ARTICLE I: Voting Membership of the Senate

Section 1: Eligibility
Eligibility for election to the Senate shall be members of the Senate, as specified in the Constitution, ARTICLE II, Section 1.

Section 2: Voting Members
The voting membership of the Senate shall consist of:
A. One senator elected from each department
B. Two senators elected at large
C. Three District senators elected at large
D. One adjunct senator elected at large, from the hourly rate employees (excluding regular and contract faculty), included on a seniority list, with a minimum of a three-hour assignment for two consecutive semesters, within the election year.
E. The Executive Board of the Senate (President, Past President, Vice-President, Secretary, Treasurer, Parliamentarian and three District Senators)

Section 3: Terms of Office
The terms of office of the Senate shall be two years. Terms shall begin on July 1 immediately following the spring elections of each odd year.

ARTICLE II: Elections

Section 1: Regular Elections
A. The immediate past president of the Senate shall coordinate the election process.
B. Candidates for Senate, as defined in the Constitution (ARTICLE II, Section 1), shall be nominated by petition, signed by one member of the Senate and the nominee, filed at
least five (5) business days prior to the election. Elections shall be held by ballot in April, following the regular monthly Senate meeting.

C. All Senators shall be elected by vote of the department, with regular and contract discipline faculty members each casting one vote.

D. One adjunct senator (who meets the qualifications as stated in ARTICLE I, Section 2D) shall be elected by vote of the hourly rate faculty, currently on a seniority list (excluding regular and contract faculty), each casting one vote.

E. Voting shall be on two consecutive instructional days. The candidates, equal in number to the vacancies, with the highest number of votes, shall be elected.

Section 2: Special Elections
At such time as a member of the Senate resigns or is removed, a special election shall be called following the guidelines identified in this ARTICLE, Section 1.

Section 3: Runoff
In the event of a tie vote for the Senate position, there shall be a run-off election or elections until one candidate receives the highest number of votes.

Section 4: Vacancies
A. A vacancy shall be filled for an unexpired term by a special election in accordance with Section 1 of this article.

B. Elections for Senate vacancies shall be initiated by the elections committee at the next regular meeting of the Senate, not to exceed 60 days.

C. Replacements for senators on leave will be for the period of the leave. A special election will be held in accordance with Section 1 or Section 2 of this article, as appropriate.

D. If, during his/her term of office, the President is temporarily unable to carry out the duties of the office, the Vice-President shall assume these duties. In the event of a President’s resignation, death, or of his/her inability to carry out his/her duties for a period of time exceeding twelve consecutive weeks during the academic year, the Vice-President shall succeed to the President for the unexpired part of the term of office, and the Senate shall then elect another Vice-President for the same unexpired part of the term.

Section 5: Recall
A. Any Senate member holding elected office shall be subject to recall by the Senate membership.

B. The elections committee shall be charged with the duties and responsibilities of conducting and overseeing the recall process.

C. A recall election shall be held on the petition of 40% of the entire membership of the Senate. During a recall election, if 60% of ballots cast favor the recall, the officer shall be recalled and the position considered vacant effective immediately.

ARTICLE III: Duties and Responsibilities

Section 1: Duties of Voting Members

Updated: November 2013
A. Duties of Elected Senators
Senators are regular and contract faculty representatives, elected by regular and contract faculty within their department, to represent their peers on the Academic Senate. Elected Senators shall:
1. Attend all monthly Academic Senate meetings
2. Must pay yearly dues (Only dues-paying Senators are eligible to vote, as stated in the Constitution, ARTICLE II, Section 3)
3. Represent their department and inform them of actions taken by the Senate
4. Come to all Senate meetings prepared to examine issues before the Senate

B. Duties of Elected District Academic Senators
District Academic Senators, are regular and contract faculty representatives, elected by regular and contract faculty to represent their peers on the Academic Senate Executive Board and at the District Academic Senate Meetings. Elected District Academic Senators shall:
1. Adhere to all Senator duties, as outline in this ARTICLE, Section 1A
2. Attend all monthly District Academic Senate meetings and report to the Senate

C. Duties of Executive Board Members
1. The President of the Senate shall:
   a. Serve as the elected leader of the faculty on academic and professional matters
   b. Convene and preside over meetings of the Senate and the Senate Executive Board
   c. Be responsible for the execution of all decisions made by the Senate or the Executive Board and shall act as their authorized representative
   d. Appoint and remove faculty representatives to all committees, subject to the approval of the Executive Board
   e. Regularly attend District Academic Senate meetings
   f. Serve as faculty liaison to the College President, Administrative Staff, District Office personnel and the Board of Trustees
   g. Work to maintain an effective liaison relationship between the Senate and faculty and other groups and organizations
   h. Oversee Senate office budget, in consultation with the Executive Board
   i. Perform other activities as related to the role of the Senate President
   j. Ensure that all members and nonmembers of the Academic Senate uphold the College Code of Conduct in all Academic Senate meetings
2. The Vice-President shall:
   a. Serve as assistant to the President and fulfill the duties of the President in his/her absence or when that office shall become vacant
   b. Serve on the Executive Board of the Senate
   c. Attend college-wide committee meetings of the Board of Trustees at the request of the Senate President
3. The Immediate Past President shall:
   a. Serve as a resource to the Senate and the Senate President in order to provide continuity of leadership
   b. Serve on the Executive Board of the Senate
   c. Fulfill the duties of the President in the absence of the Senate President and Vice-President
   d. Coordinate the next cycle of the election process as outlined in the Bylaws, ARTICLE II, Section 1

4. The Secretary shall:
   a. Create Senate meeting agendas, in collaboration with the Executive Board.
   b. Keep all minutes of the Senate meetings
   c. Coordinate facility set-up for Senate meetings
   d. Handle correspondence for the Senate, under the direction of the President and/or the Executive Board

5. The Treasurer shall:
   a. Collect, hold, and disburse all dues, assessments, or other monies belonging to the Senate
   b. Present at an official meeting of the Senate any expenditures incurred by or in behalf of the Senate, upon the authorization of the President or the majority of the members of the Senate
   c. Prepare and present an annual report of all income and expenses at the Senate meeting in May

6. The Parliamentarian shall:
   a. Be a resource to the Senate President to assist the Senate President or designee in the conduct and progress of the Senate meetings
   b. Serve as an expert in rules of order for the conduct of meetings to ensure adherence to the Brown Act, parliamentary procedure, and Robert’s Rules of Order
   c. Provide clear definition of the rules of order and procedures as needed

D. Duties of the Senate Executive Board
   The Senate Executive Board functions as a coordinating body for the Academic Senate. The Executive Board shall:
   1. Meet regularly to discuss college-wide issues
   2. Be responsible to meet to prepare the agenda for all Senate meetings
   3. Direct information to appropriate Committees
   4. Make recommendations for policy and procedures to the Senate membership
   5. Ensure appropriate conduct of meetings through adherence to the College Code of Conduct, parliamentary procedure, the Brown Act and Robert’s Rules of Order
   6. Appoint and remove faculty representatives to Senate and shared governance committees
   7. Appoint faculty to faculty hiring and faculty evaluation committees

Updated: November 2013
8. Unless specifically directed by the Academic Senate, the Executive Board shall not have the authority to make final decisions on any Senate issue

Section 2: Attendance
A. A senator who is unable to attend an Academic Senate meeting may designate a faculty member in his/her absence (proxy vote). The Academic Senate member shall inform the Senate President in writing, of the substitute prior to the Senate meeting. The designated individual shall, wherever possible, be from the absent Senator’s department and have all rights and privileges accorded to that position at that meeting. A faculty member shall be limited to one (1) proxy vote per meeting. The designation of a substitute shall be limited to three (3) meetings per academic year.

B. In the event that a voting member has been absent for three (3) regular meetings in one academic year, the Academic Senate may declare that a vacancy exists and institute proceedings for replacement of that senator. Mid-term vacancies shall be filled by a Department election to complete the unexpired term (see Elections, ARTICLE II, Section 4).

Section 3: Voting Privileges
A. Voting privileges are accorded to dues-paying, elected Senators. Regular dues and special assessments shall be adjusted and levied by two-thirds votes cast of the members of the Senate.

B. During Senate meetings, all elected Senators and Executive Board Members, with the exception of the Senate President, are eligible to cast one vote each. The Senate President may vote only to break or make a tie, as described in Robert's Rules of Order.

ARTICLE IV: COMMITTEES

Section 1: Definition
A. The Senate shall establish Standing Committees to focus on Senate-specific issues or areas of responsibility that occur on an ongoing or recurrent basis. A list of standing committees of the Senate is included in Section 2 of this article.

B. The Senate shall convene an Ad Hoc Committee or a Task Force to focus on a single issue and are disbanded upon completion of the project.

Section 2: Standing Committees
Standing Committees under the purview of the Senate, include:

A. Elections Committee
   Shall be responsible for preparing elections proceedings, ensuring process is established and followed and certifying and publishing results.

B. Academic Rank Committee
   Shall be responsible for review in changes in academic rank.

C. Faculty Hiring Prioritization Committee
   Shall convene as needed each academic year to set a timeline to survey, review and rank department/discipline needs for new or replacement hires.

D. Commencement Committee
 Shall be responsible for establishing the commencement program.

E. Program Viability Review Committee
   Shall convene as needed. This committee is responsible for establishing procedures and developing criteria for review of new and substantially modified programs, discontinuance of programs and departmental reorganization.

F. Curriculum Committee
   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 programs.

G. Learning Outcomes Assessment Committee
   Shall support assessments and evaluation of all learning outcomes.

H. Scholarship Committee
   Shall be responsible for the review and granting of Senate-sponsored scholarships.

I. Library Committee
   Shall act as a liaison between the library and campus constituents and propose recommendations to support the library.

J. Constitution Committee
   Shall be responsible for ensuring the Constitution and Bylaws are a working document. Shall serve as the liaison for gathering information to update these documents.

K. Other Committees as needed

Section 3: Appointments

A. Faculty members of Standing Committees shall be appointed by the Senate President, with the advice and consent of the Senate Executive Board.
   1. Faculty will be requested to indicate committees on which they wish to serve. The Academic Senate President shall be guided by these requests to the extent possible.
   2. Appointment to Committees shall be for the term designated by the charter.

B. Faculty shall comprise a majority of the membership of each Senate committee.

C. Appointment of faculty members to shared governance or other college committees shall be made by the Senate President, with the advice and consent of the Senate Executive Board.

D. Faculty appointments shall be made to Ad Hoc Committee created by the Senate as needed for the duration of the project.

E. Faculty representatives to committees appointed by the Senate shall update and inform the Senate on all committee actions.

F. The Chair of the Curriculum Committee shall be appointed by the Senate President, with the advice and consent of the Senate Executive Board.

Section 4: Responsibility to the Senate

A. Each standing committee is responsible to the Academic Senate and shall take under advisement any and all matters within its function and scope referred to it by the Senate.
All committee recommendations or actions are subject to action or approval by the Senate.

B. Each committee shall utilize its minutes to inform the Senate of the committee's actions.

C. Each committee representative shall submit to the Secretary of the Senate, a written summary of the committee report, prior to the regular scheduled meeting.

D. Each committee shall submit to the Secretary of the Senate a written, annual report summarizing the activities of the committee.

E. A quorum at all Senate standing committee meetings shall consist of a simple majority of committee members.

F. Standing Committee structure, membership, chair selection, and voting rights on individual Senate committees shall be as defined in the Charter for each committee, approved by the Senate.

ARTICLE VI: MEETINGS

Section 1 Senate Meetings

A. Regular Academic Year

1. Regular meetings of the Senate shall be held once monthly during the academic year, September through May. General meetings usually take place on the first Thursday of the month at 1:30. All faculty are invited to attend these meetings. The Senate President may call special meetings at his/her discretion.

2. A quorum at all meetings of the Senate shall consist of a simple majority of Senate voting members.

3. Senate meetings shall be conducted through adherence to the College Code of Conduct, the Brown Act and parliamentary procedure as prescribed in Robert's Rules of Order, current edition.

4. A voice vote of simple majority of voting members may be used to decide issues in question before the Senate. A request by any member, on any issue, for a show of hands or a roll call shall be honored. In case of conflicting requests, a vote by a show of hands shall decide which method of voting shall be used.

B. Intersession Meetings

1. Meetings of the Senate shall be called during the winter or summer intersessions, by the Senate President, as necessary.

2. In the absence of the Senate President, the Vice-President of the Senate or another individual designated by the Senate President shall convene the meeting.

C. Senate E-Board Meetings

Meetings of the Senate Executive Board shall be convened by the Senate President or designee prior to regularly scheduled meetings of the Senate to plan the agenda and direct information to and from appropriate committees.

Section 2: Distribution of Literature

Updated: November 2013
The distribution and/or display of literature, of whatever nature or kind, shall be subject to prior approval by the Senate President or designee, in consultation with the Parliamentarian, as stipulated by the Brown Act and Robert’s Rules of Order.

Section 3: Public Address

A. Items under Public Address are not subject to question or discussion by the Senate body.

B. Members of the public may address the Senate by oral presentation provided the requirements and procedures herein set forth are observed:
   1. Individuals wishing to publicly comment must complete a Public Address Information Card with their name, affiliation (if applicable) and a brief description of the topic to be addressed. This card will be available from the Parliamentarian of the Senate prior to the stated start time of the meeting and must be submitted to the Parliamentarian by the start time of the meeting.
   2. To ensure fairness and transparency, public address information cards will be drawn openly by lot by the Parliamentarian to determine the order of presentations.
   3. Each speaker shall be limited to one three-minute address, which will be monitored by the Senate Parliamentarian. A speaker’s time may not be transferred to another speaker.
   4. If there are more than four speakers on any topic or item, the Senate reserves the option of limiting the time for each speaker to two minutes.
   5. The allotted time for Public Address is 15 minutes. If there are more than 5 requests to speak, the Academic Senate reserves the right to reduce the time for each speaker proportionally, or may vote to extend the time for public address for that meeting.

Section 4: Decorum

The Senate President or designee shall conduct all meetings to ensure orderly behavior and decorum through adherence to the Brown Act, College Code of Conduct and Robert’s Rules of Order.