

11/21/18 PROPOSED BYLAWS REVISIONS

ARTICLE II: DUTIES OF OFFICERS

Section 1: President

It will be the duty of the President to:

- A. Preside at all meetings of the Senate.
- B. Be non-voting except in cases where a vote by the Senate results in a tie.
- C. Appoint faculty representatives to college committees.
- D. Appoint faculty to Senate committees according to the provisions of Article III.
- E. Create such ad hoc committees as required to fulfill specific objectives of the Senate and select the members for such committees.
- F. Serve as the official representative from the Senate to any other organization.
- G. Call and preside over such special meetings of the Senate as deemed necessary.
- H. Call a special meeting for the purpose of filling vacancies, which may occur in the Senate in accordance with the election code, Article VIII.
- I. Represent the Senate at all official meetings of the Board of Trustees during the school year or send a delegate.
- J. Appoint a parliamentarian from among the members of the Senate.
- K. Represent the local Senate at the State Academic Senate (ASCCC) as the District delegate at both Area and Plenary meetings, or send a delegate.
- L. Meet regularly with the Administration (notably the Superintendent/President and the Vice President of Academic Affairs) to maintain free and open communications.
- M. Solicit and select faculty to serve on District hiring committees.
- N. Calendar the next year's meetings and retreats

Section 2: Vice President

It will be the duty of the Vice President to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as assistant to the President in all duties of the President.
- C. ~~If a full-time, tenure-track faculty member, a~~ Assume the duties of the President during any temporary absence of the President.*
- D. Perform such other duties as may be assigned by the President.
- E. Assist with the assignment of faculty to College and Senate committees.
- F. Serve as a Senate representative on selected College committees. (When possible, this will include the Curriculum Committee.)

~~* In the case that the neither the Vice President, nor the Executive Secretary is not a full-time, tenure-track faculty member, the Senate will conduct a special election to select a full-time, tenure-track faculty member from the current members of the Senate who will assume the duties of the President during any temporary absence of the President.~~

Section 3: Executive Secretary

It will be the duty of the Executive Secretary to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as assistant to the President in all duties of the President.
- C. ~~If a full-time, tenure-track faculty member, a~~ Assume the duties of the President during any temporary absence of both the President and Vice President.*
- D. Perform such other duties as may be assigned by the President.
- E. Assist with the assignment of faculty to College and Senate committees.
- F. Assist with proofreading minutes prior to dissemination to the Senate.

~~*In the case that neither the Vice President, nor the Executive Secretary is a full-time, tenure-track faculty member, the Senate will conduct a special election to select a full-time, tenure-track faculty member from the current members of the Senate who will assume the duties of the President during any temporary absence of the President.~~

Section 4: Past President

It will be the duty of the Past President to:

- A. Serve as a member of the Senate Executive Committee.
- B. Advise the Senate President in matters of the office of the President.
- C. The Past President will advise the Senate and its officers on any matter affecting the duties and responsibilities of the Senate.
- D. Perform other duties as assigned by the Senate President.
- E. Assume the duties of the President in the temporary absence of the President, Vice President, and Executive Secretary.

Section 5: President-elect

- A. The President-elect is a Senator or past Senator who is selected to become president. The President-elect will serve on the Senate Executive Committee.
- B. If the President-elect is not a seated Senator, then they will attend Senate meetings but they will not have a vote.
- C. The President-elect will prepare for office by attending, at minimum,
 1. one State Academic Senate Plenary during the year prior to assuming the Presidency, preferably the spring Plenary.
 2. one Area B meeting during the year prior to assuming the Presidency.
 3. the State Academic Senate Leadership Institutewithin three years prior to taking office.
 4. various Council meetings whenever possible.

ARTICLE III: SENATE COMMITTEES

Section 4: Executive Committee

- A. Composition: The Senate President, Vice President, Executive Secretary, President-elect, and the Past President during that person's tenure as defined in the Constitution, and others as deemed necessary.
- B. Specification of Service: The President of the Senate, and the President-Elect must be tenured faculty; Adjunct faculty may be nominated, elected, and serve on the Executive Committee on the condition that at least one of the Executive Committee members besides the President and President Elect is a full-time, tenure-track faculty member.
- C. Duties: The Executive Committee will:
 - 1. Meet informally with the Administration for the purpose of maintaining free and open communication between the Administration and the Senate.
 - 2. Assign members to college committees with Senate designees. When assignments are made to unfilled seats, the President will consult with or notify the Executive Committee.
- D. Meetings: Meetings will be scheduled by the President. Meetings will be scheduled between Senate meetings as often as needed to plan and coordinate the work of the Senate.