1. The agenda shall be distributed to the faculty at least 72 hours prior to a session of the Senate.
2. The order of business in sessions of the Senate shall be:
   a. Approval of Minutes of previous sessions.
   b. Officers Reports
   c. Announcements.
   d. Reports of Meetings
   e. Reports of Senate Committees
   f. Unfinished Business
   g. New Business
   h. Adjournment
3. Minutes of previous meeting must be in the hands of senators at least one day prior to the meeting at which they are to be approved and/or amended.
4. Committee reports must be in the hands of senators at least two days prior to a session at which recommendations are voted upon.
5. Committee reports shall be presented with a motion that the Senate receive the report (the report, or parts of it, may later be referred back to the committee for further consideration). Specific recommendations made in connection with the committee report may be acted upon with a motion that the Senate adopt the proposal.
6. Resolutions shall be in the hands of each senator at least seventy-two hours prior to a session at which they are voted upon.
7. It is each senator's responsibility to read all resolutions, noticed motions, reports etc., prior to the meeting and be prepared to discuss them.
8. On the agenda, "Items from the floor" shall appear only under "New Business".
9. Motions from the floor, if acted upon, shall be put in writing by the author of the motion and given to the secretary at the end of the meeting.
10. The order of precedence in privilege to speak shall be: Senators who have not spoken on the matter; other senators, faculty; invited guests.
11. Faculty members may speak once to a motion, in addition to answering questions from senators, providing a senator yields his turn.
12. Guests may attend sessions upon the invitation of senators who will introduce their guest and inform them of their speaking privileges, including time limits.
13. A guest may speak once to motion before the senate, in addition to answering questions from senators, providing a senator yield his turn.
14. Executive sessions may be called by the president or his/her designee when necessary.
15. Standing Rules may be amended by a two-thirds majority vote of senators present acting on an amendment proposed at the preceding meeting.
16. The Executive Board of the Senate shall appoint individuals for two (2) year terms to the standing committees listed below with the approval of a majority of the Senate members present and voting.
   a. Elections Committee -5 members
   b. Academic Rank Committee -5 members
   c. Constitution Committee -3 members plus Senate President
   d. Hiring Committee -5 members
   e. Library Committee -5 members including Library chairperson
   f. Scholarship Committee -4 members plus Senate Treasurer
17. The functions of the committees are:
   a. Elections Committee:
i. The Elections Committee shall immediately elect its own chairperson and so inform the Senate president.

ii. At the time a member of the Election Committee becomes a candidate for elective office, he/she shall so declare to the president. The president will then replace that individual for that election only with approval of the Executive Board.

iii. The Elections Committee shall:
   1. Set up procedures for elections
   2. Publish notice of coming elections
   3. Prepare and send out nominating petitions to the faculty for the various positions
   4. Receive nominating petitions
   5. Prepare and distribute ballots
   6. Establish polling place and prepare membership rolls and ballot box
   7. Count ballots and certify election results
   8. Publish election results
   9. Hold ballots for three months

b. The Academic Rank Committee shall meet as necessary to consider and approve applications for changes in academic rank. The committee shall elect its own chair.

c. Constitution Committee shall revise the constitution as needed by amendment or revision by methods stated in Part III, Article 1 of the Constitution.

d. The Hiring Committee shall:
   i. Convene as needed
   ii. Present a timeline for surveying department, discipline or cluster needs for new or replacement full-time faculty positions at the second Academic Senate meeting of each academic year. This schedule should allow for the timely setting of hiring priorities so that the hiring process can be accomplished in accordance with district and college policies.
   iii. Address each proposed change in Full-Time Faculty positions. Confidentiality will be maintained in all hiring matters.
   iv. The Committee and the vice president of Academic Affairs will consult on recommendations for and prioritization of new or replacement full-time faculty positions.

e. The Library Committee shall
   i. Elect a chairperson.
   ii. Set meetings dates and frequency making sure that there are no fewer than four meetings to be held during the academic year.
   iii. Act as a liaison between the library and its constituency, support the library, study problems and recommend solutions.

f. The Scholarship Committee shall:
   i. Represent the faculty on the college-wide Scholarship Committee.
   ii. Propose the number and amount of the scholarships, the qualifications for scholarship recipients, screen applicants and decide on recipients.

g. The Executive Board of the Senate shall appoint representatives from the faculty at large to all campus-wide shared governance committees with approval of a majority of the Academic Senate members present and voting at a regular meeting of the Academic Senate.

h. The Curriculum Committee shall consist of:
   i. Representatives from Math, English/ESL, Natural Sciences, Social Sciences, Arts/Humanities, Vocational Areas, plus two representatives at-large appointed by The Executive Board of the Senate with approval of a majority of the Academic Senate members present and voting at a regular meeting of the Academic Senate.
   ii. In addition there will be a representative from Counseling appointed by the Counseling department and a representative from the Library appointed by that department.
   iii. The following non-voting members, appointed by their respective areas, shall also serve on the committee: Articulation, Matriculation, and Academic Affairs.