and the regular or contract faculty will remain in effect. Until such time as representation of the Senate is modified, the following Senate representation by constituency groups will remain in effect.
- B. Additionally, the majority of the part-time faculty casting votes will elect one part-time faculty senator. The number of senators to be elected from the constituency groups will be based on the following criteria. An approximate ratio of one senator for each eight or nine regular or contract faculty within each constituency group will determine the number of senators from that constituency group. Regular or contract faculty may be counted in only one constituency subgroup



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- C. It is understood that the voting members of the Academic Senate shall consist of the official members of the Senate Officers Committee as well as the elected senators. The Senate president will cast a vote only when a vote by the Academic Senate results in a tie.

Constituency Group	Constituency Subgroups	Number of Senator
A	Business and Professional Studies	1
	CIS, CADD Technology and Fine Arts	1
	Career Technical Education (CTE)	1
B	Humanities, Philosophy, and Religious Studies; Performing Arts; History, Social and English	1
	English	1
	Communication, ESL, ASL, and Foreign	1
C	Exercise Science/Health	1
	Mathematics	1
	Science and Engineering	1
D	Counseling	1
	Library	1
	Special Services	1
E	Part-Time Faculty	1

Article III. Academic Senate Committees

Section 3.1 **Academic Senate Committees**

- A. All Academic Senate committees shall operate under the direction of the Academic Senate.
- B. All Academic Senate committees shall provide regular reports to the Academic Senate.
- C. All actions and/or recommendations originating from an Academic Senate committee must be approved by the Academic Senate before taking effect.

Article IV. Quorum

Section 4.1 A **quorum** of the Senate shall consist of:

- A. two-thirds (2/3) of all voting members of the Academic Senate.

Article V. Disbursements

Section 5.1 **Disbursements**

- A. Payments of \$100 or less may be made by the president and vice-president provided such payments are reported to the Senate at the first meeting following such a payment.
- B. Payment of over \$100 must be approved in advance by quorum vote of the Senate.



Cuyamaca College

Article VI. Parliamentary Procedure

Section 6.1 **Parliamentary Procedure**

A. All meetings of this organization shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

Article VII. Recall and Referendum

Section 7.1 **Recall and Referendum**

- A. If a referendum petition protesting an action taken by the Academic Senate, signed by 15 percent of the faculty, is submitted to the president, the president must suspend such actions referred to in the petition until a referendum election is held. Prior to such elections, the Academic Senate president shall notify the faculty, in writing, of a special meeting to discuss the issue. A secret ballot election shall then be administered by the election coordinator within 30 days following the submission of the petition. A simple majority of all votes cast shall determine the outcome.
- B. If a recall petition requesting the recall of any officer, signed by 15 percent of the faculty, is presented to the election coordinator, the coordinator shall notify the faculty in writing of a special meeting to discuss the matter. The election coordinator shall then administer a secret ballot within three weeks following the submission of the petition. A simple majority of votes cast shall determine the outcome. Any position vacated by recall shall be filled by a special election within two weeks after the recall.

Article VIII. Bylaws

Section 8.1 **Adoption** of the Bylaws

A. The Bylaws to this Constitution shall be adopted by a simple majority of the votes cast by the faculty.

Section 8.2 **Amendment** of the Bylaws

- A. The Bylaws to the Constitution may be amended by a two-thirds (2/3) vote of the Academic Senate, followed by a simple majority of votes cast by the faculty.
- B. The text of the amendment shall be published to the faculty at least one week prior to the election.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Cypress College

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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Deanza College

Deanza College



Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Diablo Valley College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
East Los Angeles College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
El Camino College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Evergreen Valley College

Not available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Feather River College

Not Available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Folsom Lake College

Not available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Foothill College

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Fresno City College Academic Senate Constitution

ARTICLE 1: NAME

The name of this organization shall be the Fresno City College Academic Senate, hereinafter called the Senate.

ARTICLE 2: SCOPE AND REPRESENTATION

The Senate shall represent all non-management certificated personnel employed by Fresno City College, hereinafter called the faculty.

ARTICLE 3: GOALS AND PURPOSES

1. To represent the faculty in the formation of policy in academic and professional matters.
2. To make recommendations to the college and district administration, the students, and the Board of Trustees.
3. To facilitate communication among the faculty, the college and district administration, the students, and the Board of Trustees.
4. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibilities and ethics.
5. To carry out all responsibilities delegated to a community college academic senate by state law, the Board of Governors of the California Community Colleges, and the Board of Trustees.
6. Nothing in this article should be construed to include matters which are governed by the certificated employee's contract.

ARTICLE 4: MEMBERSHIP, ORGANIZATION, AND ELECTIONS

1. The Senate shall be composed of elected representatives from faculty Subdivisions, elected officers of the Senate, and the Curriculum Committee Chair.
2. No faculty member may be represented in more than one subdivision. Those who work in more than one subdivision must vote for their representative in the subdivision in which most of their workload takes place. Full-time faculty have one vote in Senate elections and subdivision or departmental decisions. Part-time faculty shall have a fraction of one vote in direct ratio to the fraction of a full-time teaching equivalent they are currently employed to perform.
3. The existing department structure, as defined by the FCC organizational structure, will constitute the basis for determining subdivisions for purposes of Senate representation.
4. Subdivisions with zero to ten full-time equivalent faculty (FTEF) members may elect one representative. Subdivisions with eleven to twenty FTEF members may elect two representatives. Subdivisions with twenty-one to thirty FTEF members may elect three representatives. Subdivisions with more than thirty FTEF may elect four representatives.
5. Subdivisions shall elect their representatives prior to the last Senate meeting of the academic year.
6. Elections for Senate Executive Board members shall be coordinated by the current Senate Membership Secretary.
7. Senate representatives shall serve one-year terms beginning with the first May meeting of one year and ending with the first May meeting of the next year. If a Senate seat is vacant during the academic year, the subdivision may hold an election at any time to fill the vacant seat for the remainder of the one-year term.

ARTICLE 5: EXECUTIVE BOARD

1. The Executive Board shall consist of seven officers: President, President-Elect, immediate Past President, the Chair of the Curriculum Committee, and three Officers-at-Large.
2. The Executive Board may include an ex-officio member who is a



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Fresno City College

- representative of the local bargaining unit for certificated personnel.
3. The President-Elect shall automatically become President at the end of his/her term as President-Elect. In the circumstance when the President does not complete his/her term, the President Elect shall assume the role of President.
 4. The Executive Board, except for the President, the Past-President, and the Chair of the Curriculum Committee, shall be elected and assume the duties of the office as the first order of business at the first meeting of the newly elected Senate in the first week of May.
 5. The Senate may elect its officers from the Senate or from the faculty at large.
 6. The Executive Board shall have such powers and responsibilities as the Senate delegates to it in bylaws and/or resolutions.

ARTICLE 6: MEETINGS

1. There shall be at least one regular meeting each month of the fall and spring semesters.
2. Special meetings may be called by the Senate President, by a majority of the Executive Board, by a petition of twenty percent of the Senate, or by a petition of twenty percent of the faculty.

ARTICLE 7: BYLAWS

The Senate shall adopt and distribute such bylaws as are necessary for the effective operations of the Senate so long as they are not inconsistent with the provisions of this Constitution.

ARTICLE 8: COMMITTEES

The Senate may form committees in order to better perform its duties. The membership of these committees may be drawn from the Senate or from the faculty at large; non-faculty members may be allowed to serve as non-voting members. The Senate shall determine the size of these committees and the manner in which the members are chosen. The Senate shall have the right of approval of operating agreements for these committees and for amendments to those operating agreements. The committees themselves shall approve their own bylaws so long as they are not inconsistent with the provisions of the operating agreement. The officers of the committees shall be elected by the committee members themselves.

ARTICLE 9: AMENDMENTS

Amending the Constitution is a six step process:

- 1) Amendment(s) to the Constitution may be proposed by a majority vote of the Senate at a regular Senate meeting or by written petition signed by at least twenty (20) percent of full-time faculty.
- 2) Within 10 business days of the majority vote in the Senate or the receipt of the petition to amend the Constitution, the faculty at large will be notified in writing of the proposed amendments.
- 3) The notice to amend the constitution will be received by faculty at large at least five business days prior to the first day of voting. The dates that voting will begin and end will be included in this notice.
- 4) Faculty will have 14 business days to cast their votes. Voting will be open to all full-time and part-time faculty employed by Fresno City College during the voting period.
- 5) Fifty percent + 1 of the voting faculty must be in favor of the amendment in order for the amendment to pass.
- 6) The amendment will be implemented at the beginning of the next academic year.

**Fresno City College Academic Senate
BYLAWS**

I. Meetings

- A.** The Senate shall typically meet on the second and fourth Wednesday of each month when the college is in regular session.
- B.** At a regularly scheduled meeting for which an agenda of specific issues has been distributed to members 72 hours prior to the meeting, a quorum shall be forty percent (40%) of the members. For all other meetings and for items not on the agenda, the quorum shall be fifty percent (50%).

II. Membership



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Fresno City College

- A.** As stated in the Constitution, Senators are elected for a one year term. Under special circumstances, Senators may split their meeting obligations by semester, but not within a semester.
- B. Absenteeism**
1. A Senate seat shall be declared vacant when a Senate member meets or exceeds five (5) absences in one semester. Absences include a combination of regularly scheduled Academic Senate and committee meetings.
 2. When a Senate seat has been declared vacant by virtue of excessive absence and verified by the Membership Secretary, the secretary shall contact the department in question and request the name and regular attendance of a new appointee to the vacant seat unless the final absence was at the last meeting of the year for that particular Senate.
 3. Any Senate member whose seat was declared vacant because of excessive absences shall not be considered to have been an active member of the Senate for that semester.
- C.** Proxy attendance and proxy voting are allowed after email notification to the President and the Membership Secretary prior to each meeting or for a specific period of time when the proxy will be present. The proxy will only represent the identified constituent group and will be announced at the opening of the meeting. Sending a proxy does not negate an absence.

III. Academic Senate Executive Board Officers

A. The Executive Board consists of: President, President Elect, Past President, and Chair of the Curriculum Committee, and three Officers at Large, one of which will be Membership Secretary.

B. Terms of Office

1. The President shall serve for two years and on the expiration of the term of office shall continue to serve the Senate as Past-President for two years.
2. The President-Elect shall serve for two years and on the expiration of the term shall continue to serve the Senate as President for two years.
3. The three Officers-at-Large shall be elected for a term of one year, and may succeed themselves for as many terms as elected.

C. Duties of Officers

1. The duties of the Past President shall be as follows:
 - a. To assist the President with current duties.
 - b. To do other duties as assigned by the President and Executive Board.
2. The duties of the President shall be as follows:
 - a. To preside at meetings of the Senate and of the Executive Board.
 - b. To represent the Senate and faculty at college and district wide meetings, public meetings, the State Academic Senate meetings, and other occasions which require a public spokesperson to represent the faculty within the scope of Senate activities.
 - c. To appoint other members of the Senate to represent it when the President and President-Elect are unavailable.
 - d. To serve as an ex-officio member of all committees unless the Senate otherwise limits committee membership.
 - e. To direct correspondence, issues, and communication to the appropriate committees.
 - f. To issue agendas.
 - g. To issue calls to meetings and to keep minutes and appropriate records.
 - h. To manage any clerical support personnel.
 - i. To appoint senators to special projects in lieu of committee assignments.
3. The duties of the President-Elect shall be as follows:
 - a. If the President is absent, to serve as President.
 - b. To do other duties as assigned by the President and Executive Board.
4. The duties of the Membership Secretary shall be as follows:



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Fresno City College

- a. To keep a roster of all senators for the current academic year and to take attendance at all Senate meetings.
 - b. To notify any subdivision at FCC if it is not fully represented on the Senate.
 - c. To generate a list of active members of the Senate for the Sabbatical Leave Committee, for the division deans, and for whosoever else may have need of such information.
 - e. To do other duties as assigned by the President and Executive Board.
5. The duties of the Officer-at-Large (2) shall be determined by the President and Executive Board and shall include as follows:
- a. To hold Department Chair meetings.
 - b. To do other duties as assigned by the President and Executive Board
6. The duties of the Curriculum Chair shall be as follows:
- a. To carry out the duties of the Curriculum Chair as per the Curriculum Committee operating agreement.
 - b. To attend Senate and Executive Board meetings.
 - c. To report to the Senate on the activities of the Curriculum Committee.

IV. Executive Board

- A. The duties of the Executive Board shall be as follows:
- 1. To submit nominees to the Senate for faculty positions on college-wide committees.
 - 2. To advise the President in preparing agendas for Senate meetings.
 - 3. To discuss general goals and directions for the Senate's activities.
- B. Quorum shall consist of 50% + 1.

V. Committees

- A. Every Senator shall serve as one of the following: 1) a member of the Executive Board, 2) a member of one of the Senate subcommittees, 3) an appointee senator to special projects or committees.
- B. If a Senator has not been assigned to or chosen a committee by the second Academic Senate meeting, the Executive Board will make an assignment. No more than ten (10) Academic Senators may serve on any one committee, with the exception of those committees as determined by their operating agreements; at least four (4) Academic Senators must serve on each committee, except for those committees as determined by their operating agreements. Any senator may change to another committee at any time if committee membership requirements allow.

C. Senate Subcommittees

The members of the committee are identified by the committee operating agreement. Members of the subcommittees may be senators or faculty-at-large. Non-faculty members may be allowed to serve as nonvoting members. Being a division representative on a committee does not satisfy the Academic Senate subcommittee responsibility.

- 1. There shall be 9 subcommittees: 1) Academic Success, 2) Certificated Personnel, 3) Curriculum, 4) Equivalency, 5) Instruction, 6) Instructional Technology, 7) Shared Governance, 8) Student Welfare, 9) Travel and Conference.
- 2. All Senate business shall be directed to the appropriate committee unless the Executive Board places it on the full Senate's agenda for action. Committees are expected to investigate and originate proposals without waiting for instructions from the Executive Board.
- 3. Each of these subcommittees shall elect a chair for that committee to report to the full body of the Senate on a regular basis.
- 4. When the college is in regular session, each subcommittee shall meet at least once a month for a period of no less than 50 minutes (academic hour).
- 5. A senator who serves as a senate representative to a campus-wide for districtwide committee which meets at least once a month during the academic year will have met the subcommittee responsibility.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Fresno City College

VI. Parliamentary Procedure

- A.** The parliamentary procedure for meetings of the Senate shall follow Robert's Rules of Order except as superseded by state law, court ruling, or the Constitution and Bylaws of the Senate.
- B.** Any proposed main motion and any amendment which involves substantial changes to a main motion or amendment in either wording or concept shall be submitted to the chair in writing before there can be any discussion of the motion. All other motions, including minor amendments and technical motions (motions to table or divide a motion, motions to adjourn, etc.) do not need to be submitted in printed form.
- C.** Rules of procedure and rules of order may be temporarily suspended by a majority vote of the Senate. These bylaws may be temporarily suspended by a two-thirds vote of the Senate.
- D.** The Senate at its first regular annual meeting shall elect a parliamentarian whose duties shall be to offer advice and counsel to the President who then rules on the procedure.

VII. Public Access

- A.** As per the Brown Act, Senate and committee meetings shall be open to the public unless closed or restricted by a majority vote of the Senate.

VIII. Amendments to the Bylaws

Amending the Bylaws is a five step process:

- 1) Amendment(s) to the bylaws may be proposed by: a) majority vote of the Senate at a Senate meeting, b) by written petition signed by at least ten percent of active Senators, c) majority of Executive Board members.
- 2) Proposed amendment(s) shall be agendized within three Academic Senate meetings.
- 3) Proposed amendment(s) shall be agendized for First Read and Second Read.
- 4) Proposed amendment(s) will be adopted by a 2/3 majority vote of active Senators present.
- 5) Adopted amendment(s) become effective at the next meeting of the Senate.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Fullerton College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Gavilan College

Gavilan College Academic Senate ByLaws

ACADEMIC SENATE -- ROLE AND RESPONSIBILITY STATEMENT

The powers, rights and responsibilities of Faculty Senates in California Community Colleges derive from the California Administrative Code (Title V, Sections 53200-53205). The purpose of the Faculty Senate, according to that document, is to provide the faculty with a formal and effective procedure for participating in the formation of district policies on academic and professional matters. (The Senate is charged with viewing professional matters from the perspective of "educator" rather than "employee.")

The primary function of the Academic Senate is to serve as the elected representative of the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters. (The Board establishes policy; the administration executes existing Board policy, the Senate makes recommendations on changing or establishing new policy.)

Thus the role of the Gavilan Academic Senate is to participate effectively in the formation of college policy with respect to academic and professional matters. The Academic Senate has the following primary responsibilities.

To provide the faculty with a formal voice in the initiation, development and evaluation of District Educational Policy.

To present to the administration and Board of Trustees the written view and recommendations of the Senate and its committees regarding all academic and professional matters as curriculum, faculty development and program review not covered in the Faculty Association contract.

To provide the full faculty with an open forum in which to express their views and recommendations on academic and professional matters.

To appoint all faculty to college-wide standing and ad hoc committees (except committees of the Faculty Association.)

To appoint a delegate to the State Academic Senate who will forward to that body local faculty opinion on issues of state-wide concern.

BYLAWS OF THE GAVILAN COLLEGE ACADEMIC SENATE

ARTICLE I: AUTHORITY AND RESPONSIBILITIES

Section 1: The senate has the authority to consult collegially with and to review and recommend to the president of the college or to his/her representative with respect to the following matters and/or policies regarding academic and professional matters in the following "10 + 1" areas:

Curriculum, including establishing prerequisites and placing courses within disciplines.

Degree and certificate requirements.

Grading policies.

Educational program development.

Standards or policies regarding student preparation and success.

District and college governance, as related to faculty roles.

Faculty roles and involvement in accreditation processes, including self-study and annual reports.

Policies for faculty professional development activities.

Processes for program review.

Processes for institutional planning and budget development.

Other academic and professional matters as mutually agreed upon between the governing board and the faculty senate.

Appointments, hiring, status and assignments of teaching and non-teaching faculty.

Criteria for and the establishment, organization and continuance of departments.

Student affairs and activities.

Academic freedom.

Shared governance as outlined by AB 1725 and other statutes.

Section 2: A clerical person will be provided by the college for the senate.

ARTICLE II: DUTIES OF FACULTY SENATE OFFICERS

Section 1: The duties of the Academic Senate president shall be to:

1.1 Preside at all meetings convened by the senate.

1.2 Consult collegially with the Board of Trustees, President's Council and other appropriate forums concerning the views of the faculty on any relevant matters when directed to do so by the senate.

1.3 Sit with the Board of Trustees at the Board's invitation. If such invitation is not forthcoming, the senate president or a representative shall attend Board meetings.

1.4 Represent the Academic Senate on the President's Council.

1.5 Vote upon motions brought before the Academic Senate bodies when his/her vote will change the result.

1.6 To aid the president of the Academic Senate in the performance of her/his duties, s/he shall be granted two-fifths (2/5) assigned time, adequate equipment and college services, and office space.

Section 2: The duties of the Academic Senate Vice-President shall be to:

2.1 Serve as the presiding officer at senate meetings in the absence of the President and assist the President in the performance of his/her duties.

2.2 Be responsible for compiling and disseminating appropriate senate information to the faculty.

2.3 Be responsible for senate generated faculty programs.

2.4 Be responsible to other senate needs.

2.5 Serve on the President's Council as a representative of the senate for the Fall semester.

Section 3: The duties of the Academic Senate Secretary shall be to:

3.1 Be responsible for recording, publishing, and distributing the minutes of all senate generated meetings.

3.2 Be responsible for the correspondence of the senate.

Section 4: The duties of the Academic Senate Past President shall be to:

4.1 Serve as the presiding officer at senate meetings in the absence of the President or the Vice-President.

4.2 Serve on the President's Council as a representative of the senate for the Spring semester.

4.3 Serve as a resource to the senate.

ARTICLE III: ELECTION PROCEDURES

Section 1: The Senate President shall set the dates of the elections in keeping with the provisions of this Constitution and By-laws.



Current as of 11/20/2014

ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Gavilan College

- 1.1 Departments as listed in the Constitution (Article III, Section 4.1) shall elect their allocated senator(s).
- 1.2 Faculty members belong to the department in which s/he teaches the majority contact hours. If the contact hours are split evenly, the faculty member will join the department of those in question with the fewest members.
- 1.3 Department Chairs will be responsible for conducting the department elections.
- 1.4 If a department fails to elect a senator, that position will immediately become an at-large seat on the senate and it must be filled within two weeks following the At-large election process.
- 1.5 The at-large candidate and the part-time candidate with the most votes shall be elected.
- 1.6 Any necessary run-off elections shall be held within two weeks following the election.
- 1.7 The Election Committee shall count the ballots and post the results.
- 1.8 If, for any reason, elections cannot be held at the time or in the manner specified, they shall be held as soon as possible thereafter and in a manner deemed appropriate by the Academic Senate.

Section 2: Two weeks prior to the election period, the president of the senate shall appoint a three person election committee who shall conduct the At-large and Part-time elections according to the following:

- 2.1 The election committee shall notify all faculty in writing or by email of the election at least seven teaching days before the voting is to begin. Faculty members who are interested in being candidates will notify the election committee in writing or by e-mail at least two teaching days prior to the day voting is to begin.
- 2.2 The election committee shall prepare a ballot listing alphabetically the names of every faculty member who is willing and eligible to run for election.
- 2.3 The election committee shall conduct the election on the days established by the President of the senate.
- 2.4 In the event of a tie, a run-off shall be held.
- 2.5 The election committee shall notify all elected candidates in writing or by email of their election.

ARTICLE IV: VACANCIES AND RECALLS

Section 1: Senate vacancies shall be filled in the following manner:

- 1.1 If a department senatorial seat becomes vacant, the appropriate department shall elect a new senator within two weeks following the declaration of a vacancy.
- 1.2 If the At-large senate seat becomes vacant, the Senate President shall appoint a replacement within two weeks.
- 1.3 If, for any reason, the part-time senator cannot serve, then the alternate shall take his/her place. The alternate is that candidate who had the second most votes in the previous part-time election. If the alternate cannot serve, By-law Article IV, Section 1.2 shall be implemented.

Section 2: If the senate presidency is vacated, the senate shall elect a new president by secret ballot at its next meeting.

ARTICLE V: RESIGNATIONS AND REMOVALS FROM OFFICE

Section 1: Senate resignations must be submitted in writing.

Section 2: A senator shall be removed from office on written petition of two-thirds or more of the faculty members s/he represents. The resulting vacancy shall be dealt with according to the provisions of By-law Article V, Sections 1.1, 1.2 and 1.3.

Section 3: A two-thirds majority of the Academic Senate may recommend replacement of any senator who misses an excessive number of senate meetings or who fails to meet minimum senate standards of participation. Such replacement may be initiated by any senator at any regularly scheduled senate meeting. Notification of the removal shall be made in writing to the appropriate electing body by the senate president.

Section 4: If the electing body does not replace the absent senator within the time frame outlined in this document, the Senate President may replace the person with another qualified faculty member.

ARTICLE VI: COMMITTEES

Section 1: Standing and ad hoc committees shall be established as the need arises and with the approval of the senate.

Section 2: Any member of the faculty of Gavilan College shall be eligible for appointment to membership on committees, and all committee appointments shall be made by the President of the senate with the approval of the senate and in accordance with the GCFA contract..

Section 3: Committee chairpersons shall be appointed by the President of the senate and these chairs will normally be members of the senate. Chairpersons of standing committees shall serve as liaisons between the committee and the senate and shall make regular committee reports to the senate.

Section 4: All committee actions shall be submitted to the senate for evaluation followed by acceptance, return to the committee for reconsideration, or other appropriate action prior to going to the next higher level and/or the Board of Trustees.

ARTICLE VII: EMERGENCY

If circumstances requiring senate action should arise which are not provided for in the constitution and by-laws, the senate may take any necessary action by two-thirds vote of the senate.

ARTICLE VIII: ADOPTION AND AMENDMENTS

Section 1: These by-laws shall be adopted or amended when approved by a majority of the votes cast by the faculty at a special meeting called for that purpose.

Section 2: Proposed amendments shall be distributed to the faculty at least seven days prior to the faculty vote.

Section 3: Written or e-mailed proxies shall be accepted.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Glendale Community College

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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Golden West College

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Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Grossmont College

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Hartnell College Academic Senate Constitution

Amended August 15, 2014

ARTICLE I. NAME

The organization shall be known as the Hartnell College Academic Senate (hereinafter referred to as the Academic Senate or Senate).

ARTICLE II. OBJECTIVES

Section 1. Purpose

In accordance with Title 5 (Section 53200-53204) of the California Code of Regulations, the Academic Senate is the recognized representative of the faculty concerning academic and professional matters. The Senate shall participate in the formation and revision of District policies and procedures in all matters of an academic and professional nature. In addition, the Senate will work to promote the general welfare of faculty, staff and students by promoting procedures that help to ensure quality instruction and that enhance collegiality and the professional standards of faculty.

Section 2. Responsibilities

The Senate is responsible to provide faculty with a formal and effective procedure for participating in the formation of District policies on academic and professional matters. The areas of responsibility and authority derived from the Education Code are specified within Title 5, Section 53200, as the “10 + 1” and include the following:

- a. Curriculum, including establishing prerequisites and placing courses within disciplines,
- b. Degree and certificate requirements,
- c. Grading policies,
- d. Educational program development,
- e. Standards or policies regarding student preparation and success,
- f. District and college governance structures, as related to faculty roles,
- g. Faculty roles and involvement in accreditation process, including self-study and annual reports,
- h. Policies for faculty professional development activities,
- i. Processes for program review,
- j. Processes for institutional planning and budget development, and
- k. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Section 3. Powers

As described in Title 5, section 53203, and recognized in Board Policy 2005, the Senate is empowered to consult collegially, present recommendations to the Superintendent/President and, after such presentation, to lay its views and recommendations on academic and professional matters directly before the Board of Trustees. In addition, the Senate is responsible to make appointments of faculty to governance, standing, selection, task force and ad hoc committees.

Section 4. Affiliation

The Hartnell College Academic Senate shall be affiliated with the Academic Senate for California Community Colleges to establish a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

ARTICLE III. ELECTORATE

The electorate for membership shall be composed of all academic employees who are employed by the college in full-time or adjunct faculty positions and whose primary responsibility requires regular and direct contact with students for the purpose of providing classroom education or related educational support.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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ARTICLE IV. MEMBERSHIP

Section 1. Representation

The following shall make up the membership of the Senate:

- a. All elected and appointed Senate officers
- b. A minimum of one full-time faculty member from each academic area as defined below:
 1. Math/Science/Engineering
 2. Languages and Fine Arts
 3. Social and Behavioral Sciences
 4. Advanced Technology and Applied Sciences
 5. Kinesiology/Athletics/Health Education
 6. Nursing and Allied Health
 7. Library
 8. Counseling and Categorical Programs

An academic area shall be entitled to a second Senate seat when the number of full-time faculty members reaches eleven (11) at the beginning of the fall semester.

- c. Two representatives from the adjunct faculty shall be elected at large by the adjunct faculty
- d. Ex-officio, non-voting members:
 1. President of the Hartnell College Faculty Association
 2. Presidents of other recognized organizations on campus

Section 2. Terms of Office for Senators

Senate members shall serve terms of two years, with one-half of the members being replaced each year. Senators may be re-elected.

Section 3. Declaring a Senate Seat Vacant

A Senate seat may be declared vacant for the remainder of the academic term when the Senator is absent for three consecutive meetings or a total of five meetings over a one-year period. Such Senator shall be removed from office by a majority vote of the Senate at any regular Senate meeting. A Senate seat may also be declared vacant when a written resignation is received by the Senate President from a Senator.

If a Senate seat is declared vacant, the division dean shall be notified and requested to hold a special election at the next meeting of that division. The new Senator will complete the unexpired term of the Senator he or she is replacing.

Should a Senator be unable to attend Senate meetings because of special circumstances, the Senator shall send written notification to the Steering Committee requesting that the division dean hold a special election to select a temporary replacement. Such requests must be made prior to reaching the number of absences required to declare the seat vacant as described above.

The Senate seat of an adjunct faculty member shall be declared vacant at such time as that member is no longer teaching at Hartnell College.

ARTICLE V. OFFICERS

Section 1. Positions

The officers of the Senate shall be a President, 1st Vice-President, 2nd Vice-President, Secretary/Treasurer and Senator-At-Large. The officers of the Senate shall be selected only from the full-time faculty electorate. These officers shall perform duties as prescribed by this Constitution and By-laws and by the parliamentary authority adopted by the Senate. Duties of Senate Officers are delineated in the Senate By-laws. The election of Senate officers shall be in compliance with Article VI of this Constitution.

Section 2. Recall of Senate Officers



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Upon written petition to the Senate Steering Committee by at least five Senators or ten percent (10%) of the full-time faculty, a recall election shall be held by secret ballot at the next scheduled meeting of the Senate. A two-thirds vote of the Senate will be required to recall an officer. In cases of recall, a special election will be held to fill any vacancies created.

ARTICLE VI. ELECTION PROCEDURES

Section 1. Election of Members of the Senate

The Senate President shall notify each division dean at the beginning of the fall semester of the need for Senate elections and how many seats are to be vacated. The division elections should be held no later than the first week in September. The new Senators will assume office at the first regular meeting of the fall semester.

Section 2. Election of Senate Officers

A nominating committee for vacancies in Senate offices will be approved by the Senate at the first regular meeting in March. The candidates for President, 1st Vice-President, 2nd Vice-President, Secretary/Treasurer and Senator-At Large shall be selected from the full-time Senate faculty members. The slate of candidates shall be announced at the second regular meeting in April. Additional nominations may be made from the floor of the Senate at that time.

The election of officers shall be conducted at the first regular meeting in May. Officers shall be elected by a majority vote of the ballots cast by Senators attending the meeting. New officers shall assume office July 1st following the elections and shall serve a term of two years.

No officer may serve as a divisional representative. In the event that the new officer(s) have unexpired terms as divisional representatives, their positions shall be filled in accordance with Article VI Section 1 of this document. The Academic Senate President may serve no more than one two-year term but may serve again after a one-term vacancy. All other officers are eligible for re-election.

Section 3. Election of Adjunct Faculty Senators

Election of adjunct faculty members of the Senate shall be conducted during the month of September or as needed to fill any vacant seat.

ARTICLE VII. STEERING COMMITTEE

Section 1. Members of the Steering Committee

The Senate Steering Committee shall consist of the President, 1st Vice-President, 2nd Vice-President, Secretary/Treasurer, Immediate Past President, and one senator elected from the Senate at large. The Immediate Past President shall only serve for the first year immediately following his or her presidency.

Section 2. Functions of the Steering Committee

The Steering Committee shall have general supervision of the affairs of the Senate between its regular business meetings, fix the hour and place of Senate meetings, make recommendations to the Senate, set the agenda for Senate meetings, and perform other duties as specified in Article 3 of the Senate Bylaws.

ARTICLE VIII. MEETING/OPERATIONS

Section 1. Parliamentary Authority/Brown Act

In all matters of internal functioning not covered by this Constitution, the Senate shall be governed by Roberts Rules of Order, latest revised edition. Notices for all Senate meetings will be posed in accordance with the Brown Act.

Section 2. Meetings

The Senate shall hold regular meetings, not less than once per month, on a fixed day and time during the academic year. The time and date shall be established by Senate President in consultation with the Steering Committee. Special meetings of the Senate may be called at the discretion of the Senate President or when requested in writing by five members of the Senate with appropriate notification of all members per the Brown Act.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Items consistent with the functions and responsibilities of the Academic Senate may be placed on the agenda of the Senate by any faculty member or Senator through the Steering Committee at its regular meeting. A simple majority of the Senate membership shall be considered a quorum.

Senate meetings are open to all members of the electorate, guests and the general public. Only members of the Senate possess a vote. Visitors, guests and faculty members may speak either at the time designated for public comments or at the time of discussion for an action item. The speaker must be recognized by the Senate President and a time limit may be placed prior to speaking.

ARTICLE IX. SENATE COMMITTEES

Section 1. Standing Committees

Standing committees of the Senate shall include the Steering Committee (as described in Article VII), and other committees described within the Bylaws that pertain to the purpose and responsibilities of the Senate as described in Article II.

Section 2. Faculty Appointment to Standing, Governance, Selection, Ad Hoc and Task Force Committees

The Senate shall confirm faculty appointments to all standing and shared governance committees. Nominations for governance and standing committees shall be made by the Senate President in consultation with the Steering Committee. Nominations of faculty for selection committees and other ad hoc and task force committees shall be in accordance with procedures established in the Senate Bylaws. Faculty other than Senators may be appointed to committees and task forces.

ARTICLE X. AMENDMENT OF THE CONSTITUTION

This Constitution can be amended by a 60 percent (60%) affirmative vote of the full-time faculty, providing written notice of any proposed amendment was filed with the Senate President at least two weeks preceding the balloting. Copies of the proposed changes must be sent to the faculty at least one week prior to a written, secret ballot.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Hartnell College

Hartnell Community College By-Laws of the Academic Senate

(Amended May 13, 2014)

ARTICLE 1: Duties of Officers

President

1. Preside at all meetings of the Senate.
2. Represent the faculty at official college functions in person or by appointed representative.
3. Represent the faculty at all meetings including meetings of the Board of Trustees and College Planning Council.
4. Participate as an evaluator in the faculty tenure review process and minimum qualifications equivalency process.
5. Nominate all faculty appointments to Hartnell College committees (with consultation of Steering Committee) including college governance committees, faculty selection committees, tenure review peer evaluators, and task forces.
6. Be an ex-officio member of all Senate committees.
7. Direct the overall operation of the Senate and Senate office, and authorize the expenditure of Senate funds.
8. Represent the Senate as the official voting delegate, in person or by proxy, at all meetings of the State Academic Senate.
9. Meet on a regular basis with the President and Vice President(s) of the college to discuss matters of mutual concern with the Senate.
10. Carry out all directives of the Senate and serve as the chairperson of the Steering Committee.
11. Monitor minutes of other governance committees and articulate Senate concerns/positions where appropriate.
12. Organize Senate and Steering Committee meetings: prepare agendas, review minutes of previous meetings, coordinate the distribution of information to Senators, provide supplemental information needed for clarification of agenda items, and contact resource speakers who need to attend Senate meetings for informational purposes.
13. Be conversant about information of concern to the Senate.
14. Review and report on accreditation documents, grant proposals, and other documents sent from the college to various state agencies which require the Senate President's signature.
15. Interact with Associated Students of Hartnell College, as appropriate.
16. Aid in writing position statements of the Senate and draft letters to the Superintendent/President and other college officials.
17. Provide information to Senators and to Hartnell College faculty on all matters of academic and professional concern including hiring policies, tenure review policy, equivalencies to minimum qualifications, sabbatical leave policy and Governing Board policies.
18. During those times of the year when the Academic Senate does not hold regular meetings, the President and Steering Committee shall be empowered to make decisions for the Senate.

1st Vice President

1. Act in the place of the President in the absence of that officer.
2. Succeed and fulfill the office of President for the remainder of the unexpired term in the event that office becomes vacant.
3. Act as parliamentarian at all meetings of the Senate.
4. Perform such functions and duties as directed by the President or Steering Committee.
5. Sit as a member of and regularly attend meetings of the Academic Senate, Senate Steering Committee and at least one governance committee or Senate standing committee.
6. Attend Fall and Spring Institutes and/or Plenary Sessions.
7. Closely work with the President to learn the functions of that office.
8. With the President, serve as an evaluator in the faculty tenure review process.
9. Serve as a member of the Steering Committee.

2nd Vice President

1. Act in the place of the President when the 1st Vice President is not available.
2. Succeed and fulfill the office of the 1st Vice President for the remainder of the unexpired term in the event that office becomes vacant.
3. Perform such functions and duties as directed by the President or Steering Committee.
4. Sit as a member of and regularly attend meetings of the Academic Senate, Senate Steering Committee, and at least one governance committee or Senate standing committee.
5. Aid in drafting position papers or letters.
6. Attend State Senate Fall and Spring Institutes and/or Plenary Sessions.
7. Serve as a member of the Steering Committee.
8. Monitor attendance at Senate meetings.

Secretary/Treasurer

1. Assist the President with the preparation of Senate meeting minutes, the correction of the minutes and distribution as necessary.
2. Prepare a tentative budget and present it to the Senate for adoption.
3. Periodically review expenditures of the Senate.
4. Sit as a member of and regularly attend meetings of the Academic Senate, Senate Steering Committee, and at least one governance committee or Senate standing committee.
5. Assist the President with updating the Academic Senate website and maintaining records of Senate actions.
6. Attend State Senate Fall and Spring Institutes and/or Plenary Sessions.
7. Serve as a member of the Steering Committee.

Senator at Large

1. Perform such functions and duties as directed by the President or Steering Committee.
2. Assist with the orientation of new full-time and adjunct faculty.
3. Interact with Associated Students of Hartnell College and report as appropriate.
4. Sit as a member of and regularly attend meetings of the Academic Senate, Senate Steering Committee, and at least one governance committee or Senate standing or ad hoc committee.
5. Attend State Senate Fall and Spring Institutes and/or Plenary Sessions.
6. Serve as a member of the Steering Committee.

Immediate Past President



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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1. Serve as a member of the Senate with full privileges, rights and responsibilities.
2. Serve as a member of the Steering Committee for only the year immediately following his/her presidency.
3. Provide the Senate with a historical perspective when such information is appropriate and/or solicited.

ARTICLE 2: Duties of Senators

1. Attend all Senate meetings.
2. Represent the needs and opinions of their constituents to the Senate.
3. Perform liaison functions with governance committees.
4. Serve on at least one governance or Senate standing or ad hoc committee.
5. Regularly inform their constituents as to the business and actions of the Senate.
6. Work to build collegiality among the academy.
7. Perform other duties as assigned by the Senate President.

ARTICLE 3: Duties of Senate Steering Committee

1. Give direction to the Senate.
2. Act as advisor to the Senate President.
3. Set the agenda for Senate meetings.
4. Recommend to the Senate faculty appointments for governance, standing committees, selection committees and special task forces.
5. Define the goals of the Senate each year.
6. Form and recommend membership of ad hoc committees with approval of the Senate.
7. Monitor and report on the activities of governance, standing and ad hoc committees.
8. Run Senate elections.
9. Attend all Senate meetings and communicate with the membership.
10. Schedule and attend meetings with college administrators as required.
11. Report on State Senate Fall and Spring Institutes and/or Plenary Sessions.
12. Assist with the orientation of new full-time and adjunct faculty.
13. Evaluate the effectiveness of the Senate and Senate standing committees at the end of each year.
14. Review the Senate constitution and by-laws each year.
15. During those times of the year when the Academic Senate does not hold regular meetings, the President and Steering Committee shall be empowered to make decisions for the Senate.

ARTICLE 4: Selection Committee Appointments

1. Faculty appointments to all selection committees must be approved by the Senate by a simple majority vote.
2. Nominations for faculty or administrative selection committee positions shall be solicited from the discipline or division faculty in which there is a vacancy.
 - a. Discipline or division faculty shall vote on the nominations and forward their recommendations to the Senate President.
 - b. Additional nominations may be made from the floor prior to the vote of the Senate.
3. Nothing in this process can conflict with the Hartnell College Hiring Policy.

ARTICLE 5: Academic Senate Standing Committees

In accordance with Board Policy 2005, the Academic Senate's primary function, as the representative of the faculty, is to make recommendations to the administration of the College and the Board of Trustees with respect to academic and professional matters. In order to fulfill this function, the Academic Senate establishes the following standing committees:

1. Curriculum Committee
2. Full-Time Faculty Hiring Committee
3. Faculty Professional Development and Flex Committee
4. Outcomes and Assessment Committee
5. Student Success Committee
6. Distance Education Committee

THE CURRICULUM COMMITTEE

The purpose of the Curriculum Committee is to maintain the quality and integrity of educational programs offered at Hartnell College: courses and programs are evaluated for their educational content and their appropriateness and value to the students served. As delegated by the Academic Senate, the Curriculum Committee approves for recommendation to the Board of Trustees all new courses and programs and revisions to existing courses and programs in accordance with applicable laws and regulations governing California Community Colleges.

Responsibilities

The functions and operating guidelines of the Curriculum Committee are determined by the Academic Senate and applicable sections of California Code of Regulations (Title 5) and the Education Code:

1. Recommend all credit courses for approval by the Board of Trustees.
2. Recommend all noncredit courses for approval by the Board of Trustees.
3. The Curriculum Committee does not approve Community Education courses. However, all proposed Community Education courses will be sent to the Curriculum Committee for review and to ensure that there is no conflict with credit courses.
4. Recommend all new credit and noncredit programs for approval by the Board of Trustees.
5. Recommend program changes, course revisions, or deletions for approval by the Board of Trustees.
6. Recommend requirements for skills certificates and certificates of achievement.
7. Recommend graduation requirements and general education requirements for the AA and AS degrees for approval by the Board of Trustees.
8. In collaboration with the Articulation Officer, recommend courses for submission to the UC and/or CSU system for inclusion on the transfer list of courses which satisfy general education requirements
9. Support development of new curricula and dissemination of curricular material.
10. The Curriculum Chair will regularly attend Academic Senate meetings.



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11. An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

MEMBERSHIP (and terms of service):

- Faculty chairperson (elected by the committee for a 2-year term)
- Vice President of Academic Affairs or designee
- 2 Deans of Academic Affairs (2-year term, selected by the VP of Academic Affairs)
- A combination of at least 9 faculty members appointed by the Academic Senate to represent each academic area (3-year terms, staggered):
 - o Math/Science/Engineering
 - o Languages and Fine Arts
 - o Social and Behavioral Sciences
 - o Advanced Technology & Applied Science
 - o Kinesiology/Athletics/HED
 - o Nursing/Allied Health
 - o Library
 - o Counseling and Categorical Programs
 - Articulation Officer (Permanent)
 - SLO Coordinator or designee
 - Dean of Student Affairs, Enrollment Services (Permanent)
 - (Ex Officio) Student appointed by Student Senate

Administrative Support:

The college will provide support staff to maintain course management software, record committee activities, ensure accuracy of data listed in the schedule of classes and catalog, and maintain the Curriculum Committee website.

FULL-TIME FACULTY HIRING COMMITTEE

The Full-Time Faculty Hiring Committee is a standing committee of the Academic Senate, as established through mutual agreement between the District and the Academic Senate, whose purpose is to apply established criteria to make prioritized recommendations for the hiring of full-time faculty and forward those recommendations, on behalf of the Academic Senate, to the College Planning Council.

Responsibilities:

The functions and operating guidelines of the Full-Time Hiring Committee include the following:

1. Review requests for new and replacement faculty positions through the academic program review process and academic divisions program review summaries.
2. Review and critically evaluate supportive data relative to each new or replacement faculty position. Data are classified according to an internal process developed in collaboration with the Academic Senate President (or designee), the Vice President of Academic Affairs (or designee), the Vice President of Student Affairs (or designee), the Associate Vice President of Human Resources & Equal Employment Opportunity (or designee) and the Dean of Institutional Planning and Effectiveness. Support data include such measures as: institutional need, impact of program, discipline trends in enrollment, completion, revenue/cost ratios, funding source, efficiency, percent of full-time instructors currently in the discipline area, program awards (degrees and certificates) and other available data that the committee deems appropriate.
3. Adhere to a voting process based upon the following considerations:
 - Each committee member is responsible for exercising his or her independent judgment in prioritizing each position
 - To participate in the voting process, each committee member (or a proxy) must be in attendance for substantially all meetings
 - Voting will include all committee members
 - Voting will be anonymous, using the appropriate form developed by the committee.
 - Following conclusion of the voting process, the Vice President of Academic Affairs (or designee) and faculty chair shall meet to compile the scores and produce a ranked list.
4. Develop a prioritized list of recommended full-time faculty positions to be submitted to the Academic Senate and College Planning Council.
5. The Full-Time Faculty Hiring Committee Chair will regularly report on committee activities during Academic Senate meetings and will ensure that minutes are posted in a timely manner to the college website.
6. An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

MEMBERSHIP (and terms of service):

- Faculty chairperson (elected by the committee for a 2-year term)
- Vice President of Academic Affairs, permanent
- Academic Senate President (or designee), permanent
- Associate Vice President of Human Resources & Equal Employment Opportunity, permanent
- 1 Dean of Academic Affairs or Institutional Planning & Effectiveness
- Eight faculty members appointed by the Academic Senate to represent each academic area (3-year terms, staggered):
 - o Math/Science/Engineering
 - o Languages and Fine Arts
 - o Social and Behavioral Sciences
 - o Advanced Technology & Applied Science
 - o PE/Athletics/HED
 - o Nursing/Allied Health
 - o Library
 - o Counseling and Categorical Programs
 - 1 Confidential staff member involved in recruitment activities from Human Resources & Equal Employment Opportunity, permanent
 - 1 Student, 1-year term, appointed by Student Senate

Administrative Support

The college will provide support staff to collect and organize requested data, record committee activities, and maintain the committee website.



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FACULTY PROFESSIONAL DEVELOPMENT AND FLEX COMMITTEE

The Faculty Professional Development and Flex Committee serves to encourage and further the professional development of faculty which, in turn, promotes the College Mission and its goals. The committee members will collaborate to establish a faculty development budget, review and allocate faculty development funds, plan flex activities, and establish criteria for approval of faculty development funds requests and flex credit.

Responsibilities:

In order to meet its responsibilities, the Faculty Development Committee will:

1. Plan for faculty development and flex activities.
2. Develop criteria for allocation of faculty development funds.
3. Review and approve requests for faculty development funds according to established criteria.
4. Review and approve requests for flex credit according to established criteria.
5. Maintain records of committee actions and flex activities.
6. An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

Membership:

- Six faculty members from instructional areas
- Academic Administrator
- Associate Vice President of Human Resources & Equal Employment Opportunity (or designee)

OUTCOMES AND ASSESSMENT COMMITTEE

The primary purpose of the Outcomes and Assessment Committee is to facilitate outcome and assessment processes and activities college-wide.

Responsibilities:

In order to meet its responsibilities, the Outcomes and Assessment Committee will perform the following:

1. Facilitate college-wide discussions among instructional and non-instructional areas on the development and implementation of outcomes and assessment processes.
2. Develop and recommend the outcome and assessment processes and documentation for instructional and non-instructional areas.
3. Review outcome and assessment status/progress and make recommendations to the Accreditation Council.
4. Serve as a resource regarding outcomes and assessment issues.
5. Ensure documentation of Outcomes and Assessment Committee activities.
6. Ensure that all members of the Outcomes and Assessment Committee are knowledgeable concerning the Accreditation Commission for Community and Junior Colleges (ACCJC) standards and State Academic Senate positions regarding outcomes and assessment.
7. An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

MEMBERSHIP (and Terms of Service):

- Faculty Outcomes and Assessment Coordinator, permanent
- Dean, Academic Affairs (Learning Support & Resources), permanent
- Dean, Institutional Planning and Effectiveness, permanent
- Eight faculty appointed by the Academic Senate (3-year terms, staggered)
 - o Math/Science/Engineering
 - o Languages and Fine Arts
 - o Social and Behavioral Sciences
 - o Advanced Technology
 - o PE/Athletics/Health Education
 - o Nursing/Allied Health
 - o Library
 - o Counseling and Categorical Programs
- One representative from each of the following areas: (3-year terms, staggered)
 - o Student Affairs
 - o Administrative Services
 - o Information technology

STUDENT SUCCESS COMMITTEE

The goal of the Student Success Committee is to research the literature and offer advice and direction to the Academic Senate on matters related to improving the ways in which Hartnell college serves incoming students, most of whom need one or more courses in ESL and/or basic skills, in order to increase their course success, certificate or degree completion, transfer to four-year institutions and success in the workplace. To this end, this committee recommends improvements in pre-registration-matriculation, instructional pathways, instructional support, and student services.

Responsibilities:

In order to meet its responsibilities, the Student Success Committee will perform the following functions:

1. Facilitate improvement of developmental education learning methodologies and strategies among Hartnell developmental education faculty and share implementation with faculty across disciplines who serve and support students who need to improve performance in reading, writing, and math skills in order to reach their educational goals.
2. Shape and facilitate improvement of student services policies and strategies for students as they enter college including orientation, assessment and placement, counseling, and follow-up.



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3. Shape and implement improved strategies in instructional pathways identified for entering students: for example, learning communities such as the Academy for College Excellence (ACE) and Fundamentals Across Careers & Transfer Skills (FACTS), linked courses, accelerated courses, laboratory courses, and regularly scheduled courses.
4. Address student instructional support needed at the college including peer tutorial services and Supplemental Instruction (SI), Directed Learning Activities (DLAs), open laboratory support in reading, writing, and mathematics, and appropriate laboratory courses.
5. Advance recommendations made in the Hartnell Basic Skills Initiative Blueprint to ensure continued improvement of pre-registration-matriculation and the organization and delivery of developmental education, degree applicable and transfer level course work, and the improvement of both instructional and student services support at the college.
6. Update the required BSI overall long-term goals, develop the annual action plan, follow up on the plan's activities, and prepare mandatory reports.
7. Forward recommendations in the Blueprint to campus governance groups and work to ensure their adequate funding.
8. Evaluate the strategies implemented in areas of pre-registration-matriculation, instructional pathways, instructional support, student services and follow up, and document their effect on student success.
9. Support professional development activities designed to increase success of students who need to improve performance levels in reading, writing, and mathematics.
10. Ensure accountability of all BSI funds annually.
11. Document committee actions and activities.
12. Conduct an annual evaluation of the effectiveness of the Committee each spring semester and distribute results to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

MEMBERSHIP (and terms of service):

- Faculty Student Success Committee Coordinator, permanent
- Dean of Academic Affairs (Learning Support & Resources), permanent
- Dean of Student Affairs, permanent
- Dean of Institutional Planning and Effectiveness, permanent
- Tutorial Services Coordinator, permanent
- A combination of eight faculty members appointed by the Academic Senate (3-year terms, staggered):
 - o Math/Science/Engineering
 - o Languages and Fine Arts
 - o Social and Behavioral Sciences
 - o Advanced Technology
 - o PE/Athletics/Health Education
 - o Nursing/allied health
 - o Library
 - o Counseling and Categorical Programs
- One representative from each of the following areas (3-year terms, staggered):
 - o Student Affairs
 - o Administrative Services
 - o Information Technology

DISTANCE EDUCATION COMMITTEE

The Distance Education Committee functions to develop policies and procedures and promote practices that contribute to the quality and growth of distance education at Hartnell College. With the understanding that faculty should have the primary responsibility for developing policies and promoting distance education practices, the Committee supports innovative application of technology and methodology to create accessible, inspiring, and measurably effective learning opportunities for an increasingly diverse student population. The Committee promotes ongoing faculty development in order to ensure that faculty who teach distance education courses are able to provide high quality learning environments for Hartnell students.

The Committee makes recommendations to the Senate, The Academic Affairs Council, the College Planning Council and various other pertinent bodies regarding policies and plans for all aspects of distance education, and collaborates with all campus constituencies to support distance education students, faculty, staff, and administrators.

Responsibilities:

In order to meet its responsibilities, the Distance Education Committee will perform the following functions:

1. Provide a forum for dealing with evolving issues in distance and digital education and disseminates information about these issues to the campus community.
2. Develop and implement a comprehensive Distance Education Plan; monitor progress and update the plan regularly.
3. Ensure compliance with state and federal regulations, the California Community Colleges Chancellor's Office, and the Accreditation Commission for Community and Junior Colleges (ACCJC) standards.
4. Comply with Title V mandates for reporting of DE activities to the Academic Senate and Board of Trustees.
5. Report, review and evaluate current practices in the development and delivery of online courses and how these practices impact student success.
6. Make recommendations for improvement to the Academic Senate, The Academic Affairs Council, the College Planning Council and other pertinent bodies regarding distance education and other online delivery of instructional material.
7. Support faculty in development and delivery of online courses by facilitating faculty professional development activities and by establishing and maintaining best practices for online course delivery and recommended skills for teaching online.
8. Collaborate with the Curriculum Committee to ensure that DE addendums to the course outline of record meet Title 5 requirements for regular and effective contact and accessibility.
9. Collaborate on areas of mutual interest with other senate committees.
10. Ensure that DE Committee activities and actions are documented.
11. Complete annual and comprehensive program reviews for the purpose of planning, evaluation, and resource allocation.



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12. Conduct an annual evaluation of the effectiveness of the Committee each spring semester and distribute results to committee members, the Academic Senate and the Office of Institutional Planning and Effectiveness.

MEMBERSHIP (and terms of service):

- Chair: Faculty member elected by the committee, 2 years
- Faculty Distance Education Liaison, permanent
- Distance Education Coordinator, permanent
- Instructional Administrator, permanent
- A minimum of 6 faculty, preferably from a variety of disciplines, appointed by the Academic Senate, 2 years
- Instructional Technologist, permanent
- Student appointed by the Student Senate, 2 year term
- One member from Classified Staff, 2 year term
- CSEA/L39 Representative, 2 years
- 1 Student member appointed by the Student Senate, 1 year term

ARTICLE VI: Ad Hoc Committees

The Academic Senate Steering Committee may form and recommend membership of ad hoc committees with approval of the Senate as needed to conduct Senate business. The following ad hoc committees are of special significance to the Senate:

FACULTY SABBATICAL LEAVE COMMITTEE

A Faculty Sabbatical Leave Committee may be convened to review applications for sabbatical leave and make recommendations to the Academic Senate and Board of Trustees for approval or disapproval of each leave request. Article 7 of the contract between Hartnell College Faculty Association and the District sets forth the criteria and procedures by which faculty members may apply for sabbatical leave. Applications are considered in terms of their impact upon the total instructional program of the college and are recommended to the superintendent/president for approval, or disapproval, and submission to the Governing Board.

Membership:

The Sabbatical Leave Committee consists of the Vice President of Instruction, one dean, one presidential designee and four faculty members appointed by the Academic Senate. The Vice President of Academic Affairs convenes the Sabbatical Leave Committee as necessary to review the applications within the established timelines in Article 7. At the first committee meeting, the chair shall be elected by the committee.

PROGRAM EVALUATION COMMITTEE

A Program Evaluation Committee is tasked with reviewing data and making recommendations relevant to the establishment, modification, revitalization, or discontinuance of an academic program. The Vice President of Academic Affairs convenes a Program Evaluation Committee as necessary to review new program proposals or to critically review a program identified by a member of the program discipline, the program's academic Dean, the Vice President of Academic Affairs or the Academic Senate as "at-risk" due to long-standing trends noted through the annual or comprehensive review process. AP 4021 [currently pending Board of Trustees approval] establishes the criteria and procedures for establishing, revitalizing or discontinuing academic programs.

Membership:

Program Evaluation Committees will normally include the following members:

- The Vice President of Academic Affairs as co-chair
- The Academic Senate President or designee as co-chair
- 1 Dean from the program discipline area
- 1 Dean from another discipline area
- 1 faculty member who teaches in the discipline area (the academic director, or program initiator, if applicable) appointed by the Academic Senate
- 1 faculty member who teaches in a related and/or non-related discipline area appointed by the Academic Senate
- Curriculum Committee Chair or designee
- 1 student appointed by the Student Senate

ARTICLE VII

Amendment to the Bylaws

The Bylaws can be amended by a simple majority affirmative vote of the Senate, providing written notice of any proposed amendment was filed with the Senate President at least two weeks preceding the vote. Copies of the proposed changes must be given to Senators at least two weeks prior to the vote.



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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

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Irvine Valley College Academic Senate Constitution and Bylaws

SECTION ONE

Organizational Rights and Responsibilities

AUTHORITY

The Irvine Valley College Academic Senate is a professional and collegial body responsible for the representation of the faculty of Irvine Valley College on academic and professional matters. The academic senate is constituted in accordance with relevant provisions of the California Education Code and Title 5 of the California Code of Regulations and with other relevant statutes and regulations. The academic senate is a certified member of the Academic Senate for California Community Colleges and functions as a local affiliate of that statewide organization.

(TITLE 5: 53200-53203; 53206)

RESPONSIBILITIES

Matters for which the academic senate bears responsibility include:

- (1) The content, scope, methods, standards, disciplinary bases, development, articulation, and review of instructional courses and programs;
 - (2) The appropriate standards and requirements for degrees, certificates, majors, and other college or district testimonials to completed courses of study;
 - (3) Policies, standards, and procedures for academic appointments, including hiring, evaluation, tenure, and the establishment of faculty service areas, subject to negotiated agreements;
 - (4) Policies, practices, and procedures regarding matriculation, grading, evaluation, and academic advisement of students, including appropriate entry and exit standards for courses;
 - (5) Organizational structures and relationships involving or affecting the faculty;
 - (6) Processes for institutional planning and budget development;
 - (7) Institutional reviews, such as accreditation studies, program reviews, and the like;
 - (8) Policies, practices, and procedures regarding the professional development of faculty;
 - (9) Representation of the faculty on standing and ad hoc committees, councils, and other governing bodies, except when seats are reserved for the exclusive bargaining agent of the faculty;
 - (10) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- In addition, the senate may consider and offer advice and counsel concerning other matters as it sees fit or as may be requested by others.

(TITLE 5: 53200, 53203, 53430; ED. CODE: 87360, 87458, 87609, 87663-4, 87743, 87734.5)

PROCESS

The academic senate represents the faculty through consultative and collegial processes and, by such means, makes recommendations to the governing board and/or to its agents or designees. With respect to these recommendations, the governing board and/or its agents or designees either (1) relies primarily upon the advice or judgment of the academic senate, or (2) enters into written mutual agreements with the academic senate, or (3) considers the counsel of the academic senate in its processes of deliberation and decision making.

These options are exercised in accordance with governing provisions of statute and regulation and with board policies delegating authority and responsibility to the academic senate [BP 2001.1 and BP 2100.2], and in accordance with the requirements of sections 53200-53205 of Title 5, California Code of Regulations and the California Education Code.

PRIMARY RELIANCE

“Primary reliance” means that, except for exceptional circumstances and for compelling reasons, and absent a prompt and written explanation, the governing board and/or its representatives will adopt the recommendations of the academic senate [BP 2001.1].

MUTUAL AGREEMENT

“Mutual agreement” means a written resolution, regulation, and/or policy not subject to modification by the governing board absent the agreement of the academic senate, unless continuance of an existing policy or procedure would expose the district to liability or substantial fiscal hardship and unless a prior and good faith effort has been made to reach agreement with the academic senate on such a change in policy or procedure [BP 2001.1].

(TITLE 5: 53200, 53202)

COLLECTIVE BARGAINING AGREEMENTS AND RIGHTS OF EXCLUSIVE AGENTS

The academic senate is not responsible for negotiating collective bargaining agreements between the public employer and academic employees. The academic senate will take no action that contravenes provisions of binding agreements between the public employer and the exclusive agent of the faculty, nor will the academic senate engage in side bargaining. The academic senate may consider any and all professional matters, including those subject to collective bargaining; however, when these matters fall within the scope of negotiated agreements, the academic senate will consult with the exclusive bargaining agent of the faculty and will direct to that agent any subsequent recommendations it may make. The academic senate will consult and confer with the exclusive agent of the faculty on matters of mutual concern and/or responsibility and will exercise its responsibility to confer when and where that responsibility is defined and/or mandated in law or regulation.

(TITLE 5: 53204; ED. CODE: 87610.1, 87743.1-5)

APPOINTMENTS OF FACULTY TO COMMITTEES AND COUNCILS

The academic senate shall either appoint or otherwise ratify the appointment of all faculty members to all college-wide and district-wide standing and ad hoc committees, councils, task forces, and other similar bodies except for (1) internal committees or councils functioning exclusively within academic schools, departments, or programs, or (2) subcommittees composed only of members from an existing body; or (3) seats designated for the exclusive bargaining agent of the faculty. In addition, the academic senate fills by appointment or by ratification all reserved or requested faculty seats on all employment committees for all full-time appointments, district-wide, with the exception of seats that may be reserved for the exclusive bargaining agent of the faculty. In instances in which committee seats are specifically reserved for faculty representatives from identified disciplines, departments, or schools, the academic senate shall rely upon recommendations or nominations from those faculty groups. In all instances, senate appointments are subject to the agreement of the appointee.

(TITLE 5: 53203 (F))



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DUTY TO REPRESENT

The academic senate has a duty to represent all faculty and shall see that its actions and procedures are consistent with such end.

SECTION TWO

General Organization and Procedures

GENERAL ORGANIZATION

Business of the academic senate shall be conducted either by the faculty at-large, by an elected and representative council of the general membership, or by duly constituted committees of those bodies as defined herein.

CONDUCT

Business of the academic senate shall be conducted in public, in accordance with law, and in democratic fashion. Recommendations of the academic senate or of any of its bodies shall be adopted only by parliamentary processes and upon majority vote, subject to regulations defined herein.

MEMBERSHIP

Except as otherwise limited herein, all individuals granted regular or temporary, full-time or part-time, contract, or tenured academic appointments at Irvine Valley College are members of the Irvine Valley College Academic Senate and possess rights and privileges of membership as specified herein. Rights of membership do not extend to academic administrators, excepting faculty assigned temporary administrative duties in lieu of classroom or non-classroom teaching assignments.

REGULAR APPOINTMENTS AND MEMBERSHIP

A "regular appointment" to the faculty shall mean any tenured (permanent) or contract (either probationary or temporary) faculty appointment of at least 50%. Faculty with regular appointments shall be regular members of the academic senate. Faculty reassignments and/or leaves, whole or partial, shall have no bearing on membership status, except that members on full leave whose leaves extend beyond four consecutive semesters shall lose rights of membership until they reassume, in whole or in part, a regular assignment.

ASSOCIATE APPOINTMENTS AND MEMBERSHIP

An "associate appointment" to the faculty shall mean a non-tenured and non-contractual (part-time) faculty appointment. Faculty with temporary part-time appointments and current assignments shall be associate members of the academic senate.

ROSTERS OF MEMBERS

The cabinet of the academic senate shall at the onset of each academic semester compile a roster of regular and active associate members as well as distributions of FTE faculty by academic discipline. These rosters shall be maintained in the academic senate offices and shall function to establish quorums and representative seats unless otherwise provided in the by-laws.

VOTING RIGHTS

The electorate of the membership at-large shall consist of all regular members and all elected representatives to the associate assembly, as defined herein. The electorate of the representative council of the academic senate shall consist of all members of that body unless otherwise and as specifically limited herein. The electorate of other committees and councils of the academic senate shall consist of all members of those bodies unless otherwise and as specifically limited herein or within other governing policies. Each elector in any body of the academic senate shall have one vote.

DEFINITIONS OF MAJORITIES

A "simple majority" shall mean a majority of those electors present and voting, exclusive of votes of abstention, and subject to quorum requirements as defined in the by-laws. An "absolute majority" shall mean a majority of the electors, subject to quorum requirements as defined in the by-laws. Majority requirements are as follows:

- (1) 50% or 2/3 or 3/4 Simple Majority: At minimum, the nearest whole number greater than 1/2, 2/3, or 3/4 of those electors present and voting, exclusive of votes of abstention, presuming a sufficient quorum has been attained.
- (2) 50% or 2/3 or 3/4 Absolute Majority: At minimum, the nearest whole number greater than 1/2, 2/3, or 3/4 of the entire electorate, presuming a sufficient quorum has been attained.
- (3) Unanimity: "By unanimous consent" shall mean any case in which all electors present and voting cast an identical vote, exclusive of votes of abstention, subject to quorum requirements as defined herein.

SECTION THREE

Matters Involving the Membership at Large
(Faculty Assembly)

ORGANIZATION AND MEMBERSHIP

DEFINITIONS

The body comprising the faculty at-large shall be known as the general assembly of the faculty. Electors of the general assembly shall consist of all regular members of the faculty and all representatives of the associate assembly, as defined herein.

MEETINGS OF THE GENERAL ASSEMBLY

Meetings of the general assembly shall be for purposes of information, study, and discussion only. Non-binding advisory votes may be taken. A quorum shall be the number of members present.

ACTIONS OF THE GENERAL ASSEMBLY

Actions of the general assembly shall be taken only by written ballot of the electorate, only on items specified in or required by the by-laws, and only in accordance with procedures adopted by the representative council of the academic senate. Such procedures shall insure proper notice and equal opportunity for participation, and shall include provisions for absentee ballots. Each member shall have one vote. No action shall be valid absent participation by, at minimum, one-half of the electorate.

MATTERS REQUIRING ACTION BY THE GENERAL ASSEMBLY

The following actions shall be taken only by the faculty at large and only in accordance with procedures specified within these by-laws. Unless otherwise specified, actions shall be adopted upon 50% simple majorities of those voting, subject to quorum limitations as noted above.:

- (1) Election of senate president and vice-president.
- (2) Removal from office of senate president and/or president-elect.
- (3) Confidence votes in administrators or members of the governing board.
- (4) Referendums initiated by petition or by the representative council of the senate.
- (5) Actions referred to the faculty at large by the academic senate.
- (6) Composition of and membership in standing committees of the academic senate.



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(7) Composition of and membership in the representative council of the academic senate [this action requires 2/3 simple majority].

(8) Modification or suspension of the constitution and by-laws [this action requires 2/3 simple majority].

ELECTION PROCEDURES

The representative council of the academic senate shall appoint an elections committee, which shall elect its own chair from the appointed membership, to oversee elections and/or balloting involving the faculty at large (general assembly). This committee shall conduct elections or balloting in accordance with procedures developed by the representative council, and in accordance with relevant provisions of the by-laws. Sitting officers of the representative council shall not sit on the elections committee. The elections committee shall conduct, tabulate, record, and report the vote. Ballots involving candidates for offices shall be confidential and shall provide capability for write-in candidates.

Elections of academic senate officers and/or of other positions elected by the faculty at large shall occur after a suitable and open nominating period which includes two meetings of the Representative Council and shall be concluded prior to the final day of the spring instructional calendar. The representative council shall establish the polling dates, with the first day of voting, at minimum, one week subsequent to the close of nominations. Polls shall be open, at minimum, five consecutive days, not including weekends or holidays. The representative council shall maintain the right to hold special elections if and when circumstances so demand, and to establish appropriate nomination and voting dates for such elections. Special elections shall be overseen by the elections committee.

RIGHT OF REFERENDUM

Members have the right of referendum by process of initiative upon petition by the membership. Referenda shall be restricted to items previously considered by the representative council and shall be voted upon by the members of the general assembly in accordance with procedures adopted by the representative council. Such procedures shall insure that balloting of the general membership is conducted within 20 instructional days following the day upon which a valid petition is filed with the senate offices. Petitions shall be valid if (a) prior and due notice has been filed with the senate offices; and (b) the petition is published and made available for signature to all members; and (c) at least 25% of the members sign the petition. Referenda may also be ordered by the representative council of the academic senate upon an action taken by an absolute majority of 2/3 of that body. Referenda shall be adopted upon simple majority vote of the general assembly and the action entered into the official record of the academic senate at the next meeting of the representative council subsequent to the close of balloting.

SECTION FOUR

Matters Involving Representative Bodies

1. REPRESENTATIVE COUNCIL (SENATE)

AUTHORITY

The members shall authorize formation of a representative council of senators and officers of the faculty, as indicated herein. Unless otherwise provided in the by-laws, this council shall act and speak on behalf of the entire academic senate. The council shall therefore assume the responsibilities of, function as, and bear the title of the Academic Senate, except in those instances in which the general assembly acts in this capacity.

COMPOSITION

The faculty shall determine and shall adopt by 2/3 simple majority vote of the general assembly the composition of and membership in the council of representatives ("senate") and shall in such action specify the constituency and the electors for each senator. Due and appropriate representation shall be afforded constituencies. Membership on the representative council shall consist of senators and officers.

SENATORS

TERMS AND CONDITIONS OF OFFICE

Senators shall be elected by constituency groups as defined herein. Elections shall be conducted by the constituency group in accordance with procedures developed by the academic senate. Senators represent the constituency group and may be removed and/or replaced by that group for any reason, so long as election processes are in accordance with adopted procedures. Upon a 3/4 absolute majority vote, the representative council may censure any senator for gross misconduct or gross negligence. In such instance, the president shall convey the notice of censure to the constituency group represented by the senator in question.

ALTERNATES

In meetings of the representative council, senators may be represented by alternates. Such allowance shall not extend to officers. Alternates must be designated by seat and must be selected in the same manner, at the same time, and by the same constituency that selects the senator. The academic senate may consider requests to seat alternates who have not met these conditions; however, such action shall be taken only during the call to order.

ASSOCIATE SENATORS

Two seats on the representative council shall be reserved for senators representing the adjunct faculty at large. Up to two alternate associate senators may be elected at the same time. Elections for adjunct senators shall be conducted by in accordance with procedures developed by the academic senate. For the purposes of electing adjunct senators, a simple majority of votes shall be required, and a quorum shall consist of the number of legitimate votes cast.

OFFICERS

TERMS OF OFFICE

The parliamentarian shall be appointed by the president. All other officers shall serve terms of one year, commencing on the final day of the regular instructional calendar in spring.

CONDITIONS OF OFFICE

The offices of president and vice-president may be held only by tenured regular faculty. All other officers must be regular (tenured or tenure-track) members of the faculty.

OFFICERS, DUTIES, AND MEANS OF APPOINTMENT

PRESIDENT (TENURED/NON-VOTING)

- (1) Represents the faculty before the governing board and other district and college councils;
- (2) Presides over meetings of the general assembly and the representative council of the academic senate;
- (3) Chairs the senate cabinet;
- (4) Serves as spokesperson of the faculty on academic and professional matters;
- (5) Appoints faculty to committees, subject to ratification by the senators;



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- (6) Sits on governing bodies as directed by the senators;
(7) Assumes other responsibilities as directed by the senate.

VICE PRESIDENT (TENURED/VOTING)

Elected by the general assembly of the faculty

- (1) Assumes the president's duties in his or her absence;
(2) Assumes other responsibilities as directed by the senate;
(3) Assists the president upon direction by the president or by the senators.

RECORDER (NON-VOTING)

Appointed by the representative council

- (1) Prepares and maintains the official records of the academic senate.

PARLIAMENTARIAN (NON-VOTING)

Appointed by the president

- (1) Assists and advises the president on parliamentary matters.

PAST-PRESIDENT (TENURED/VOTING)

Appointed by the representative council

- (1) Assists and advises the president;
(2) Assumes other responsibilities as requested by the president or the academic senate.

CHAIRS OF STANDING COMMITTEES (VOTING)

Appointed by the representative council

- (1) Convene and preside over committee meetings;
(2) Report committee actions to the academic senate;
(3) Serve as liaison between cabinet and committee;
(4) Undertake duties as directed by the committee members.

REMOVAL AND REPLACEMENT OF OFFICERS

REPLACEMENT OF PRESIDENT

Should the president's office become vacant for any reason, the vice president shall assume office and serve out the remainder of the prior president's term.

REPLACEMENT OF VICE PRESIDENT

Should the vice president office become vacant, the representative council shall hold a special election of the general assembly to fill the position.

REMOVAL OF PRESIDENT AND/OR VICE PRESIDENT

The representative council may seek removal of the president and/or vice president upon a vote of no confidence by the representative council. Such action shall require 2/3 absolute majority. Upon such action, the representative council shall place the matter before the general assembly. In the event of the simultaneous removal from office of both the president and vice president, the representative council shall appoint temporary officers. Following such appointment, the representative council shall call for a special election of the general assembly, unless the special election would occur within the same semester as a regular faculty-wide election, in which case the temporary officers will serve out the remainder of the normal term.

INTERIM OFFICERS FOR OTHER POSITIONS

The representative council shall appoint interim officers if a vacancy in office occurs.

VOTING RIGHTS AND PROCEDURES

ELECTORATE

Excepting the president, parliamentarian, and recorder, who are non-voting members, each member of the representative council, or his or her alternate, shall be an elector and shall have one vote. The number of electors shall consist of the number of voting members.

Members shall consist of senators and officers.

QUORUM

No business of the representative council of the academic senate or of any committee of the academic senate shall be conducted absent a quorum. For the Representative Council, a quorum shall be the nearest whole number greater than half the available seats. For standing committees, a quorum shall be the nearest whole number greater than half the number of appointed members.

MAJORITY REQUIREMENTS

Unless otherwise specified, actions of the representative council shall be adopted only upon an affirmative vote by a 50% absolute majority of the electors of that body.

VOTING PROCEDURES

GENERAL

Except on matters involving the election or appointment of an individual or individuals, members shall take action by affirmative vote. Electors not voting in the affirmative shall be provided with the option of casting votes of abstention. The record of each action taken shall specify the number of electors affirming, not affirming, and abstaining. The total number of votes cast on any action shall always be equal to the total number of electors present at the time the vote was conducted.

ADVISORY VOTES

The president may, at his or her discretion, call for a non-binding advisory vote on any item under consideration.

ROLL-CALL VOTES

The president shall conduct a roll-call vote upon a motion and two seconds from the floor. Resolutions shall be adopted only by roll-call vote.

VOTING BY PROXY

A senator may designate another senator from his or her same school, and a voting officer may designate another voting officer, to serve as his or her proxy and, in such capacity, to exercise the senator's or voting officer's right to vote on matters before the representative council.

ABSENTEE BALLOTS

Senators may not vote by absentee ballot on matters before the representative council.

MEETINGS

PARLIAMENTARY PROCESS



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order: Irvine Valley College

Unless otherwise addressed in the by-laws and adopted procedures, the academic senate shall conduct its business in accordance with Robert's Rules of Order. The president and the parliamentarian shall see to this obligation. On questions of order the president shall have final authority.

NOTICE

Public notice shall be given of all meetings in a manner consistent with applicable open-meeting laws. Places, dates, and times of regular meetings shall be fixed at the onset of each academic year or semester. Such schedule shall be posted and maintained throughout the academic year.

AGENDAS

Meeting shall proceed in accordance with a published agenda, subject to modification by vote of the Representative Council at the meeting. Agenda items must be submitted to the Senate office, at minimum, one week prior to the scheduled date of regular meetings and in accordance with adopted procedures. Agendas will normally contain the following elements:

- o Call to Order
- o Record of the Previous Meeting
- o Agenda of the Current Meeting
- o Public Comments
- o Consent Calendar
- o Reports of Standing Committees
- o Reports of Special Committees
- o Special Orders
- o Unfinished Business
- o New Business
- o President's Report
- o Announcements and Open Forum
- o Adjournment

ACTIONS BY CONSENT

Agenda items may be placed upon a consent calendar and adopted as a group without discussion. Any item placed on a consent calendar will be removed and made a regular agenda item upon a motion, second, and vote of the representative council.

DISCUSSION

Discussion on agenda items is intended to afford consideration of a range of ideas and to respect the rights of majority and minority points of view. The president as chair has the responsibility to moderate discussion, to see that all views are fairly represented and all interested individuals are allowed the opportunity to speak.

RECORDS

Meetings of the representative council shall be recorded, with a public record kept available in the academic senate offices for a period of at least six months. A written record shall also be kept and shall consist of an accurate record of members present, actions considered, and votes cast. Additional items shall be entered into the written record only upon approval by the senators, in accordance with procedures adopted by the representative council. The official record shall be published and a copy permanently maintained in the senate offices.

2. STANDING COMMITTEES

GENERAL CONSIDERATIONS

Standing committees of the academic senate attend to specific responsibilities of the senate, being so constituted and so charged. Committee members serve upon appointment by the representative council. Committees may include administrative, staff, student, or community members in addition to associate or regular members of the faculty. No committee member shall be denied a vote; however, committee chairs shall vote only in the event of a tie. Each committee shall define and adopt its own procedures, subject to restrictions contained in the by-laws and other regulations of the academic senate. Each committee shall establish quorum requirements consistent with requirements of the academic senate by-laws. Committees shall keep and adopt official records of their meetings, a copy of which shall be filed with the academic senate office. Except for matters internal to the operations of the committee, and for matters specifically delegated by the senate, all committee actions are in the form of recommendations to the academic senate. No committee shall speak for the academic senate unless so directed by the academic senate.

COMMITTEE COMPOSITION AND RESPONSIBILITIES

The faculty shall determine and shall adopt by 50% simple majority vote of the general assembly an appropriate set of standing committees to attend to the responsibilities assigned to the academic senate. Ad hoc committees, task forces, and special committees may be appointed by the Representative Council. Due and appropriate representation shall be afforded to constituencies.

VOTING PROCEDURES IN COMMITTEES

Committees of the academic senate shall observe voting procedures defined in the by-laws. Committees shall decide whether to allow proxy and/or absentee ballots and shall develop appropriate procedures.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Lake Tahoe Community College

In Folder, PDF



Current as of 11/20/2014
ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Laney College

In Folder, PDF



Current as of 11/20/2014
ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Las Positas College

In Folder, PDF and Word



Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Lassen College

In folder, PDF



Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Long Beach City College

In folder, PDF



Current as of 11/20/2014
ACADEMIC SENATE
for CALIFORNIA COMMUNITY COLLEGES

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles City College

THE CONSTITUTION OF THE LOS ANGELES CITY COLLEGE
FACULTY ASSOCIATION

PREAMBLE

We, the members of the Faculty of Los Angeles City College, in order to discharge our obligations to the College, to the students, to the community, and to the State of California Ed. Code Title V and Chapter 973 (AB 1725), do hereby adopt and establish the following constitution.

CONSTITUTION

ARTICLE I

Name and Purpose

Section 1 The name of this organization shall be the Los Angeles City College Faculty Association.

Section 2 The purpose of this association is to provide for the democratic participation of all faculty members in matters pertaining to the welfare of Los Angeles City College, its faculty, and its student body.

ARTICLE II

Membership and Dues

Section 1 Any person who is assigned as a faculty member of Los Angeles City College is entitled to membership in this association.

Section 2 Voting privileges shall be accorded to all members of the faculty association.

Section 3 Dues shall be based on an estimate of the annual cost of operation. Payment of dues is not a requirement of membership in the LACC Faculty Association.

ARTICLE III

Officers and organization

Section 1 OFFICERS.

Clause 1 The elected officers of this association shall be: President, Vice--President, and Treasurer; and their terms of office shall be for two academic years.

Clause 2 The President shall appoint from the Faculty Association membership a Secretary, a Parliamentarian, and such other appointed officers as may be provided for in the Bylaws.

Section 2 EXECUTIVE COMMITTEE. The membership of the Executive Committee shall consist of the elected officers, the secretary, the parliamentarian, the chair of the Department Chairs Caucus, the chair of the Educational Planning Committee, and the immediate past president.

Section 3 ACADEMIC SENATE For the purpose of expediting the objectives of this association, and pursuant to the provisions of Section 131.6 of Title 5 of the California Administrative Code, Ed. Code Chapter 973 (AB 1725), and any subsequent amendments thereto, an Academic Senate shall be created.

Clause 1 The membership of the Academic Senate shall consist of the following:

(a) The members of the Executive Committee.

(b) The elected chairs of all academic departments.

(c) One additional representative for each ten (10) or fraction of ten (10) regular or probationary members who have been assigned to an instructional department for over 50% of their teaching hours, including those members on reassignment or leave.

(d) The representatives to the District Academic Senate.

Clause 2 The Academic Senate shall fulfill the provisions of California Ed. Code Title V, and Ed. Code Chapter 973 (AB 1725), and any subsequent amendments thereto.

Clause 3 The Academic Senate shall create standing committees to study such problems as may arise in the conduct of the business of the Los Angeles City College Faculty Association. The standing committees shall submit their respective recommendations to the Academic Senate for ratification.

Clause 4 The Academic Senate shall have the power by majority vote to fill existing vacancies in the Executive Committee.

Clause 5 The Academic Senate shall adopt Bylaws and Standing Rules necessary for carrying out the provisions of this constitution.

Section 4 FOUNDATION The Los Angeles City College Foundation shall be established to manage the funds and property given to the Los Angeles City College Faculty Association by legacies, wills, and gifts, and to disburse said properties, funds, and income in compliance with the wishes of the donors.

Clause 1 The Foundation shall be a non-profit corporation under Part 1 of Division 2 of Title 1 of the Corporation Code of the State of California.

ARTICLE IV

Duties of the Officers

Section 1 PRESIDENT. The duties of the President of the Los Angeles City College Faculty Association shall be:

(a) To serve as presiding officer of all meetings of the Los Angeles City College Faculty Association.

(b) To serve as President of the Academic Senate and preside at all of its meetings.

(c) To serve as chairman of the Executive Committee.

(d) To serve as ex officio member of the Foundation.

(e) To perform such other duties, incident to the office, as may be required by the Academic Senate

Section 2 VICE PRESIDENT. The Vice-President shall perform all presidential functions in the absence of the President or due to the inability of the President to act, shall be the chairman of the Curriculum Committee, and shall perform such other duties as may be required by the Academic Senate.

Section 3 SECRETARY. The Secretary shall keep an accurate written record of the proceedings of all meetings over which the President presides, and shall perform other duties incident to the office.

Section 4 TREASURER. The Treasurer shall be chairman of the Academic Senate Budget, Finance, and Membership Committee, shall serve as a member, along with one other Senator appointed by the President, on the College's Professional Growth Committee, and shall perform the duties incident to the office in compliance with procedures authorized by the Academic Senate Bylaws.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles City College

Section 5 PARLIAMENTARIAN. The Parliamentarian shall serve as the presiding officer's advisor and consultant on procedural matters and as chair of the Senate's Constitution and Bylaws Committee, and shall perform such other duties incident to the office or as required by the President.

ARTICLE V

Meetings

Section 1 FACULTY ASSOCIATION.

Clause 1 Faculty meetings of the Los Angeles City College Faculty Association shall be at the call of the Faculty Association President or the Executive Committee.

Clause 2 A quorum for a Faculty Association meeting shall consist of one-third (1/3) of the eligible voting membership.

ARTICLE VI

Nominations and Elections

Section 1 The Elections Committee shall open nominations for all elected positions of the Faculty Association and Academic Senate at the stated meeting of the Academic Senate held in April of an election year.

Section 2 The election of the officers of the Faculty Association and Senate committee members as specified in the Bylaws shall be held in May of an election year.

Section 3 The newly-elected officers and senators shall be installed at the last stated meeting of the Academic year, and full assumption of responsibilities shall begin on July 1.

ARTICLE VII

Initiative and Referendum

Upon the written request of ten percent (10%) of the members of the Faculty Association of Los Angeles City College, a proposition shall be submitted to a vote of the entire Faculty Association for ratification or rejection.

ARTICLE VIII

Parliamentary Authority

The Faculty Association and the Academic Senate shall adopt a recognized parliamentary authority. All questions of parliamentary procedure and parliamentary law shall be resolved by said parliamentary authority, except as otherwise provided for in the Constitution, the Bylaws, and the Standing Rules.

ARTICLE IX

Amendments

The voting members of the Faculty Association of Los Angeles City College may amend this constitution, voting by secret ballot at a special election, by a two-thirds majority of the votes cast, provided that the proposed amendment or amendments shall at least ten days prior thereto have had the consideration of the Executive Committee and the Academic Senate, and provided further that at least ten days prior thereto a copy of the proposed amendment or amendments shall have been distributed to the members of the faculty, and provided still further that a copy of the amendment or amendments shall have been posted on the faculty bulletin board for not less than ten days prior to the date of the election.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles City College

BYLAWS OF THE ACADEMIC SENATE OF THE LOS ANGELES CITY COLLEGE FACULTY ASSOCIATION

In order to carry out the provisions of the Constitution of the Los Angeles City College Faculty Association, and pursuant to the provisions of Article III, Section 3, Clause 5 of the Constitution of the Los Angeles City College Faculty Association, we the members of the Academic Senate of the Los Angeles City College Faculty, do hereby adopt the following Bylaws.

ARTICLE I

Committees, Their Membership, Powers & Duties

Section 1 The Academic Senate shall function through the standing committees hereafter enumerated, and through such ad hoc committees as may be required.

Clause 1 Unless otherwise provided in the Constitution of the Los Angeles City College Faculty Association or in these Bylaws, the President of the Academic Senate shall appoint, from the membership of the Los Angeles City College Faculty Association, persons to serve on the standing committees, each appointment being for a two-year term.

Clause 2 Unless otherwise provided in the Constitution of the Los Angeles City College Faculty Association or in these Bylaws, the President of the Academic Senate shall appoint the standing committee chair, and said chair shall serve at the pleasure of the President of the Academic Senate.

Clause 3 In the event a member of a standing committee resigns, the President of the Academic Senate shall appoint a replacement to serve for the duration of the unexpired term.

Clause 4 The President of the Academic Senate shall refer to the appropriate standing committee the requests for study and action that have been received from the Academic Senate, the President of Los Angeles City College, the Executive Council of the Associated Students or the Los Angeles City College Faculty.

Clause 5 Each standing committee, within its proper area, shall consider, study, and make recommendations concerning matters referred to it by the Academic Senate.

Clause 6 No committee shall have the power to take any action other than that of making recommendations to the Academic Senate, except when it is specifically given such authority by the Academic Senate or these Bylaws.

Clause 7 When authorized by the Academic Senate, a standing committee shall study, consider, and recommend policies and actions within those areas of the administration of academic and professional matters that are the responsibility of the Academic Senate.

Clause 8 A standing committee, when so directed by the Academic Senate, shall execute and administer policies and programs assigned to it. It may establish subcommittees as needed.

Clause 9 The President of the Academic Senate shall appoint an ad hoc committee to consider any matter that does not fall within the area of one of the standing committees. The membership of an ad hoc committee, with the approval of the Academic Senate, may include students, classified employees, and/or members of the Administration. Voting privileges shall be determined at the time of authorization. Each ad hoc committee shall submit its report in writing to the Academic Senate, and it shall be dissolved upon the completion of its specific assignment.

Section 2 The Executive Committee. The membership of the Executive Committee shall consist of the elected officers of the Los Angeles City College Faculty Association, the secretary, the parliamentarian for the Academic Senate, the chair of the Department Chairs Caucus, chair of the Educational Planning Committee, and the immediate past president of the Los Angeles City College Faculty Association.

Clause 1 The Executive Committee shall be responsible for carrying out the resolutions, policies, and activities that are authorized by the Academic Senate. The execution and the administration of said resolutions, policies and activities shall be carried out in compliance with the provisions of the Constitution of the Los Angeles City College Faculty Association and these Bylaws, and existing applicable law.

Clause 2 The Executive Committee shall have general supervision of the affairs of the Academic Senate between its business meetings and during the time that the college is not in session, shall make recommendations to the Academic Senate, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Academic Senate, and none of its acts shall conflict with action taken by the Academic Senate. Any action taken under this clause shall be by an affirmative vote of a majority of the membership of the Executive Committee present and voting, and said action shall be submitted for approval by the Academic Senate at its next scheduled meeting.

Section 3 The Curriculum Committee. The voting membership of the Curricula Committee shall consist of at least 24 faculty members, no more than one per instructional department.

Clause 1 The Vice President of the Academic Senate shall serve as Curriculum Committee chair, unless special provision is made by the Academic Senate for an alternative or vice-chair.

Clause 2 Administrators, staff, and student representatives may serve as ex officio members of the Curriculum Committee.

Clause 3 The Curriculum Committee shall oversee and make recommendations to the Academic Senate on all aspects of the College curriculum, including approval of new courses, programs, degrees, and certificates, approval of course changes and Title V Updates, designation of advanced classes, catalogue revision, and review of courses for inclusion in General Education requirements.

Clause 4 The Curriculum Committee shall maintain a standing Technical Review Subcommittee of at least three members that will meet on a regularly scheduled basis to aid departments in the curriculum preparation process.

Section 4 The Academic Rank Committee. This committee shall consist of four members of the Los Angeles City College Faculty Association. The term of office of the Academic Rank Committee members shall be two (2) years with two (2) new members elected annually.

Clause 1 The Academic Rank Committee shall consider applications and recommend advancement in rank for faculty members in accordance with existing District policy.

Clause 2 The President of the Academic Senate shall serve ex officio and shall be the chair of the committee, or may appoint one of the committee members as chair.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order: **Los Angeles City College**

Section 5 The Academic Senate Budget, Finance, and Membership Committee. The membership of this committee shall consist of three (3) faculty members. The Treasurer of the Los Angeles City College Faculty Association shall serve as chair of the committee and as a member of the College's Professional Growth Committee.

Clause 1 The Academic Senate Budget, Finance and Membership Committee shall be responsible for inviting members of the faculty to submit dues to the Los Angeles City College Faculty Association.

Clause 2 This committee shall prepare an annual budget based upon the requests submitted by the officers and the committee chairs, and it shall make recommendations regarding the dues and special assessments necessary for carrying out the work of the Los Angeles City College Faculty Association and the Academic Senate.

Clause 3 This committee shall recommend procedures for collecting dues and assessments from the faculty and recommend accounting procedures for the same.

Clause 4 This committee shall establish guidelines for regular disbursements from Faculty Association accounts and shall review and make recommendations to the Senate on all special requests for Senate funding.

Section 6 The Fellowship Committee. The membership of the Fellowship Committee shall consist of three (3) faculty members.

Clause 1 This committee shall have charge of the activities designed to sponsor and develop fellowship among the members of the faculty and their families.

Clause 2 This committee shall have charge of the activities designed to honor retiring faculty and staff.

Clause 3 This committee shall have charge of functions designed to extend to the faculty and to members of their families faculty felicitations and/or condolences.

Section 7 The Professional Ethics and Academic Freedom Committee. The membership of this committee shall consist of four (4) faculty members.

Clause 1 This committee shall be responsible for establishing, reviewing, and publicizing policies and guidelines regulating the ethical conduct of faculty and issues of academic freedom.

Clause 2 Consistent with these policies and guidelines, this committee shall consider, study, and make recommendations to the Academic Senate concerning complaints by members of the faculty or the Administration regarding the professional conduct of individual faculty members or concerning infringements of academic freedom.

Section 8 The Faculty Professional Development Committee. The membership of this committee shall consist of six (6) faculty members, four (4) elected at large during regular Senate spring elections by members of the Los Angeles City College Faculty Association for a two-year term, one representative of the Department Chairs Caucus appointed by the Senate President, and one AFT representative appointed by the AFT Chapter President.

Clause 1 The coordinator of the College's Staff and Organizational Development Committee shall serve as chair of the Faculty Professional Development Committee, if said individual is a fulltime Los Angeles City College faculty member on special assignment. If the coordinator of the College's Staff and Professional Development Committee is not a reassigned fulltime faculty member, the members of the Faculty Professional Development Committee shall elect a chair from their own ranks.

Clause 2 Members of this committee will also serve as faculty representatives to the College's Staff and Organizational Development Committee.

Clause 3 As members of the College's Staff and Professional Development Committee, the Faculty Professional Development Committee shall make recommendations on and assist in organizing the "opening day" ceremonies each Fall Semester, the Snyder Lecture Series, and all other aspects of faculty professional development (flex) activities.

Clause 4 The Faculty Professional Development Committee shall also assume responsibility for organizing special faculty development activities as requested by the Academic Senate, in conjunction with the College's Staff and Organizational Development Committee when appropriate.

Section 9 The Department Chairs Caucus. The membership of this committee shall consist of all elected department chairs.

Clause 1 The chair shall be elected by members of the Caucus during regular Academic Senate elections each spring and shall serve for a term of two years. The chair shall also serve as a member of the Academic Senate Executive Committee during that time.

Clause 2 The Caucus shall consider and make recommendations to the Academic Senate on all matters of departmental concern.

Section 10 The Elections Committee. The membership of this committee shall consist of three (3) faculty members.

Clause 1 This committee shall conduct all elections, referenda, and polls of the Academic Senate and the Los Angeles City College Faculty Association.

Clause 2 At the stated meeting of the Academic Senate in March of election years, the committee shall open nominations for all elected offices of the Los Angeles City College Faculty Association and for all elected positions on Academic Senate committees. The committee will conduct elections for all positions and report election results to the Academic Senate at the stated meeting in April of election years.

Section 11 The Constitution and Bylaws Committee. The membership of this committee shall consist of four (4) members. The Parliamentarian of the Academic Senate will serve as chair of the committee.

Clause 1 This committee will ensure that the Constitution and Bylaws are followed.

Clause 2 The Constitution and Bylaws Committee shall prepare revisions upon request and recommend revisions to the Academic Senate on its own initiative.

Section 12 The Educational Planning Committee. The membership of this committee shall consist of ten (10) faculty members appointed by the Academic Senate (including the chair of the Chairs Caucus and the Curriculum Committee chair and at least one representative from each Inter-departmental Work Group (IDWG), two (2) AFT Faculty Guild representatives, the Vice President of Academic Services, two (2) additional administrative representatives, one (1) representative of the AFT Staff Guild, one (1) representative of the ASBG, the Staff and Professional Development Committee Coordinator, and the College Dean of Research.

Clause 1 The Educational Master Planning Committee chair shall be a faculty member appointed by the Academic Senate.

Clause 2 The committee shall make recommendations to the Academic Senate on all aspects of the College's educational programs related to strategic planning and decision making, including the formulation of the College's Strategic, Educational, Facilities, and Information Technology Master Plans, revision of the College's Vision, Mission, and Philosophy statements, design and implementation of Program Review for academic departments, program viability review, and all strategic aspects of the College budget planning process that impact educational programs.

Clause 3 The committee shall appoint ad-hoc subcommittees as required to fulfill its charge.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles City College

ARTICLE II

Parliamentary Authority

All questions of parliamentary procedure and parliamentary law shall be resolved by the most current edition of Robert's Rules of Order, Newly Revised, except as otherwise provided for in the Constitution of the Los Angeles City College Faculty Association or in these Bylaws.

ARTICLE III

Officers and Their Duties

The officers of the Faculty Association and the Academic Senate shall perform those duties incident to the title of their respective offices, in accordance with the parliamentary authority, stated in Article II above. The Academic Senate President, Vice President, and Treasurer shall be elected to serve two-year terms.

Section 1 President. In addition to the duties set forth in Article IV, Section 1, of the Constitution of the Los Angeles City College Faculty Association, the President of the Academic Senate:

- (a) Shall have the power to call meetings of the Executive Committee and other standing committees of the Academic Senate;
- (b) Shall be an ex officio member of each standing committee of the Los Angeles City College Academic Senate except the Elections Committee;
- (c) Shall appoint the chair of standing committees unless otherwise provided in the Los Angeles City College Faculty Association Constitution or Bylaws;
- (d) Shall serve on the Los Angeles Community Colleges' District Academic Senate Executive Board and on other District Academic Senate Committees as directed by the Los Angeles City College Academic Senate;
- (e) Shall represent the Academic Senate on Shared Governance bodies as designated by the Academic Senate.

Section 2 Vice President. In addition to the duties set forth in Article IV, Section 2, of the Constitution of the Los Angeles City College Faculty Association, the Vice President of the Academic Senate:

- (a) Shall serve as chair of the Academic Senate Curriculum Committee.
- (b) Shall serve on the Executive Committee of the Academic Senate and perform such other duties as may be required by the Academic Senate or its President

Section 3 Secretary. In addition to the duties set forth in Article IV, Section 3, of the Constitution of the Los Angeles City College Faculty Association, the Secretary of the Academic Senate:

- (a) Shall maintain two up-to-date copies of the Constitution of the Los Angeles City College Faculty Association and two up-to-date copies of the Bylaws of the Academic Senate in the College Library, one of each to be put on reserve and one of each to circulate;
- (b) Shall serve on the Executive Committee of the Academic Senate and perform such other duties as may be required by the Academic Senate or its President.

Section 4 Treasurer. In addition to the duties set forth in Article IV, Section 4, of the Constitution of the Los Angeles City College Faculty Association, the Treasurer of the Academic Senate:

- (a) Shall serve as chair of the Academic Senate Budget, Finance, and Membership Committee and as a member of the College's Professional Growth Committee.
- (b) Shall keep an accurate record of the receipts and expenditures of all Los Angeles City College Faculty Association accounts;
- (c) Shall pay, by check, expenditures authorized by the Academic Senate;
- (d) Shall submit a monthly financial report to the Academic Senate;
- (e) Shall assure that all checks and withdrawal slips are countersigned by two of three officers - President, Vice-President, and Treasurer;
- (f) Shall advise the officers and members of the Los Angeles City College Academic Senate and Faculty Association on budget and financial matters;
- (g) Shall serve on the Academic Senate's Executive Committee and perform such other duties as may be required by the Academic Senate or its President.

Section 5 Parliamentarian. In addition to the duties set forth in Article IV, Section 5, of the Constitution of the Los Angeles City College Faculty Association, the Parliamentarian:

- (a) Shall serve as chair of the Academic Senate's Constitution and Bylaws Committee.
- (b) Shall serve on the Academic Senate's Executive Committee and perform such other duties as may be required by the Academic Senate President.

ARTICLE IV

Meetings

Section 1 A regularly scheduled meeting of the Academic Senate shall be held on the first and third Thursday of each calendar month during which the College is in regular session, unless otherwise called by the Academic Senate or its Executive Committee. If the first or third Thursday is a holiday, then the scheduled meetings for that month shall be held at a time decided upon by the Academic Senate. Regularly scheduled meetings of the Academic Senate may be cancelled by the Executive Committee with 72 hours advanced notification due to insufficient business.

Section 2 The quorum necessary to conduct business at any meeting of the Academic Senate shall consist of any fraction over one third of the authorized membership of the Academic Senate.

Section 3 In the event a member of the Academic Senate who is a departmental Senator or alternate is unable to attend a meeting of the Academic Senate, a member of the same instructional department, who is not a member of the Academic Senate, may be designated as proxy. This written proxy will be delivered to the Academic Senate secretary prior to the attended meeting, signed by the non-attending Academic Senator or the Department Chair.

Section 4 All committee reports shall be submitted in writing to the Academic Senate, and the Secretary shall bind them together with the minutes of the meeting in the permanent minutes' book.

ARTICLE V

Institutional Membership



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles City College

Section 1 The Academic Senate may accept or withdraw from institutional membership in any local or state organization, whose primary purpose is to promote the welfare of the Community Colleges and their faculties. This shall be accomplished by a two-thirds majority of the votes cast by the membership of the Los Angeles City College Faculty Association, voting by secret ballot.

Section 2 The Los Angeles City College Faculty Association shall send representatives to the District Academic Senate pursuant to the provisions of the Constitution and Bylaws of the District Academic Senate.

Clause 1 District Academic Senators shall be elected by the membership of the Los Angeles City College Faculty Association, voting by secret ballot, and said District Senators shall be members-at-large of the Academic Senate of the Los Angeles City College Faculty Association.

ARTICLE VI

Elections

Section 1 The election of the officers of the Los Angeles City College Academic Senate and the committee members who are elected by the membership of the Faculty Association shall be held in May with the results announced at the first meeting after elections close. Officers must be elected by a majority vote. If no candidate receives a majority, a runoff election will be held with only the names of the two candidates who received the highest number of votes in the first round on the ballot and all other names removed. A majority vote is not required for elected committee members.

Section 2 Departments shall elect their Departmental Senators before the end of the first week of each Fall Semester.

ARTICLE VII

Amendments

These Bylaws may be amended by an affirmative vote of two-thirds (2/3) of the members in attendance at the first regularly scheduled meeting, with a quorum present, following the meeting of the Academic Senate at which the amendment or amendments were read, provided the proposed amendment or amendments appear on the printed agenda for said stated meeting.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles Harbor College

In folder, PDF



Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles Mission College

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Current as of 11/20/2014
ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles Pierce College

Not available



Los Angeles Southwest College

Los Angeles Southwest College Academic Senate Constitution

**ARTICLE I
Name and Purpose**

- Section 1. Name: The name of this organization shall be the Academic Senate of Los Angeles Southwest College.
- Section 2. Purpose: The purpose of the Los Angeles Southwest College Academic Senate shall be:
- A. To advance the professional status of Los Angeles Southwest College faculty by promoting its role in the establishment of policy in academic and professional matters at the college.
 - B. To provide a means for expression of opinion by the faculty.
 - C. To make possible the democratic cooperation and participation of all members in matters pertaining to the general welfare of Los Angeles Southwest College.
 - D. To provide the faculty with a formal representative voice for advisory and recommending institutional policies that address academic and professional matters.

**ARTICLE II
Membership**

- Section 1. Membership: The membership shall consist of all certificated persons who teach in the college or other certificated persons who do not perform administrative or supervisory services in the District, and whose employee classification is a part of the AFT unit.

**ARTICLE III
Officers**

- Section 1. Officers: The Officers of the Academic Senate shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, Immediate Past President, and three District Senators.
- Section 2. Eligibility: The President and Vice-President shall be tenured. No person who serves as assistant to the College President on any special assignment shall represent the Senate in any way.
- Section 3. Executive Committee: The Executive Committee shall consist of the President, (amended 4/07) Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President, District Senators, Chair of Chairs, and one adjunct faculty representative. The Committee may exercise emergency powers during the intervals between stated meetings of the Academic Senate, and during the time that the college is not in session. Any action taken under the clause shall be by an affirmative vote of a majority of the membership of the Executive Committee, and must be ratified by the Senate.
- Section 4. District Senators: The number of District Senators shall be determined by the specifications stated in the By Laws of the District Academic Senate of the Los Angeles Community Colleges.
- Section 5. Department Senators:
- A. There shall be one Department Senator for each of the following: Arts, Behavioral and Social Science, Business, Child Development, Counseling, English and Foreign Language, Learning Skills Institute, Library, Life/ Physical Science/Health/Physical Education, Math/Engineering/Technical, and Nursing.



Los Angeles Southwest College

- B. Consulting Instructors and Instructors Special Assignment who have more than .5 of a full-time assignment outside of a department may elect one Department Senator.
- C. There shall be two full-time College Senators at large.
- D. There shall be two part-time College Senators at large.
- Section 6. The Term of Office:
- A. The term of office for all Officers shall be two years.
- B. The term of office for all Department Senators shall be two years.
- C. The term of office for District Senators shall be two years.

ARTICLE IV
Duties of Officers

- Section 1. The President shall:
- A. Serve as presiding officer of all meetings of the Senate and Executive Committee.
- B. Serve as chairman of the Executive Committee.
- C. Serve as District Senator.
- D. Serve as ex officio member of all committees.
- E. Serve on the College Policy Advisory Committee.
- F. Appoint all standing and ad-hoc committee members when the membership of the committee is fewer than stated in the By Laws, and with the approval of the Senate.
- G. Approve disbursement of all funds as directed by Article IV in the By Laws.
- H. Call meetings of the Executive Committee, Senate, and faculty.
- I. Prepare agendas for the meetings.
- J. Perform other duties as authorized by the Senate.
- K. Report to the Senate and faculty on District Senate business.
- Section 2. The Vice-President shall:
- A. Perform all presidential functions in the absence of the President or the ability of the President to act.
- B. Coordinate all committees of the Senate, and be an ex officio member of all committees, except Professional Standards and Issues.
- C. Be a member of the Professional Standards and Issues Committee.
- D. Be a member of the Executive Committee.
- E. Perform other duties as authorized by the Senate.
- Section 3. The Secretary shall:
- A. Record and publish the minutes of the Senate, Executive Committee and faculty meetings.
- B. Keep attendance at Senate and Executive Committee meetings.
- C. Keep a complete file of all Senate records.
- D. Shall be responsible for Senate Correspondence.
- E. Maintain up to date copies of the Constitution and By Laws.
- F. Serve as a member of the Executive Committee.
- G. Perform other duties as requested by the President or the Senate.
- Section 4. The Treasurer shall:
- A. Keep a record of all Senate funds and dues.
- B. Make disbursements as directed by the President and/or the Senate in compliance with the By Laws.
- C. Give a written report at each Senate meeting.



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- D. Give a written annual report at the last Senate meeting of the spring semester.
 - E. Serve as a member of the Executive Committee.
 - F. Serve as a member of the Social and Traditions Committee.
 - G. Maintain a current dues-paying membership list.
 - H. Distribute to each Department Chairperson a list of those eligible to run for office and vote in department Senator elections.
 - I. Perform other duties as directed by the President or the Senate.
- Section 5. The District Senators shall:
- A. Serve as college representatives to the District Academic Senate.
 - B. Serve as members of the Executive Committee.
 - C. Perform other duties as assigned by the President or the Senate.
- Section 6. The Immediate Past President shall:
- A. Advise the President of the Senate.
 - B. Serve as a member of the Executive Committee.
- Section 7. The Parliamentarian shall:
- A. Advise the President on parliamentary procedure.
 - B. Serve as Chairperson of the Constitution and By Laws Committee.
 - C. Perform other duties as assigned by the President or the Senate.

ARTICLE V

Senate

- Section 1. The Los Angeles Southwest College Senate shall be a representative senate. The governing body shall be the Officers, the College Senators and the District Senators.
- Section 2. Senators shall represent the departments or constituencies that elect them. They shall discuss and vote on all matters before the Senate. Senators shall act as liaisons to their departments or constituency. They may submit agenda items to the President of the Senate.
- Section 3. The Governing body shall meet a minimum of once a month during the Academic year.

ARTICLE VI

Eligibility, Nominations, Elections

- Section 1. Officers:
- A. Eligibility:
 - 1. The President and Vice-President shall be tenured faculty.
 - 2. All officers shall be dues paying members.
 - B. Nominations:
 - 1. Nominations for officers shall open no later than eight weeks before the end of the spring semester.
 - 2. Nominations shall be open for five consecutive school days. (Saturdays and Sundays shall not count as school days.)
 - 3. The elections committee Chairperson shall notify nominees of their nominations.
 - 4. Nominees must notify, in writing, within five working days of being notified, the elections committee chairperson of their willingness to be a candidate before their names can appear on the ballot.
 - 5. All candidates shall be dues paying members.
 - 6. Names of all candidates shall be distributed to all faculty members and posted for a minimum of five days prior to election.
 - C. Elections:



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1. Elections for officers shall be held no later than six weeks before the end of the spring semester.
2. Voting shall be held for five consecutive school days (Saturdays and Sundays shall not count as a school day).
3. Elections shall be held by secret ballot. Provision shall be made for write-in candidates.
4. Only those members of the faculty (full and part-time) who have paid dues no later than four weeks prior to the election are eligible to vote.
5. A majority of votes cast shall be necessary for election to office. In cases where no candidate receives a majority of votes cast, a subsequent vote shall be taken between the top two candidates.
6. Nominations and Elections Committee Members shall assume the function of tellers for the elections, unless one of the committee members is a candidate in which case an alternate shall be appointed by the President of the Senate.

Section 2.

Department Senators:

A. Eligibility:

1. Department Senators may be full or part-time members of the department.
2. A faculty member may be candidate in one department only.
3. Candidates must be dues paying members.

B. Nominations:

1. No later than eight weeks before the end of the semester, the Department Chairperson shall notify all department members (full and part-time) of the elections and ask for nominations.
2. Nominations shall be open for five consecutive school days.
3. The Department Chairperson will notify all nominees of their nominations and ask for confirmation of their candidacy in writing.
4. Nominees who wish to be candidates shall notify the Department Chairperson in writing within five school days. (Saturdays and Sundays shall not count as school days.)
5. The Department Chairperson shall send a list of candidates to the Elections Committee Chairperson in writing within five school days.)
6. Names of all candidates will be distributed by the Nominations and Elections Committee Chairperson to all eligible faculty.

C. Election:

1. The election shall be held no later than six weeks before the end of the during semester.
2. Only those faculty (full time and part-time) who have paid dues no later than four weeks prior to the election are eligible to vote.
3. Voting shall be by secret ballot. Provision shall be made for write-ins.
4. The Department Chairperson may direct the election or select a non-candidate member of the department to direct the election.
5. Voting shall be held for five consecutive school days.
6. A majority of votes cast shall be necessary for election. In cases where no candidate receives a majority, a subsequent ballot shall be taken between the top two candidates.
7. Results of the election shall be forwarded to the chairperson of the nomination and Elections Committee immediately.



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- Section 3. Full-Time Senators at Large:
- A. Eligibility:
 - 1. Must be a full-time faculty member.
 - 2. Must be a dues-paying member.
 - B. Nominations:
 - 1. Nominations shall be open no later than eight weeks before the end of the spring semester.
 - 2. Nominations shall be open for five consecutive school days.
 - 3. The elections committee chairperson shall notify nominees of their nomination.
 - 4. Nominees must notify, in writing, within five working days of being notified the elections committee chairperson of their willingness to be a candidate before their name can appear on the ballot.
 - 5. All candidates shall be dues-paying members.
 - 6. Names of all candidates shall be distributed to all faculty members and posted for a minimum of five days prior to the election.
 - C. Elections:
 - 1. Two full-time Senators shall be elected.
 - 2. The two with the most number of votes shall be elected.
 - 3. Elections shall be held for five consecutive school days.
 - 4. Elections shall be held by secret ballot. Provision shall be made for write-in candidates.
 - 5. Only those full-time faculty who have paid dues no later than four weeks prior to the election are eligible to vote.
 - 6. Nominations and Elections Committee members shall assume the function of tellers for the elections, unless one of the committee members is a candidate in which case an alternate shall be appointed by the Senate President.

- Section 4. Hourly Senators at Large
- A. Eligibility
 - 1. Shall be a part-time faculty at Southwest College at the time of the election and during their tenure in office.
 - 2. Shall be dues paying members.
 - B. Nominations
 - 1. Nominations shall be open no later than eight weeks before the end of the spring semester.
 - 2. Nominations shall be open for five consecutive school days.
 - 3. The elections committee Chairperson shall notify nominees of their nomination.
 - 4. Nominees must notify, in writing, within five working days of being notified, the elections committee chairperson of their willingness to be a candidate before their name can appear of the ballot.
 - 5. All candidates shall be dues paying members.
 - 6. Names of all candidates shall be distributed to all faculty members and posted for a minimum of five days prior to the election.
 - C. Elections
 - 1. There shall be three District Senators.
 - 2. The three with the most number of votes shall be elected.
 - 3. The election shall take place during the month of November.
 - 4. Elections shall be held for five consecutive school days.



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5. Elections shall be by secret ballot. Provision shall be made for write-in candidates.
6. Only those full-time and part-time faculty who have paid their dues at least two weeks prior to the election are eligible to vote.
7. Nominations and Elections Committee members shall assume the function of tellers for the elections, unless one of the committee members is a candidate in which case an alternate shall be appointed by the President of the Senate.

Section 5.

District Senators

- A. Eligibility
 1. Shall be a faculty member at Southwest College.
 2. Shall be a dues-paying member.
- B. Nominations
 1. Shall take place the third week of November.
 2. Nominations shall be open for five consecutive school days. (Saturdays and Sundays shall not count as school days.)
 3. The elections committee chairperson shall notify nominees of their nomination.
 4. Nominees must notify, in writing, within five working days of being notified, the elections committee chairperson of their willingness to be a candidate before their name can appear on the ballot.
 5. All candidates shall be dues paying members.
 6. Names of all candidates shall be distributed to all faculty members and posted for a minimum of five days prior to the election.
- C. Elections
 1. There shall be three District Senators.
 2. The three with the most number of votes shall be elected.
 3. The election shall take place during the month of November.
 4. Elections shall be held for five consecutive school days.
 5. Elections shall be by secret ballot. Provision shall be made for write-in candidates.
 6. Only those full-time and part-time faculty members who have paid their dues at least two weeks prior to the election are eligible to vote.
 7. Nominations and Elections Committee members shall assume the function of tellers for the elections, unless one of the committee members is a candidate in which case an alternate shall be appointed by the President of the Senate.

Section 6.

Eligible Voters

- A. Ten weeks before the end of the spring semester, the Treasurer shall distribute to faculty a list of all eligible voters.
- B. Eight weeks before the end of the spring semester, the Treasurer shall distribute a corrected list of all eligible voters.
- C. The corrected eligible voters list shall be used for the distribution of ballots.

ARTICLE VII

Vacancies

Section 1. Vacancies in any office other than President and Vice-President may be filled by appointment of the Senate President with the approval of the Senate.

Section 2. Vacancies in the office of the President or Vice-President shall be filled by special election.



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Section 3. Eligibility, nominations, and elections to fill a vacancy in the office of the President or Vice-President shall be conducted in the same manner as outlined in Article VI, Section I A, B, and C, except that the process shall start within three school days of the vacancy.

Section 4. Eligibility, nominations, and elections to fill a vacancy for Department Senator shall be conducted in the same manner as outlined in Article VI, Section 2 A, B, and C, except that the process shall start within three school days of the vacancy.

Section 5. Eligibility, nominations, and elections to fill a vacancy for Full-time Senator at Large shall be conducted in the same manner as outlined in Article VI, Section 3 A, B, and C, except that the process shall start within three school days of the vacancy.

Section 6. Eligibility, nominations, and elections to fill a vacancy for Part-time Senators at Large shall be conducted in the same manner as outlined in Article VI, Section 4A, B, and C, except that the process shall start within three school days of the vacancy.

ARTICLE VIII

Recall

Section 1. A recall of any member of the college senate may be demanded by a two-thirds majority of the entire senate held at a regular senate meeting or by petition signed by twenty percent of the faculty eligible to elect. (See Article VI.) This initiates a recall vote of the member.

Section 2. The recall vote shall be conducted by secret ballot. Voting must be available for five consecutive school days (excludes Saturdays, Sundays, and holidays). The Chairperson of the Elections committee shall conduct the voting.

Section 3. Nominations and Elections Committee members shall assume the function of tellers for the elections, unless one of the committee members in a candidate in which case an alternate shall be appointed by the President of the Senate.

Section 4. Any officer of the Senate may be recalled by a majority vote of the faculty eligible to vote.

Section 5. If the recall is affirmed, a vacancy shall be declared and an election shall be conducted according to Article VI, except the process must begin within three working days.

ARTICLE VIII

Parliamentary Authority

All questions of parliamentary procedure and parliamentary law shall be governed by Robert's Rules of Order, Revised, except as otherwise provided for in the Constitution of By Laws.

ARTICLE X

Quorum

Section 1. At regularly scheduled meetings of the Senate, a quorum shall consist of a simple majority of Senators. For the purposes of these sections, all Officers are Senators.

Section 2. At special meetings, a quorum shall consist of a simple majority of the senators.

Section 3. At Executive Committee meetings, a quorum shall consist of a simple majority of the members of the Executive Committee.

ARTICLE XI Amendments to the Constitution

Section 1. Amendments to this Constitution may be adopted in one of two ways.

A. By recommendation of two-thirds vote of the Senate membership and ratification by two-thirds of those dues-paying members voting, or



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- B. By recommendation of 10% or more of the dues-paying faculty and approval of two-thirds of the dues-paying members voting.
- Section 2. The amendment procedures may be used to substitute a constitution or a new set of regulations for the organization.
- Section 3. The Secretary of the Senate shall conduct all voting concerning amendments, voting being held not earlier than five school days after publication of proposed amendments.
- Section 4. All voting shall be by secret ballot and a notice of all ratified changes shall be sent to faculty members.

ARTICLE XII

Ratification of the Constitution

This constitution shall be submitted for ratification via secret ballot or as otherwise determined by the Senate members. The terms of the Constitution shall become effective immediately upon approval of two-thirds majority of the members voting.



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Los Angeles Southwest College Academic Senate By Laws

ARTICLE I

Committees

Section 1. The Academic Senate shall establish standing and ad hoc committees as may be required to carry out the functions of the Senate.

A. The President of the Senate shall with the approval of the Senate appoint committees and committee chairpersons.

B. Standing Committees and committee chairpersons shall be appointed for one year.

C. In the event a member of a standing committee resigns, the President of the Senate shall appoint a replacement to serve for the duration of the unexpired term.

D. Each standing committee, within its proper area shall consider, study and make recommendations concerning matters referred to it by the President of the Academic Senate.

E. A standing committee, when so directed by the Academic Senate, shall execute and administer policies and programs assigned to it. It may establish subcommittees from its membership if needed.

F. The Standing Committees of the Academic Senate shall be:

Academic Rank

Budget

Curriculum

Department Chairpersons

Executive

Honors

Institutional Planning and Development

Nominations and Elections

Professional Standards and Issues

Program Review

Social and Traditions

Staff Development

Travel/Conference

Section 2. The President of the Academic Senate shall appoint an ad hoc committee to consider any matter that does not fall within the area of one of the standing committees.

The membership of an ad hoc committee, with the approval of the Academic Senate, may include students and/or members of the Administration. Voting privileges shall be determined at the time of authorization. Each ad hoc committee shall submit its report to the Academic Senate, and it shall be dissolved upon the completion of its specific assignment.

Section 3. Responsibilities of Committee Chairpersons:

A. Examine the duties of the committee as outlined in the By Laws, and review "the duties" with the committee year.

B. Make suggestions for revision of the duties of the committee to the Senate as needed.

C. Bring before the committee all important matters within its purview.

D. Make sure that the committee thoroughly studies the questions presented and prepares reports and recommendations to the Academic Senate.

E. Present to the Academic Senate President a brief summary of the committee activities at the end of the academic year.



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F. At the direction of the Executive Committee, perform such functions as the Academic Senate President may assign in carrying out the purposes and policies of the Academic Senate.

G. Schedule date, time, and place of meetings and notify members.

ARTICLE II

Responsibilities of Committees

Committee Members who miss more than three meetings a year, may be replaced upon notification of the Academic Senate president by the committee chairperson.

Section 1. Academic Rank Committee

A. Structure: The committee shall have a minimum of six members.

B. Meetings: This committee shall meet as often as necessary to perform its responsibilities.

C. Functions: This committee shall be responsible for:

1. Following District Academic Senate Rules and Regulations.
2. Distributing rules and procedures to faculty.
3. Evaluating applications for completeness.
4. Determining if applicants have met the requirements.
5. Notifying applicants of advancement of rank or rejection of rank with explanation.

Section 2. Curriculum Committee

(Amended 4/07) A. Structure: All Department Chairpersons or their representatives shall serve on the committee, as well as the following individuals:

Articulation Coordinator, voting member; Non-Credit Program Coordinator, voting member; Institutional Researcher, non-voting member. The Vice President and Deans of Academic Affairs are ex-officio members of the committee and shall serve as designated by the college president.

B. Meetings: The committee shall meet at least once a month to carry out its functions.

C. Functions: This committee shall be responsible for:

1. Approval or rejection of new courses and programs.
2. Approval or rejection of new majors.
3. Changes in course requirements for a major or certificate program.
4. Changes in unit value of any course.
5. Review of existing courses and programs.
6. Listing IGETC courses.
7. Review course prerequisites and corequisites.
8. Review of general education pattern for both Associate in Arts degree and for certification to the CSU and UC system.
9. Approval, exclusion, review, and revision of any program that uses courses taught at this college.

Section 3. Department Chairpersons Committee

A. Structure: This committee shall consist of all College Department Chairpersons. These departments are Arts, Behavioral and Social Sciences, Business, Counseling, English and Foreign Language, Learning Skills Institute, Library, Life/Physical Science/Health/Physical Education, Math/Engineering/Technology, and Nursing. The President of the Senate shall be an ex-officio member of the committee. The Committee shall elect its chairperson yearly.



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- B. Meetings: This committee shall meet as often as necessary to carry out its responsibilities.
- C. Functions: This committee shall be responsible for:
 - 1. Deliberating on problems and proposals that will affect the College Departments particularly as it relates to program integrity and improvement.
 - 2. Deliberating on problems and proposals that affect their ability to be effective department chairpersons.
 - 3. Making recommendations to the Senate on Academic and Professional matters that affect their departments.
 - 4. Keeping the Senate informed on issues of concern related to scheduling, course offerings, curriculum, budget, and other Academic and Professional matters.
 - 5. At the direction of the Senate, performing other actions and duties as assigned by the Academic Senate President in carrying out the purposes and policies of the Senate.

Section 4. Executive Committee

- A. Structure: The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, Immediate Past President, and the three District Senators.

- B. Meetings: The Executive Committee shall meet as often as necessary to carry out their functions, but no less than once a month.
- C. Functions: The committee shall be responsible for:
 - 1. Carrying out the resolutions, policies, and activities shall be carried out in compliance with the Constitution and By Laws.
 - 2. The Committee may exercise emergency powers during the intervals between stated meetings of the Academic Senate, and during the time that the college is not in session. Any action taken under this clause shall be an affirmative vote of a majority of the membership of the Executive Committee, are subject to be ratified by the Senate.
 - 3. Transacting business and performing other functions consistent with the intent, purpose, and provisions of the Academic Senate Constitution and By Laws.
 - 4. Participating with the Academic Senate President in agenda development for general sessions meetings of the Academic Senate.
 - 5. Performing other actions and duties as assigned by the Academic Senate in carrying out its purposes and policies.

Section 6: Honors Committee

- A. Structure: This committee shall have a minimum of five members. There shall be one member from each of the following departments: Behavioral and Social Sciences, English and Foreign Language, Learning Skills Institute, Library, and Life/Physical Science/Health/Physical Education.
- B. Meetings: This committee shall meet as often as necessary to out its functions.
- C. Functions: This committee shall be responsible for:
 - 1. Overseeing the Honors Program.
 - 2. Setting standards, procedures and policies for the Honors Program.
 - 3. Approving courses for the Honors Program.

Section 7: Nominations and Elections Committee

- A. Structure: This committee shall have a minimum of three members.



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- B. Meetings: This committee shall meet as often as necessary to carry out its functions.
- C. Functions: This committee shall be responsible for:
 - 1. Securing nominations for and conducting all elections held by the Senate for:
 - a. Senate officers: President, Vice President, Secretary, Treasurer and Parliamentarian
 - b. District Senators
 - c. Full-time Senators at Large
 - d. Hourly Senators at Large
 - 2. Notifying all departments to conduct elections for department Senators.
 - 3. Preparing and distributing ballots.
 - 4. Certifying and posting election results
 - 5. Preparing and presenting a written report on nominations and elections for the Senate.
 - 6. Reporting any difficulties with nominations and elections to the Senate.

Section 7. Professional Standards and Issues Committee

- A. Structure: This committee shall include at least five faculty members.
- B. Meetings: The committee shall meet as often as necessary to carry out its responsibilities, but not less than five times a year.
- C. Functions: This committee shall be responsible for:
 - 1. Providing, upon request of the Academic Senate President, confidential professional advice, counsel, and when appropriate mediators, to faculty members on issues related to professional and ethical conduct which are not covered by the Collective Bargaining Agreement or other District policies or procedures.
 - 2. Considering, study and make recommendations to the Senate Executive Committee concerning complaints by individual members of the faculty regarding professional conduct.
 - 3. Investigating matters of academic privilege and freedom.
 - 4. Writing, reviewing, and publicizing Senate statements of Professional Conduct, and encouraging all faculty members to abide by its precepts.
 - 5. Making recommendations to the Academic Senate, on policies and procedures for enforcing the Academic Senates Statement of professional Conduct.

Section 8. Program Review Committee

- A. Structure: This committee shall have a minimum of five faculty members. Two administrators may also serve.
- B. Meetings: The committee shall meet as often as necessary to out its functions.
- C. Functions: This committee shall be responsible for:
 - 1. Reviewing the documents and procedures for Program Review.
 - 2. Make recommendations to the Senate for Change where appropriate.
 - 3. Maintain copies of completed program reviews.
 - 4. Maintain a schedule for department/discipline program review.
 - 5. Write and submit to the Senate an annual report on the major recommendations of the program reviewers.

Section 9. Social and Traditions Committee



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- A. Structure: The committee shall be comprised of at least three faculty members. The Treasurer shall be a member of the committee.
- B. Meetings: The committee shall meet as often as necessary to perform its responsibilities.
- C. Functions: This committee shall be responsible for:
 - 1. Planning and supervising all social events sponsored by the Academic Senate including activities designed to honor retiring faculty.
 - 2. Provide suitable gifts for retiring faculty.
 - 3. Send appropriate expressions of faculty sentiment in event of illness, accident, or bereavement.

Section 10. Faculty, Staff Development Committee

- A. Structure: There shall be a minimum of five faculty members on the committee, three of which shall serve on the Staff Development Advisory Committee.
- B. Meetings: The Committee shall meet as often as necessary to perform its responsibilities.
- C. Functions: This committee shall be responsible for:
 - 1. Coordinating professional development.
 - 2. Planning and coordinating flex activities.
 - 3. Approving individual faculty requests for travel from staff development funds.
 - 4. Taking to the Staff Development Advisory Committee suggestions for College-wide activities for staff development.
 - 5. Encouraging faculty to take full advantage of professional development.
 - 6. Reporting once each semester to the Academic Senate.

Section 11. Travel and Conference Committee

- A. Structure: This Committee shall have a minimum of three members.
- B. Meetings: This committee shall meet as often as necessary to carry out its functions.
- C. Functions: This committee shall be responsible for:
 - 1. The administration of the campus Convention and Conference Attendance and Travel Handbook, and in compliance with District and Senate rules.
 - 2. Giving a written report to the Academic Senate Executive Committee once a month.
 - 3. Giving a written annual report to the Academic Senate Executive Committee at the end of the academic year.

ARTICLE III

Dues

- Section 1. The amount of the annual dues shall be set by the Academic Senate. Dues shall be paid to the Treasurer or through voluntary payroll deduction.

ARTICLE IV

Expenditures

Authorization of expenditures in excess of fifty dollars shall be made only with the approval of a majority of the Senate. Authorization of expenditures less than fifty dollars may be made by the Executive Committee.

ARTICLE V

Amendments to the By Laws



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Section 1. These By Laws may be amended by an affirmative vote of a simple majority of the members of the Senate with the quorum present provided the amendment or amendments appear on a printed agenda for said stated meeting.

Section 2. This vote shall be held at the first meeting following the written presentation of the Amendments.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles Valley College

Articles of the Constitution of the Academic Senate
of Los Angeles Trade-Technical College

ARTICLE I NAME

The name of the society shall be the Academic Senate of Los Angeles Trade-Technical College.

ARTICLE II ENABLING AUTHORITY

This society is established under the authority of Title V, Sec. 13080, (Vol. 2, p. 717) of the California Code. By code definition, ‘Academic Senate’ means an organization whose primary function is, as representative of the entire faculty, to make recommendations to the administration concerning academic and professional matters.

ARTICLE III PURPOSE

The purpose of this society is to promote communication between the faculty and college administration, and to participate in the development and formulation of policies and practices relating to academic and professional matters for the welfare of students and faculty.

ARTICLE IV FUNCTIONS

- Section 1. The Academic Senate shall provide the faculty with a formal voice in the initiation, development and evaluation of District educational policy.
- Section 2. The Academic Senate shall provide the Administration and Board of Trustees with a means of ascertaining the convictions and suggestions of the faculty on academic and professional matters.
- Section 3. The Academic Senate shall appoint all faculty to college-wide standing and ad hoc. committees.
- Section 4. The Academic Senate shall accept a leadership role with responsibility for instructional innovation and professional growth.
- Section 5. The Academic Senate shall appoint a delegate to the State Academic Senate and provide a forum for determining local faculty opinion on issues of statewide concern, to be expressed through the State Academic Senate.
- Section 6. The Academic Senate shall provide a means for faculty to express their perspectives on college-wide budget and organization.
- Section 7. The Academic Senate shall conduct programs of social welfare for the faculty.

ARTICLE V MEMBERSHIP

- Section 1. The Academic Senate shall be composed of the Faculty-at-large, the Council, the Executive Committee, and the Representatives to the District Senate, the latter three groups all qualifying as Faculty-at-large.
- Section 2. Faculty-at-large shall be any and all regular and probationary instructors on the “preparation type” salary scale who are credentialed and have a regular assignment at the college that does not require an administrative or supervisory credential. The Student Council may send a non-voting representative from the Associated Student Organization to Senate meetings. The part-time faculty shall elect two representatives to represent concerns of faculty not on regular or probationary assignment status at the College. As such, these council members will have the same privileges as other regular members of the Senate council representing individual departments including the voting privilege. Should no candidates come forward to be elected, the Academic Senate Executive Board may appoint representatives for the part-time faculty.
- Section 3. Senate Council members shall be elected by the faculty in their respective departments. Each department shall be entitled to a minimum of two representatives. Department with over 16 members shall be entitled to one additional representative for every 8 department members over 16 or any fraction thereof (e.g. 18 members = 3 representatives).



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Angeles Valley College

- Section 4. The Executive Committee shall consist of five elected officers: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The immediate Past-President and the Parliamentarian shall be members ex-officio.

ARTICLE VI ELECTIVE OFFICES

- Section 1. Senate offices, except for the Parliamentarian, shall be elected by secret ballot between May 1 and June 1 of every even year. The election date shall be announced at the April meeting of the Senate Council and a Nominating Committee elected. Candidates shall be from the Faculty-at-Large and shall be elected by that body. A majority vote shall elect. If no candidate for a particular office should receive a majority, a run-off between the two candidates receiving the highest votes shall be held within five working days of the initial election. The term of office shall be two years beginning June first, and officers may be elected to serve consecutive terms in the same office.
- Section 2. Senate Council Members shall be elected by the faculty in their respective departments. The representatives shall serve for two academic years and their terms shall be staggered. Candidates for the Council must be qualified Faculty-at-Large.
- Section 3. District Faculty Senate Representatives shall be elected between November 1 and December 15 to serve for two years beginning January first. District Representatives must be qualified Faculty-at-Large and shall be elected by secret ballot by that body. One District Representative shall be elected for each 50 Faculty-at-Large or major fraction thereof, in addition to the President, who is automatically a member of the District Senate. Other officers may serve simultaneously as a District Representative, but they must be elected to the District Body.
- Section 4. The Academic Rank Committee shall be elected by secret ballot between November 1 and December 15. The committee shall consist of six members serving staggered terms. Two of the six members shall be elected annually to serve a term of three years beginning January First. Candidates must qualify as Faculty-at-Large and shall be elected by that body.
- Section 5. Removal of an officer shall require a two-thirds vote of the Senate Council.
- Section 6. Vacancy of an office may be filled by presidential appointment until the next regular election occurs, except for vacancy of the office of president, which is filled automatically by the vice-president.

ARTICLE VII DUTIES OF OFFICERS

- Section 1. The Senate President shall call meetings of the Senate, prepare agendas, preside; shall appoint with Council approval all standing and special committees except the Academic Rank Committee and the Nominating Committee; shall serve ex-officio on all committees except the two above named; shall serve in the District Academic Senate; and shall perform such other functions as the Senate shall delegate. The Parliamentarian shall be appointed by the president, with the approval of the Council. An Election Committee appointed by the President shall conduct elections.
- Section 2. The First Vice-President shall act in the absence of the President or when the chair is vacated during a Senate meeting.
- Section 3. The Second Vice-President shall act in the absence of the First Vice-President and shall chair the Social Committee.
- Section 4. The Secretary shall conduct the correspondence of the Senate; record, publish, and distribute the minutes of each Council meeting for approval at the next meeting; record and keep minutes of the Executive Committee meetings; send out notices of Senate meetings; keep a list of all standing and special committees with a roster of their members; keep and endorse on the reports of committees the dates of their reception; and keep a roster if Council members and their terms of office.
- Section 5. The Treasurer shall keep a record of the funds of the Senate, collect any dues, make disbursements with prior approval of the Council signed by the President and Secretary, and submit a report on the current state of Senate finances at each regularly scheduled meeting of the Council.
- Section 6. The parliamentarian shall advise the President on parliamentary questions; shall review procedure to ensure that the Constitution, By-Laws, and established rules of order (Article VII. Sect. 3) are being followed; shall maintain a copy of the Constitution and By-Laws and make such copy available to all



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Senate meetings; shall serve ex-officio as parliamentary advisor to any committee requesting service; and shall perform other functions assigned by the President.

ARTICLE VIII MEETINGS, QUORUM, AND RULES

- Section 1. Meetings of the Senate Council shall be held regularly once each calendar month during fall and spring semesters scheduled in advance, and called by the President. Special meetings shall be open to Faculty-at-Large and to invited guests. Only Council members may vote.
- Section 2. A Quorum of the Senate Council shall consist of 10 Council members, other than the Executive Committee
- Section 3. Robert's Rules of Order Revised shall govern the Faculty Senate in all cases to which they are applicable and which are not inconsistent with the Constitution and By-Laws of this Society.

ARTICLE IX ADOPTION AND AMENDMENT

- Section 1. Adoption of this Constitution shall require a majority vote of the Faculty-at-Large, and be effective immediately thereafter.
- Section 2. Amendments to this constitution must be approved by a two-thirds vote of the Faculty-at-Large.



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BY- LAWS OF THE ACADEMIC SENATE OF LOS ANGELES TRDE-TECHNICAL COLLEGE

ARTICLE I CONDUCT OF SENATE COUNCIL MEETINGS

- Section 1. The time and place of the regular meetings shall be determined by the Senate Council at the January meeting each year.
- Section 2. An agenda and the minutes from the previous meeting for each meeting shall be prepared and distributed to members of the Senate Council two working days prior to the meeting. Changes may be made in the agenda by majority vote of the members present. The agenda shall include but not be limited to the following: approval of the minutes, Treasurer's report, committee reports, old business, new business, and department reports. Committee reports shall be submitted in writing to the secretary 24 hours prior to the meeting at which the report is to be given.
- Section 3. The duration of the regular meeting shall not exceed two hours unless approved by majority vote of the members of the Council present. The Senate Council may vote to increase the number of monthly meetings beyond one should official business require such action relative to AB 1725 mandates.

ARTICLE II COMMITTEES

- Section 1. The Executive Committee, composed of officers, parliamentarian, and past-president, shall advise the Senate President, assist in planning the agenda for Council meetings, and meet at the discretion of the President. Approval by the Executive Committee shall be required of all Requests for Faculty Conference Attendance. Procedures shall include but are not limited to: a maximum amount per conference, the number of allotments per instructor, eligibility of individuals, and procedure for evaluation of applications.
- Section 2. The Academic Rank Committee shall consist of six Members-at-Large elected by the body to serve three year staggered terms beginning January 1. The Committee shall consider faculty applications for advancement in professional rank. The Chair of the Committee shall be elected by committee members and shall follow the procedures of the Los Angeles Community College District Policy on Academic Rank.
- Section 3. The Administration Evaluation Committee shall consist of the President and three Faculty-at-Large selected by the Council. The President shall chair the Committee which shall meet or convene each school year ending in an even digit; provide a written evaluation of the college administration. Upon approval of the evaluation by the Council, copies shall be sent to the College President.
- Section 4. The Election Committee shall consist of five faculty-at-large, appointed by the President to serve for one year beginning April 1. The Committee shall prepare numbered ballots, publicize and conduct the polling, and act as tellers for elections by the faculty-at-large as prescribed in Article 3, Section 11. No members of the Election Committee may be a candidate for the election or actively involved in campaign activities. The Committee shall report election results to the Senate President in writing, giving the number of votes cast, those necessary for election, the count for each candidate, the number of blanks, and illegal or illegible votes, and shall deposit the ballots with the Secretary, who shall retain them until it is certain that a recount is not ordered.
- Section 5. The Social Committee shall have charge of activities designed to sponsor and develop collegiality among the faculty and their families. Activities and expenditures of the Committee shall be funded on a self-sustaining basis. The Committee shall be responsible for raising its funds, maintaining its own books, and reporting to the Senate Council monthly. The Committee shall conduct the following activities: the Faculty Breakfast at the opening of the fall semester, the Retirement Tea, the Faculty Social at graduation, and other functions as deemed appropriate by the committee.
- Section 6. The Nominating Committee shall consist of five members of the Council to be elected by that body at its April meeting. The committee shall elect one of themselves Chairperson and prepare a slate of candidates for Senate Officers to be presented to the Council at its May meeting.
- Section 7. The Curriculum Committee shall act as an advisory body to the college President. The Committee shall be responsible for: recommending policies concerning the curriculum, general education, graduation requirements, transfer requirements, academic standards, and related matters; and approve proposals, new courses or programs, including additions, deletions, or changes involving more than one department. The Committee shall be composed of:



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- Faculty member appointed from the Council
- 1- Faculty member elected from each department
- 1- Faculty member appointed by the AFT
- 1- Assistant Dean/Chair from each department
- 1- Faculty member elected from the Labor Center
- 1- Faculty member elected from Coop. Ed.
- 1- Faculty member elected from Apprenticeship

The Chairperson and Secretary shall be faculty members elected by the Committee.

- Section 8. The LRC Committee shall consist of six Faculty at Large selected by the Council, two members of the LRC staff, and the Vice-President of Academic Affairs or his/her designee. The Chair is to be selected by the Committee. The Committee shall report to the Council on matters concerning the operation of the LRC.
- Section 9. The Counseling Committee shall consist of six Faculty at Large selected by the Council, two counselors selected by the Counseling Department, one representative of Academic Services, and one representative of Academic Affairs. The Chair is to be selected by the Committee. The Committee shall report to the Council on matters concerning the operation of Counseling services.
- Section 10. Special Committees shall be formed as needed. Members shall be appointed by the President and confirmed by a majority of the Council.
- Section 11. Voting Procedure
 - Check to see if faculty member's name appears on the faculty list. (See Budget Office and Vice-President of Academic Affairs for development of this list). Eligible voters are tenured track instructors, probationary and regular at the college (specified in Article VI, Section 1).
 - Have the faculty member sign and date opposite his/her name.
 - Give prepared ballot to the faculty member for his/her note. Voting must be done at that time in the vicinity of the polling place. No absentee ballots.
 - Have the faculty member deposit ballot in the ballot box and initial on the faculty list when ballot is deposited.
 - The ballot box will be stored each evening in the Campus Police Office.

Contested Ballot Procedure:

Situation: Faculty member's name does not appear on the prepared faculty list.

Action:

- Faculty member prints name and signs at end of prepared list.
- Places marked ballot in envelope with his/her name and signature and situation.
- Prior to the counting, the Election Committee will rule on these situations individually. If deemed eligible, the ballot will be removed from the sealed envelope and placed into the ballot box to be counted along with all other ballots.

Contested Election Procedure:

- The contest of an election must be based upon a violation of the provisions of the Constitution of this body.



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- The Parliamentarian of the Senate will decide issues of this nature.
- In the event a new election is called for, the necessary corrections in procedures shall be made and the election conducted as prescribed in the By-Laws prior to the closing of the spring semester.

ARTICLE III ADDITION, REVISION, DELETION OF BY-LAWS

- Section 1. A proposed amendment to the By-Laws may be made by any member of the Council for consideration at any regular meeting.
- Section 2. A proposed amendment to the By-Laws shall be referred to the Executive Committee for study and report at the next meeting.
- Section 3. The Council may adopt a proposed amendment by a two-thirds vote of all Council members present and voting at the next meeting.



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Los Angeles Valley College Academic Senate Constitution and By-Laws

Preamble

The Los Angeles Valley College Academic Senate promotes the educational goals of the college's students and provides a formal and effective procedure for faculty to participate in the formation of college and district policies on academic and professional matters. The Academic Senate, in cooperation with the Administration, shall endeavor to uphold the mission and vision of the college.

Article I. Name, Purpose and Function

Section 1. Name

The name of this organization shall be the Los Angeles Valley College Academic Senate, hereafter called the Senate.

Section 2. Purpose and Function

The Senate shall serve as the official representative body for the faculty of Los Angeles Valley College with respect academic and professional matters.

The Senate shall represent the faculty of Los Angeles Valley College in academic and professional matters. The Senate shall advance the professional recognition of the faculty and promote the advancement of the academic program.

The Senate shall make possible the democratic cooperation and participation of its members in the formulation of educational policies and practices, the upholding of the principles of professional ethics, and the resolution of all matters affecting the academic and professional welfare of the academic program and the faculty of Los Angeles Valley College.

In carrying out the mandates of Title 5, Section 53200, the Senate's primary function is to make recommendations to the District's governing board with respect to academic and professional matters.

Academic and professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.



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Article II. Membership

Section 1. Electorate Membership

The Senate Electorate shall consist of all faculty (full and part time) of Los Angeles Valley College.

Section 2. Senate Membership

The Senate Membership shall consist of the following:

- 5 Senate Officers
- 21 elected Representatives from the faculty at large
- 3 appointed DAS Representatives
- Immediate Past President (ex-officio)
- 1 Adjunct Representative
- Any Emeritus LAVC Senator who has served at least one term

Section 3. Terms of Office for Senate Members

Senate members are elected for academic three years commencing on September 1st.

Article III. Elections

Section 1. Elected Officers

The Electorate shall elect the following constitutional officers: a president, an executive vice president, a curriculum vice president, a secretary, and a treasurer. Only regular contract faculty are eligible to run and hold these offices.

Section 2. Elected Representatives

The Electorate shall elect twenty-two members to serve as their Senate representatives. Twenty-one shall be regular or contract faculty and one shall be an adjunct.

Section 3. Election Process

Elections must be completed by the end of April.

The Senate shall convene the Senate Elections Committee (SEC) at the March Senate meeting. The SEC will be comprised of four Senators not up for election. The SEC will elect a Chair.

Interested parties must submit their full name and a statement of intent to run for election to a specified seat during the specified time frame of five working days as published in the College Bulletin and emailed to all faculty members with an LAVC email address. The statement of intent to run for election must be sent by email to the Chair of the Senate Elections Committee and may not exceed two hundred words. Failure to submit a statement of intent to run for election will render any potential candidate ineligible to have their name included on the ballot.

The names of the candidates will then be posted for five working days on the bulletin board in the mailroom in the Administration Building, published in the College Bulletin, and emailed to all faculty members with an LAVC email address.

Ballots of eligible candidates will be placed in all faculty mailboxes in the mailroom in the Administration Building during a specified time frame as published in the College Bulletin and emailed to all faculty members with an LAVC email address.

Ballots must be returned to the ballot box in the mailroom in the Administration Building during a specified time frame as published in the College Bulletin and emailed to all faculty members with an LAVC email address.

The ballots will be tallied during a specified time frame as published in the College Bulletin and emailed to all faculty members with an LAVC email address. The Chair of the Senate Elections Committee will convene a ballot counting committee composed of the Chair of the Senate Elections Committee, the President of the Senate, and an AFT Representative. In the event any of the above listed are running for office, the individual may appoint a designee to serve in their place. All candidates running for office shall be notified of the time and place when ballots will be tallied and may attend the session as an observer.

The Chair of the Senate Elections Committee will notify all candidates of the outcome of the election and post the election results on the bulletin board in the mailroom in the Administration Building, publish the results in the College Bulletin, and email the results to all faculty members with an LAVC email address.



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Section 4. Special Elections

A special election may be called as necessary by action of the Senate or by petition of a majority of the Electorate.

Article III. Elections (LARRY VERSION)

Section 1. Elected Officers

The Electorate shall elect the following constitutional officers: a president, an executive vice president, a curriculum vice president, a secretary, and a treasurer. Only regular and contract faculty are eligible to run for and hold these offices.

Section 2. Elected Representatives

The Electorate shall elect twenty-two members to serve as their Senate representatives. Twenty-one shall be regular or contract faculty and one shall be an adjunct.

Section 3. Election Process

The Senate shall convene the Senate Elections Committee (SEC) at the February Senate meeting. The SEC will be comprised of four Senators not up for election. The SEC will elect a Chair. Elections will be conducted by a process developed by the SEC and approved by the Senate body. Senate constitutional officers shall be elected in the spring semester of odd number years. Term of office shall run from July 1 until June 30 of the next odd number year.

Section 4. Special Elections

A special election may be called as necessary by action of the Senate or by petition of a majority of the Electorate.

Article IV. Senate Officers

Section 1. Term of Office

The term of office shall be for two years commencing July 1st.

Section 2. Duties of Officers

The President of the Senate shall preside over all meetings. He/she shall be responsible for the execution of all decisions made by the Senate and shall act as their authorized spokesperson. Subject to the approval of the Senate, he/she may appoint members of the Senate, DAS Representatives, and may appoint or remove members of Senate committees.

The Curriculum Vice President chairs the LAVC Curriculum Committee and shall report on all substantive issues relating to curriculum and its subcommittee's work at Senate meetings.

The Executive Vice President, co-chairs the Educational Planning Committee, presides over the Senate when the President is unable to do so, and otherwise aids the President in Senate-related matters.

The Secretary shall keep all minutes of Senate meetings and distribute them to the faculty by email within two weeks after the meeting.

The Treasurer shall collect, hold, and disperse all dues, assessments, or other moneys belonging to the Faculty Association Committee. The Treasurer shall also present a monthly budget/expenditure report to the faculty at the first fall meeting of the Senate. The treasurer shall also serve as the chair of the Faculty Association Committee.

No Senator shall hold more than one Officer position.

The Senate President may appoint an officer position if the position is vacant.

Article V. Meetings of the Senate

Section 1. Calling Meetings

Meetings of the Senate shall be called by the Senate President who shall establish and distribute a yearly calendar providing for regular meetings once a month, when possible, during the academic year.

Meetings shall be open all members of the Electorate.

Special meetings shall be called by the President of the Senate at the request of a majority of Senate Representatives or when deemed necessary by the Senate President.



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An executive session may be called by the Senate President or by a vote of two-thirds of the members present at a Senate meeting. Executive sessions may only be attended by the Senate membership. Meetings shall be run pursuant to the Brown Act.

Section 2. Agendas and Minutes

The President shall establish and distribute the agenda to all Senate members for Senate meetings at least three (3) working days prior to the scheduled meeting. The Secretary shall distribute the minutes of Senate meetings to all Senate members within two (2) working weeks after the meeting. The agenda and the minutes for each meeting shall be posted in the mailroom and made available to all faculty members.

Section 3. Senate Actions

Actions of the Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the members present, a quorum being 50% plus 1 of the Senate membership.

Article VI. Recall and Replacement of Senators

Section 1. Any elected officer or representative shall be subject to recall. To recall an officer or representative, an approval of at least 2/3 of the Senate is required. Reasons for recall include, but are not limited to: three or more unexcused absences, dereliction of duty, and malfeasance.

Section 2. To initiate a recall, any Senator may ask the Senate President to place the subject of the recall on the agenda three working days in advance of the next scheduled Senate Meeting. In the case of a Senate President recall, any Senator may ask the Executive Vice President to place the recall on the agenda three working days in advance of the next scheduled Senate meeting.

Section 3. In the case of a resigned or recalled Senator, the Senate president may appoint a new Senator with the approval of a majority of the Senate. Appointed Senators may finish out the remainder of the term of the Senator they are replacing.

Article VII. Committees of the Senate

Section 1. Executive Committee

The Senate Executive Committee shall consist of the Senate President, Executive Vice President, Curriculum Vice President, and two additional Senators selected by the Senate President to serve a term of at least one academic year. Whenever possible, the Senate Executive Committee shall be composed of at least one non-classroom faculty member, either elected or appointed by the Senate President, for the purpose of representing the view of non-classroom faculty on the Senate Executive Committee

Section 2. Curriculum Committee

The Valley College Curriculum Committee (VCCC) acts as an advisory body to the Senate. The VCCC shall be responsible for (1) recommending policies concerning curriculum, general education, graduation requirements, occupational certificate requirements, transfer requirements, academic standards, and related matters; and (2) recommending for approval curricular proposals concerning new courses or programs, and additions, deletions, or changes to existing courses or programs.

Section 3. Educational Planning Committee

The Educational Planning Committee (EPC) acts as an advisory body to the Senate in regards to FTEF allocations and is responsible for drafting, reviewing, and revising the College's Educational Master Plan.

Section 4. Program Effectiveness and Planning Committee

The Program Effectiveness and Planning Committee (PEPC) acts as an advisory body to the Senate in regards to program review.

Section 5. Hiring Planning Committee

The Hiring Planning Committee (HPC) acts as an advisory body to the Senate in regards to faculty hiring prioritizing.

Section 6. Campus Distance Education Committee

The Campus Distance Education Committee (CDEC) acts as an advisory body to the Senate in regards to distance education.

Section 7. Professional Development Advisory Committee



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The Professional Development Advisory Committee acts as an advisory committee for the flexible calendar program and is to be chaired by the Director of Professional Development/STARS. The committee is responsible for making recommendations on staff, student, and instructional improvement activities in accordance with Title 5, Section 55730 (e)). The recommendations should be based upon a comprehensive planning process that includes needs assessment and evaluation, including approval of individual faculty plans for professional growth.

Section 8. Academic Rights and Responsibilities Committee

The Academic Rights and Responsibilities Committee is an ad hoc committee of the Senate. The committee is formed when any action that is harmful to or disruptive of the academic process in direct and demonstrable manner is brought before the Senate, or as otherwise needed.

Section 9. Academic Rank Committee

The Academic Rank Committee acts as an advisory body to the Senate in regards to conferring academic rank to members of the faculty. The Chair of the Academic Rank Committee shall be elected every two years by the Senate membership.

Section 11. OAC

Section 12. General Education/ Transfer Committee

Section 10. Faculty Association Committee

The Faculty Association Committee promotes and supports the faculty through professional and social activities. In addition, the association supports students through the granting of scholarships. The committee makes recommendations to Senate regarding the disbursement of association funds.

Section 11. List of Committees with Academic Senate Representatives

Budget

Work Environment Committee

Technology

Student Services

Graduation

College Council

Other committees as needed

Article VII. Amendments to the Constitution and By-Laws

Section 1. Proposal of Amendments

Amendments to the Constitution and By-Laws may be proposed by a majority of those present at a meeting of the Senate, by a petition signed by 20% of the regular contract faculty, or by the Senate Executive Committee.

Section 2. Notification and Ratification of Amendments

All proposed amendments shall be submitted in writing to the entire Senate membership at least ten (10) working days prior to voting. An amendment shall be considered ratified if it receives a two-thirds vote of the Senate membership or electorate and will be effective immediately.

Section 3. Copies of the Constitution and By-Laws

The President shall supply to all members of the Senate the latest revised copies of the Constitution and By-Laws and post a copy on the Senate web page.

Section 4. Review of the Constitution and By-Laws

The Senate will conduct a review of the Constitution and By-Laws at least every five years.



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Los Medanos College

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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mendocino College

Not Available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Merced College

Not available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Merritt College

Not Available



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Miracosta College

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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Modesto Junior College



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Monterey Peninsula College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Moorpark College



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Mission College

Moreno Valley College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Mt. San Antonio College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Mt. San Jacinto College



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Mission College

Napa Valley College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Norco College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Ohlone College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Orange Coast College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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Oxnard College



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Palo Verde College



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Mission College

Palomar College



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Pasadena City College



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Mission College

Porterville College



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Mission College

Reedley College



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Rio Hondo College



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Riverside City College



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Sacramento City College



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Saddleback College



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San Bernardino Valley College



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Mission College

San Diego City College



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San Diego Mesa College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

San Diego Miramar College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
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San Joaquin Delta College



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San Jose City College



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Mission College

Santa Ana College



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Santa Barbara City College



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Santa Monica College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Santa Rosa Junior College



Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Santiago Canyon College



Current as of 11/20/2014

ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Shasta College



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Sierra College



Current as of 11/20/2014

ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Skyline College



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ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Solano Community College



California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Southwestern College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Taft College



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Ventura College



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ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Victor Valley College



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ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

West Hills College Coalinga



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ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

West Hills College Lemoore



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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

West Los Angeles College



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ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

West Valley College



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ACADEMIC SENATE
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California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Woodland Community College



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ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**

California Community College Academic Senate Constitutions, Bylaws, and Rules of Order:
Mission College

Yuba College



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ACADEMIC SENATE
for **CALIFORNIA COMMUNITY COLLEGES**