

1 **BYLAWS TO THE CONSTITUTION OF THE SANTA ROSA**
2 **JUNIOR COLLEGE ACADEMIC SENATE**
3

4 **ARTICLE I:**
5

6 As specified in the Constitution of the Academic Senate, a major responsibility of the Senate as a
7 whole is to carry out all responsibilities delegated to a community college academic senate by
8 state law, the Board of Governors of the California Community Colleges, and the Board of
9 Trustees. These include, but are not limited to, the following:

- 10
11 A. Through collegial consultation, provide the Board of Trustees with the advice and
12 judgment of the faculty on professional and academic matters, **as agreed upon with**
13 **the Academic Senate and including all 10+1 matters as either "as rely primarily**
14 **upon" or "each mutual agreement with" as represented in Board Policy:**
15 1. Curriculum, including establishing prerequisites and placing courses within
16 disciplines.
17 2. Degree and certificate requirements.
18 3. Grading policies.
19 4. Educational program development.
20 5. Standards or policies regarding student preparation and success.
21 6. District and College governance structures, as related to faculty roles.
22 7. Faculty roles and involvement in accreditation processes, including self-study and
23 annual reports.
24 8. Policies for faculty professional development activities.
25 9. Processes for program review.
26 10. Processes for institutional planning and budget development.
27 11. Other academic and professional matters as mutually agreed upon between the
28 governing board and the Academic Senate. (Title 5 Regulations, Subchapter 2,
29 Section 53200, 53203)
30 B. Through joint agreement with the Board **of Trustees**, assist in the development of District
31 and College hiring criteria, policies and procedures (section 87360).
32 C. Through joint agreement with the Board, assist in the development of District and College
33 policies and procedures regarding equivalencies to minimum qualifications (section
34 87359), reassignment of administrators to **full-time contract** faculty positions (section
35 87458), and exceptions to the minimum degree requirements for tenure (section 87615),
36 and provide the Board with the advice and judgment of the faculty in regards to these
37 matters.
38 D. **Through consultation** Consult with the **collective** bargaining agent(s) **assist in the**
39 **development of regarding** faculty evaluation procedures and policies, and concerning
40 faculty service areas and competency requirements (section 87663, 87743.2).
41 E. **Through consultation with the chief executive officer [SRJC Superintendent/President]**
42 **or their designee.** Appoint faculty **members** to serve on college or District committees,
43 task forces, or other groups dealing with academic and professional matters (section
44 53202, f).
45

46 **ARTICLE II: DUTIES OF OFFICERS**
47

48 **Section 1: President**
49

50 It will be the duty of the President to:

- 51
- 52 A. Preside at all meetings of the Senate.
- 53 B. Be non-voting except in cases where a vote by the Senate results in a tie.
- 54 C. Appoint faculty representatives to college committees.
- 55 D. Appoint faculty to Senate committees according to the provisions of Article III.
- 56 E. Create such ad hoc committees as required to fulfill specific objectives of the Senate and
- 57 select the members for such committees.
- 58 F. Serve as the official representative from the Senate to any other organization.
- 59 G. Call and preside over such special meetings of the Senate as deemed necessary.
- 60 H. Call a special meeting for the purpose of filling vacancies, which may occur in the Senate in
- 61 accordance with the election code, Article VIII.
- 62 I. Represent the Senate at all official meetings of the Board of Trustees during the school
- 63 year or send a delegate.
- 64 J. Demonstrate competency with parliamentary procedure, the Brown Act, and Robert's
- 65 Rules of Order Newly Revised (RONR) as relevant to Senate matters.
- 66 K. May hire or appoint a parliamentarian to the Academic Senate as needed. Appoint a
- 67 parliamentarian from among the members of the Senate.
- 68 L. Represent the local Senate at the State Academic Senate (ASCCC) as the District delegate
- 69 at both Area and Plenary meetings, or send a delegate.
- 70 M. Meet regularly with the Administration (notably the Superintendent/President and the
- 71 Vice President of Academic Affairs) to maintain free and open communications.
- 72 N. Solicit and select faculty to serve on District hiring committees, in consultation with the
- 73 Executive Committee.
- 74 O. Calendar the next year's meetings and retreats.
- 75

76 Section 2: Vice President

77
78 It will be the duty of the Vice President to:

- 79
- 80 A. Serve as a member of the Senate Executive Committee.
- 81 B. Serve as assistant to the President in all duties of the President.
- 82 C. Assume the duties of the President during any temporary absence of the President.
- 83 D. Perform such other duties as may be assigned by the President.
- 84 E. Assist with the assignment of faculty to College and Senate committees.
- 85 F. Serve as a Senate representative on selected College committees. (When possible, this will
- 86 include the Curriculum Committee.)
- 87

88 Section 3: Executive Secretary

89
90 It will be the duty of the Executive Secretary to:

- 91
- 92 A. Serve as a member of the Senate Executive Committee.
- 93 B. Serve as assistant to the President in all duties of the President.
- 94 C. Assume the duties of the President during any temporary absence of both the President
- 95 and Vice President.
- 96 D. Perform such other duties as may be assigned by the President.
- 97 E. Assist with the assignment of faculty to College and Senate committees.
- 98 F. Assist with proofreading the production of minutes prior to dissemination to the Senate.
- 99

100 **Section 4: Past President**

101
102 It will be the duty of the Past President to:

- 103
104 A. Serve as a member of the Senate Executive Committee.
105 B. Advise the Senate President in matters of the office of the President.
106 C. The Past President will advise the Senate and its officers on any matter affecting the duties
107 and responsibilities of the Senate.
108 D. Perform other duties as assigned by the Senate President.

109
110 **Section 5: President-elect**

- 111
112 A. The President-elect is a Senator or past Senator who is elected to become president. The
113 President-elect will serve on the Senate Executive Committee.
114 B. If the President-elect is not a seated Senator, then they will attend Senate meetings but
115 they will not have a vote.
116 C. The President-elect will prepare for office by attending, at minimum,
117 1. One State Academic Senate Plenary during the year prior to assuming the
118 Presidency, preferably the spring Plenary.
119 2. One Area B meeting during the year prior to assuming the Presidency.
120 3. The State Academic Senate Leadership Institute within three years prior to taking
121 office.
122 4. Various Council meetings whenever possible.

123
124 **Section 6: Equity Advocate**

125 It will be the duty of the Equity Advocate to:

- 126
127 A. Serve as a member of the Senate Executive Committee.
128 B. Provide the Senate and Senate Executive Committee with perspective focused on, but not
129 limited to, the areas of Inclusion, Diversity, Equity, Anti-Racism and Access (IDEAA).
130 C. Serve as a Senate representative on selected College committees as may be assigned by the
131 Senate Executive Committee.
132 D. Perform such other duties as may be assigned by the President.

133
134 **Section 7: At-Large Representative**

135
136 It will be the duty of the At-Large Representative to:

- 137
138 A. Serve as a member of the Senate Executive Committee.
139 B. Serve as a Senate representative on selected College committees as may be assigned by the
140 Senate Executive Committee.
141 C. Perform such other duties as may be assigned by the President.

142
143 **Section 8: Associate Faculty Representative**

144 It will be the duty of the Associate Faculty Representative to:

- 145 A. Serve as a member of the Senate Executive Committee.
146 B. Provide the Senate Executive Committee with perspective focused on, but not limited to,
147 associate faculty Senate interests.

- 148 C. Perform such other duties as may be assigned by the President.
149
150

151 **Section 9: Administrative Assistant (Classified Employee)**
152

153 It will be the duty of the Administrative Assistant to:
154

- 155 A. Manage the Academic Senate Office, including being available to officers, faculty, and
156 administrators during routine business hours; ordering and maintaining supplies and office
157 equipment, making travel arrangements, managing business accounts, monitoring the
158 budget and assisting with budget development, and other administrative duties as may be
159 assigned.
- 160 B. Provide, in cooperation with the President, an agenda for each business meeting. Post the
161 agenda outside the Senate Office and on the Senate website. Upon request, provide hard
162 copies to Senators, the President of the College, and members of the Board of Trustees.
- 163 C. Attend Senate meetings.
- 164 D. Issue calls to meetings, maintain an accurate roster of membership, and keep appropriate
165 minutes, documents, and attendance records.
- 166 E. Prepare the minutes, including a list of those Senators attending and a list of those absent.
167 Minutes will provide a record of official votes by the Senate. If such votes are not
168 unanimous, the minutes will include votes of individual Senators. Post copies of the
169 minutes on the Senate website and provide hard copies upon request:
170 1. One copy to each member of the Board of Trustees.
171 2. One copy to the President of the College.
- 172 F. Prepare all correspondence pertaining to the affairs of the Senate, as directed by the
173 President.
- 174 G. Coordinate special projects, including Senate elections, Faculty Recognition Awards event,
175 Senate retreats, **Communities of Practice (CoP's), New Faculty Mentor Program, ad hoc**
176 **subcommittees**, etc.
- 177 H. Determine, prior to elections, the terms of office for elected positions when an imbalance
178 in staggered terms exists in area representation. Half of the seats in an area should be up
179 for election every two years.
- 180 I. Call for nominations of elected Senate members, administer and supervise online
181 elections, and announce ~~or~~ /post the election results.
- 182 J. Maintain a separate indexed file of Senate resolutions and statements of policy.
- 183 K. Maintain a file of reports of all Senate advisory and District standing committees.
- 184 **L. Track and monitor a schedule of regular semester/annual reports of all Senate advisory**
185 **and District standing committees.**
- 186 M. Maintain and update the Senate's website.
- 187 N. Maintain a historical record of the Constitution and Bylaws with amendments
188 documented and dated.
- 189 O. Maintain a record of Senate membership, with term expiration dates.
- 190 ~~P. Maintain records of Professional Ethics Committee actions and documentation.~~
- 191 Q. Solicit faculty participation on committees, on behalf of the President, and maintain
192 rosters of faculty on College committees.
193

194 **ARTICLE III: SENATE COMMITTEES**
195

196 **Section 1: Committees**
197

- 198 A. The Senate will have eight Senate designated committees as follows, those falling under the
199 Brown Act are indicated as such:
- 200 1. Professional Ethics
 - 201 1. Elections
 - 202 2. Executive
 - 203 3. Faculty Professional Development
 - 204 4. Faculty Recognition
 - 205 5. Petaluma Faculty Forum
 - 206 6. Program Review, Revitalization, and Discontinuance (Brown Act Committee)
 - 207 7. Faculty Fund for Advanced Studies (FFAS)
- 208 B. In accordance with Title 5, Section 53203 of the CA Education Code, the Senate will
209 have consultation committees and councils, also known as standing committees of the
210 college, herein referred to as consultation committees, dealing with topics outlined in
211 AB 1725. A Senate consultation committees are identified in Board Policy. Senate will
212 have consultation committees that are also Presidents Advisory Committees, functions
213 to provide faculty principal consultation and advice on matters outlined in AB 1725.
214 Senate Consultation Committees include:
- 215 1. Basic Skills
 - 216 2. Class Size Advisory
 - 217 3. Curriculum Review
 - 218 4. District Online
 - 219 5. District Tenure Review and Evaluation (consultation with District Collective
220 Bargaining Agent)
 - 221 6. Educational Planning and Coordinating Council (EPCC)
 - 222 7. Equivalency
 - 223 8. Institute for Environmental Education
 - 224 9. Institutional Planning Council (IPC)
 - 225 10. Majors Review
 - 226 11. Professional Development
 - 227 12. Project Learn Steering
 - 228 13. Sabbatical Leave (consultation with District Collective Bargaining Agent
229)
 - 230 14. Textbook and Instructional Materials
- 230 C. The Senate will have consultation committees that are also President's Advisory
231 Committees:
- 232 1. Budget Advisory Committee (BAC)
 - 233 2. Integrated Environmental Planning
 - 234 3. LGBTQ Campus Climate Committee
 - 235 4. Student Success and Equity
- 236 D. In addition, the following President's Advisory Committee has a faculty co-chair: Faculty
237 Staffing.
- 238 E. Each Senate Consultation Committee will keep a record of business transacted and will
239 submit periodic written progress reports or summaries to the Senate and to the Senate
240 Administrative Assistant. Reports should be provided a minimum of once a semester or
241 year based on the frequency of meetings.
- 242 F. Issues or conflicts brought to any Senate Consultation Committee that cannot be resolved
243 through the committee process may be referred to the full Senate. Upon hearing the issues
244 the Senate may exercise the options of:
- 245 1. Hearing the matter and taking appropriate Senate action.
 - 246 2. Referring the matter to the Educational Planning and Coordinating Council.
 - 247 3. Referring the matter to an ad hoc Senate committee.

- 248 G. Terms of committee members are for one to three academic year(s) per approval by
249 College Council, except where noted in College Council roster. For temporary ad hoc
250 task force, the assignment will be the period of time needed for the group to complete its
251 assigned task.
- 252 H. The appointment of faculty members to serve on college or District committees, task
253 forces, or other groups dealing with academic and professional matters, shall be made,
254 after consultation with the chief executive officer [SRJC Superintendent/President] or
255 their designee, by the Academic Senate. Notwithstanding this subsection, the college
256 bargaining representative may seek to appoint faculty member to committees, task
257 forces, or other groups as per Title 5 Section 53203 (f).
- 258 I. QUORUM: A quorum of any Senate or standing committee is a simple majority of its
259 membership. A quorum is required to vote on action items.
- 260

261 Section 2: Professional Ethics Committee

- 262
- 263 A.—Composition: Sixteen faculty members appointed by the Senate, three of whom are
264 Academic Senate members.
- 265 1.— Each committee member will serve for two (2) years, with half of the members
266 appointed each year.
 - 267 2.— The Senate President will appoint a subcommittee of five members selected from
268 the 16 Committee members and call a meeting of the subcommittee within 25
269 instructional days of the filing of a complaint. The subcommittee will include at
270 least one Senator.
- 271 B.— Duties: Professional Ethics subcommittees will:
- 272 1.— Convene at the request of the Academic Senate President in response to a filed
273 ethics complaint.
 - 274 2.— Complete an evaluation of whether or not a complaint filed warrants further
275 investigation.
 - 276 3.— Complete further investigation(s) as warranted.
 - 277 4.— At the completion of an ethics investigation make recommendations for further
278 action and/or resolution to involved parties and the Academic Senate President.
- 279 C.— Procedures: See Professional Ethics Committee Procedures on the Academic Senate
280 website.
- 281 D.— Meetings: When the Academic Senate President forwards a professional ethics
282 investigation, meetings of the subcommittee will be scheduled by the subcommittee chair
283 as deemed necessary.
- 284

285 Section 32: Election Committee

- 286
- 287 A. Composition: Three Senate members appointed by the President of the Senate.
- 288 B. Duties: The Election Committee will:
- 289 1. Supervise and administer all elections of the Senate, Executive Officers and faculty
290 members on committees with elected representatives.
 - 291 2. Act as tellers when votes are cast by ballot and report the results to the
292 Administrative Assistant and the Senate Executive Committee.
 - 293 3. In consultation with the Office of Institutional Effectiveness, Research, and
294 Planning, conduct opinion polls of the electorate on any issue, as directed by the
295 Senate.
- 296 C. Meetings: Meetings will be scheduled during the Spring Semester or as needed.
- 297

298 **Section 3: Executive Committee**

- 299
- 300 A. Composition: The Senate President, Vice President, Executive Secretary, President-elect,
- 301 **Equity Advocate, At-Large Representative, Associate Faculty Representative,**
- 302 **Administrative Assistant** and the Past President during that person's tenure as defined in
- 303 the Constitution.
- 304 B. Duties: The Executive Committee will:
- 305 1. Meet informally with the Administration for the purpose of maintaining free and
- 306 open communication between the Administration and the Senate.
- 307 2. Assign members to college committees with Senate designees. When assignments
- 308 are made to unfilled seats, the President will consult with or notify the Executive
- 309 Committee.
- 310 C. Meetings: Meetings will be scheduled by the President. Meetings will be scheduled
- 311 between Senate meetings as often as needed to plan and coordinate the work of the
- 312 Senate.

313

314 **Section 4: Faculty Professional Development Committee**

- 315
- 316 A. Composition: At least five faculty members appointed by the Senate. These should include
- 317 representatives from a variety of disciplines and should include **teaching, regular**
- 318 **contract and adjunct associate** faculty ~~and one at-large Senator~~. The Faculty Professional
- 319 Development Coordinator(s) will be appointed by the Senate for two years. The Staff
- 320 Development Coordinator will serve as a non-voting ex officio member.
- 321 B. Duties:
- 322 1. The committee will be responsible for determining the professional development
- 323 needs of all faculty, for setting goals, and for evaluating progress towards those
- 324 goals.
- 325 2. The committee will oversee all professional development activities for faculty,
- 326 including the FlexibleCalendar.
- 327 3. The committee will coordinate its work with the staff development activities of
- 328 other groups in the college through the Professional Development Committee.
- 329 4. The Faculty Professional Development Coordinator(s) will maintain close
- 330 communication with and receive guidance from the Senate.
- 331 5. The Committee will consult with the bargaining agent when appropriate.
- 332 C. Meetings: Meetings will be scheduled by the Faculty Professional Development
- 333 Coordinator(s) as needed to discuss faculty-specific professional development matters
- 334 being discussed by the Professional Development Committee.

335

336 **Section 5: Faculty Recognition**

- 337
- 338 A. Composition: At least five faculty members appointed by the Senate.
- 339 B. Duties:
- 340 1. The committee will strive to ensure that there is meaningful public recognition for
- 341 outstanding work done by individual faculty members or by programs for which
- 342 the faculty are responsible.
- 343 2. The committee will keep track of the annual awards given to faculty by local, state
- 344 and national groups, and it will develop a timely process for nominating SRJC
- 345 faculty and programs for these awards.
- 346 3. The committee will advocate, as appropriate, for faculty recognition by SRJC and
- 347 State and/or Federal Organizations.

- 348 4. With support from the Academic Senate Office, the committee will organize and
349 host the annual Faculty Recognition Awards Event.
350 C. Meetings: ~~The first Wednesday of the month, Meetings will be scheduled during the spring~~
351 ~~semester, with the possibility of extra event planning meetings in spring semester as~~
352 ~~needed. as it becomes closer to the actual date of the awards.~~

353 Section 6: Petaluma Faculty Forum

- 354
355
356 A. Composition: Faculty ~~providing instruction or allied services~~ at the Petaluma Campus are
357 eligible, ~~voting~~ members ~~and are eligible to vote~~. Personnel whose job requires an
358 administrative or supervisory credential or who are placed on the administrative salary
359 schedule do not qualify ~~to be as~~ members.
360 B. Duties:
361 1. To promote the professional interests of the faculty of the Sonoma County Junior
362 College District and to participate in the collegial governance of the college as it
363 specifically concerns the Petaluma Campus.
364 2. To promote communication and mutual understanding among the faculty on the
365 Petaluma campus, to strengthen communication between the Petaluma and Santa
366 Rosa campuses, and to facilitate and maintain communication between the PFF
367 and the Academic Senate of the college.
368 3. To promote the development and maintenance of teaching excellence within the
369 framework of academic freedom and professional responsibilities and ethics,
370 especially as this pertains to the Petaluma campus.
371 C. Meetings: An average of once a month when the College is in session. Special meetings
372 may be called at the discretion of the Chair of the PFF or by written petition to the Chair of
373 at least four regular participants of PFF. No business may be transacted other than that for
374 which the special meeting was called.
375

376 Section 7: Program Review, Revitalization, and Discontinuance

- 377
378 A. Composition: Six faculty members appointed by the Senate, including: the Senate
379 President or designee and the Faculty Co-chair of Curriculum Review or designee. Other
380 faculty members whenever possible will include ~~the following instructional areas:~~ Student
381 Services, Career ~~and Technical~~ Education and ~~Liberal Arts and Sciences~~ ~~diverse~~
382 ~~disciplinary representation~~. Preferably at least one member will be a Department Chair.
383 ~~The Dean III of Career and Technical Education and Economic Development and the~~
384 ~~Dean III of Liberal Arts and Science Curriculum and Career Education deans~~ may be
385 requested to attend meetings in an Ex-officio capacity.
386 B. Duties: The Academic Senate Evaluation Committee will evaluate certificates or majors in
387 the six-year rotation cycle using the rubric information, District compiled data, PRPP
388 documents, and consideration of the recommendations made by the Academic Affairs
389 Council. The Evaluation Committee will make recommendations to the Vice President of
390 Academic Affairs.
391 C. Meetings: An average of twice a month during the fall and spring review cycle. Fall
392 meetings focus on new programs being reviewed. Spring meetings focus on progress made
393 on Evaluation Committee recommendations and approved by the Academic Affairs.
394

395 Section 8: Faculty Fund for Advanced Studies (FFAS)

- 396
397 A. Composition: 8 to 10 contract faculty members appointed by the Senate.

- 398 B. Duties:
- 399 1. Solicitation of funds in support of contract faculty professional development
- 400 opportunities.
- 401 2. Work with the SRJC Foundation to oversee the stewardship of FFAS funds and
- 402 their distribution.
- 403 3. Solicitation of applications by contract faculty in support of professional
- 404 development.
- 405 4. Screening of applicants and selection of grant winners.
- 406 5. Organization and hosting the annual Soupfest Awards-Grant Distribution Event.
- 407 C. Meetings: A required, in-person meeting is held early spring to select grant recipients and
- 408 plan Soupfest the distribution event. Meeting date is selected by consensus. Other fall and
- 409 spring meetings are held as needed, and eEmail is the major form of communication.
- 410

411 ARTICLE IV: MEETINGS & CONSTITUENT COMMUNICATION

412 Section 1:

413 When the College is in session, the Senate will meet an average of twice monthly whenever

414 possible.

415 Section 2:

416 Special meetings may be called at the discretion of the Senate President or by written petition to

417 the President of at least one-third of the Senate members. No business other than that for which

418 the meeting was called may be transacted.

419 Section 3:

420 Each Senator is encouraged expected to engage in discussions with Senate area constituents.

421 Regular constituent meetings for the purpose of exploring academic issues, reporting on Senate

422 actions, and nominating Senate and committee candidates are encouraged.

- 423
- 424
- 425
- 426
- 427
- 428
- 429 A. At the beginning of each year, Senators elected to represent an area will meet and
- 430 designate subdivisions within that area (if appropriate) and methods of contact for each
- 431 department represented. It should be noted that Senators represent areas, not
- 432 departments. This will help to ensure that each faculty member has one assigned member
- 433 of the Senate as a contact.
- 434 B. Once the assignments have been made, each Senator will do the following to ensure that
- 435 adequate representation is occurring:
- 436 1. Contact constituents within the first two months and let them know who their
- 437 representatives are.
- 438 2. When possible, attend at least one meeting per represented department per
- 439 semester to report on Senate actions and provide constituents with an opportunity
- 440 to present their concerns.
- 441 3. Emphasize that representation requires that constituents play an active role by
- 442 contacting any of their area representatives or attending Senate meetings to
- 443 express their concerns at Open Forum.
- 444 4. Encourage faculty to play an active role in the committee structure to ensure a
- 445 more diverse range of input.
- 446 5. Contact new faculty members within the Senator's constituency to discuss the role
- 447 of the Senate and promote their involvement in the larger campus community.
- 448 6. Preferably, Senators will send regular electronic reports to the Senator's

449 constituents using the Senate distribution lists. Senators are encouraged to write
450 reports in conjunction with other related areas.

451

452 **ARTICLE V: ORDER OF BUSINESS**

453

454 **Section 1:**

455

456 The regular order of business of the Senate will be the agenda prepared by the Senate Executive
457 Committee.

458

459 **Section 2:**

460

461 The following will be the order of business for all regular meetings, unless changed for a particular
462 meeting by two-thirds of those present at a regular meeting.

463

464

A. Call to Order.

465

B. Open Forum: Not to exceed 3 minutes per person or 10 minutes per topic. Time may be
466 extended by the President or by approval of two-thirds of those present.

467

C. Minutes: Correction and adoption of the minutes of the previous meeting.

468

D. Adjustments to the agenda: At this time, any item can be removed from the consent

469

agenda by any senator and moved to the action agenda to allow for discussion on the item.

470

E. Reports: President's Report and other Senate committee reports.

471

F. Action agenda: Items must come from the discussion agenda of a previous meeting or be
472 carried over from a previous action agenda.

473

G. Consent agenda: The consent agenda will be treated collectively as one action item. At the
474 request of any member of the Senate an item will be removed from the consent agenda to
475 the action agenda to allow for discussion.

476

H. Discussion agenda: Following discussion, items may be moved to the action agenda of a
477 subsequent meeting or carried over for further discussion. If a discussion item is marked as
478 urgent on the agenda, it may be placed on the action agenda for the current meeting with
479 approval of two-thirds of those present.

480

I. Information agenda: Items placed on the information agenda may involve discussion, but
481 no action will be taken.

482

J. Adjournment.

483

484 **Section 3:**

485

486 Any member of the electorate may present to the President, in writing, an item for the discussion
487 agenda. The item must be presented not later than one week prior to the meeting. The President,
488 in consultation with the Executive Committee, will place the item on the discussion agenda on a
489 priority basis. The President will notify the submitter of the date of the meeting the item will first
490 appear on the discussion agenda, and the earliest date that the time could potentially be
491 considered as an action item. If the submitter or the Executive Committee would like the matter to
492 be considered urgent and potentially approved at the first appearance, the Executive Committee
493 will mark the item as urgent on the agenda and will schedule appropriate time for adequate
494 consideration by the Senate.

494

495 **Section 4:**

496

497 The Senate will have up to two retreats per academic year for the purpose of setting goals,
498 clarifying parliamentary procedure, and discussing ongoing issues of concern to the Senate. No

499 action on any item will be taken at a retreat. All meetings of the Academic Senate, including
500 retreats, will comply with the requirements of the Brown Act.

501

502 **ARTICLE VI: PROCEDURES**

503

504 **Section 1:**

505

506 The Administrative Assistant will give written notice of each meeting to the members of the
507 Senate at least three days prior to the Senate meeting.

508

509 **Section 2:**

510

511 The Administrative Assistant will record all motions other than procedural. The maker of a motion
512 should state ~~his or her~~ **their** name so it can be recorded in the minutes (It is not necessary to record
513 the maker of the second). The meeting chair will repeat the name of the Senator making the motion.

514

515 **Section 3:**

516

517 A Senator who is unable to attend a meeting may designate in writing any other member of the
518 Senate as proxy. All proxies must be in the hands of the Senate's President or other Executive
519 Committee member prior to the Call to Order of any meeting. In no case will a Senator hold more
520 than one proxy at any given meeting.

521

522 **Section 4:**

523

524 Senate meetings are open to all members of the electorate, but only Senate members may vote.
525 Members of the electorate may speak only with the consent of the Senate President or by a
526 majority vote of the Senate. During discussion, priority to speak will be given to Senate members.

527

528 **Section 5:**

529 Absences – Attendance will be taken by the Executive Secretary. When unable to attend a
530 meeting, Senators should notify the Senate President, **Executive Secretary**, and Administrative
531 Assistant. A Senate member absent from two consecutive meetings of the Senate or 50 percent
532 of the meetings in a semester may be declared delinquent by the President after discussion with
533 the Senator and the Executive Committee. If so declared, that seat will be considered vacant.
534 Vacated seats, including those resulting from a Senator voluntarily leaving a seat, will be
535 announced by email to recruit faculty to serve the remaining term; appointments will be made by
536 the Senate President in consultation with the Executive Committee. Faculty recruited from the
537 representative area will be given priority when filling the seat. The appointed seat will remain until
538 the next election cycle, at that time it will revert to an area seat for the appropriate term length.

539

540 **Section 6:**

541

542 Quorum – A majority of the Senate members will constitute a quorum. A quorum is required to
543 vote on action items, to move a discussion item to the action agenda, to suspend the rules, to
544 change the order of the agenda items, or to demonstrate Senate approval for adding new items
545 introduced during a meeting.

546

547 **ARTICLE VII: PARLIAMENTARY AUTHORITY**

548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596

All questions of parliamentary procedure in the conduct of all meetings of the Senate and its committees will be resolved according to the latest edition of "Robert's Rules of Order, Newly Revised" insofar as they do not conflict with the Constitution and/or Bylaws of the Senate.

ARTICLE VIII: ELECTION CODE

Section 1:

The Administrative Assistant will conduct elections for Senate positions in a timely manner to allow faculty members to arrange a work schedule to accord with Senate meetings. Each **regular contract** faculty area will have two representatives. Half of all Senate positions will be elected each year. **Adjunct Associate** faculty will have **four six** representatives. Half of all **adjunct associate** positions will be elected each year.

Section 2:

Members of the electorate may offer their own name in nomination for a Senate seat or another member of the electorate may nominate a member of the electorate provided that the name is submitted by permission of the nominee. In either case, the nominees should provide the Administrative Assistant a statement supporting their candidacy and explaining their intention to serve in the capacity of a member of the Academic Senate. **Candidate headshots, to be included with their ballot, are permissible.** The statement will be presented on the ballot. Any eligible faculty member may run for any area representative position. If no one is nominated for a seat for an area representative, then that seat will be filled by an at-large representative. The Administrative Assistant will publicize the manner and the time window during which nominations will be accepted. The nomination period ~~should~~ **will** be open for **two weeks thirty days prior to the end of the election.** **At the close of the nomination period, Once the Administrative Assistant, in partnership with the Elections Committee, will send out electronic ballots to the areas. Elections will run for one week, receives all nominations, then the list of candidates and their areas of representation will be sent out electronically two weeks prior to the close of the election. All faculty members eligible to vote should receive written notice about the candidate list. Following the area elections, T**he nomination period for At-Large seats will be two weeks and the election **will be open** for one week.

Section 3:

Voting will be by means of an email ballot. In **each area** elections **for area representatives**, only eligible faculty members within the area may vote. **In each election for an aArea** representative **the ballots** will offer an option to vote for an "at-large representative." If "at-large representative" receives the highest number of votes, the position will then change to an at-large position to be filled at the next at-large election. At-large elections occur after the **area** election **cycle for all areas vote for their representative(s).** All eligible faculty members may vote for at-large representatives. After completion of the normal two-year term, the at-large position **(s)** will become an area position again.

Voting procedures **will include:**

- A. Careful distribution of appropriate email ballots to the area electorate for area

- 597 representatives.
- 598 B. The Senate Office will maintain an accurate list of electorate members, with their
- 599 representational area specified.
- 600 C. The Senate Office will provide written notice of the deadline for the submission of the
- 601 ballots.
- 602 D. Representational Seats – The Senate Office will provide election results; to be elected
- 603 candidates must receive a plurality of the total votes cast by the constituency.
- 604 E. If a seat is vacated after area nominations are close, then that seat will be added to the At-
- 605 Large Election.
- 606 F. At-Large Seats – Candidates for an at-large position will be elected if they are among those
- 607 receiving the highest number of a plurality of the total votes cast by the constituency.
- 608 G. In the case of an exact tie, there will be a run-off election between the candidates with the
- 609 highest vote count.
- 610 H. Associate Seats – the Senate Office will provide election results; to be elected,
- 611 candidates must receive a plurality of the total votes cast by the associate constituency;
- 612 once top candidates are forwarded by the senate office as confirmed by the Election
- 613 Committee, the ASEC will assign Senators to areas best fitting their discipline.
- 614 I. The Election Committee members will certify a completed election report.
- 615

616 Section 4:

617

618 Of the 2628 Senators who are elected as representatives, 22 will represent designated

619 academic areas. Contract faculty areas will have two representatives. Adjunct Associate faculty

620 will have four six representatives. Adjunct Associate representation will be assigned to two areas

621 after the election, with two representatives per area to be elected on alternating years. If an

622 area does not elect a representative, then the designated area representative position will

623 become a contract faculty at-large position or an adjunct associate at-large position respectively.

624 (See Article VIII, Section 3).

- 625 • Area 01: Counseling, Extended Opportunity Programs & Services (EOPS), Work
- 626 Experience
- 627 • Area 02: Agriculture/Natural Resource, Biological Sciences, Chemistry & Physics, Earth
- 628 & Space Sciences
- 629 • Area 03: English
- 630 • Area 04: Business, Computer Studies, Engineering & Applied Technology
- 631 • Area 05: Art; Communication Studies; Ethnic Studies; Music; Philosophy, Humanities,
- 632 Religion; Theatre Arts & Fashion
- 633 • Area 06: English as a Second Language, Library & Info Resources, World Languages
- 634 • Area 07: Behavioral Sciences, Social Sciences
- 635 • Area 08: Adapted Physical Education, College Skills, Disability Resources
- 636 • Area 09: Mathematics
- 637 • Area 10: Health Sciences; Kinesiology, Athletics & Dance (KAD)
- 638 • Area 11: Administration of Justice, Child Development, Culinary Arts, Industrial & Trade
- 639 Technology, Public Safety
- 640 • Area 12: Associate: Areas 1, 2, 4, 8, 9, 10, 11
- 641 • Area 13: Associate: Areas 3, 5, 6, 7
- 642
- 643 •— Counseling, Work Experience, EOPS
- 644 •— Life Sciences, Earth & Space Sciences, Chemistry and Physics, Agriculture
- 645 •— English
- 646 •— Mathematics

- 647 • ~~Disability Resources, Adaptive PE, Adapted Physical Education, College Skills~~
- 648 • ~~Social Sciences, Behavioral Sciences~~
- 649 • ~~Art, Music, Theater Arts, Ethnic Studies, Communication Studies, Philosophy, Humanities,~~
- 650 ~~and Religion,~~
- 651 • ~~Business Administration, Computer Studies, Engineering/, Applied Technology~~
- 652 • ~~Modern & Classical World Languages, ESL, Library~~
- 653 • ~~Health Sciences, Kinesiology, Athletics & Dance~~
- 654 • ~~Industrial & Trade Technology, Administration of Justice/Dept. of Public Safety, Consumer~~
- 655 ~~& Family Studies, Child Development, Culinary Arts~~

656

657 **Section 5:**

658

659 Representation will be reviewed every five years by the Senate for apportionment

660 reconsideration.

661

662 **Section 6:**

663

664 Prior to Senator elections the Executive Committee and Administrative Assistant will publicize

665 and encourage Senator candidacy and oversee the election process according to the Election

666 Code, Bylaws Article VIII.

- 667
- 668 A. President Tenure – The first term of Senate President is two years. The Senate President
- 669 may elect to run to continue service as President during the spring of the first year of
- 670 service. During the election cycle of the first term, the Senate President can decide to run
- 671 for an additional one year or a two year term. If they run for a one year term, they are
- 672 eligible the following spring to run for another one year term. Presidents are limited to a
- 673 maximum of four consecutive years serving as President; however, they may run for
- 674 election after vacating the seat for at least one two-year term.
- 675 B. Nominations for President-elect – During the spring semester of the election cycle, the
- 676 Administrative Assistant will call for candidates for Senate President. The Senate will
- 677 work to encourage an open nomination and selection process, and contested elections.
- 678 Election dates will be set well in advance in order to permit adequate participation and
- 679 publicity.
- 680 C. Elections of President-elect – The President-elect will be chosen by the faculty electorate
- 681 at-large. A plurality of votes cast constitutes election. If no majority arises, there will be a
- 682 run-off election between the candidates with the highest vote count. During the first year
- 683 after election, the winning candidate will serve as President-elect. The President-elect will
- 684 assume office of the President at the end of the last meeting in May and at the end of
- 685 their year as President-elect one year after election.
- 686 D. Election of Executive Committee Officers – The Vice President and Executive Secretary,
- 687 Equity, At-large, and Associate Representatives are selected by the Senate from among
- 688 the Senators to serve two-year term(s). Elections will be held at the last meeting in May of
- 689 the election cycle. Both Officers will assume office immediately. A majority vote of the
- 690 Senate quorum will be required for election. Approximately half of officers will be elected
- 691 each year.

692

693 **ARTICLE IX: CHANGES TO BYLAWS**

694

695 **Section 1:**

696

697 Changes or additions to the Bylaws will be placed on the agenda considered by the Senate at
698 two meetings in succession as close together as possible. Bylaws changes may be adopted by
699 the Senate at the second or subsequent meeting and require by a two-thirds vote.

700

701 **Section 2:**

702 Whenever there is a change to the Bylaws the Administrative Assistant will ensure that the
703 changes are made in the Senate records, posted on the Senate webpage, and that revised copies of
704 the Bylaws are electronically distributed to all Senators.

705

706 **Section 3:**

707

708 The Administrative Assistant will maintain a historical file of all changes to the Bylaws and
709 Constitution.

710

711 *Adopted: 05/21/86*

712 *Revised: 02/10/98, 02/17/99, 03/15/00, 11/12/02, 11/07/07, 02/20/13, 04/29/15, 12/07/2016,*

713 *11/07/2018*

DRAFT