



## **ACADEMIC SENATE**

### **BYLAWS**

### **ARTICLE I**

#### **Section 1: Elections**

A. Prior to the annual convening of the Elections Committee, the President will announce the allotment of reassigned time to Executive Committee positions.

B. The President shall annually convene the Elections Committee.

1. It shall be the duty of the Elections Committee to set the dates for nominations and elections, to issue nomination forms and secret ballots, and to tally ballots.

2. The Elections Committee shall count the ballots and deliver the ballots and all the election results to the President.

3. After delivering the results of the election to the President, the Elections Committee will announce the election results to the electorate and to the college-wide community.

C. Prior to the election period, the Elections Committee shall conduct an apportionment review as described in the Folsom Lake College Academic Senate Constitution, Article III Section 3, to determine the number of senate positions for each academic area.

1. The ratios for full-time faculty shall be as follows:

- a. 1-9 faculty = 1 senator
- b. 10-14 faculty = 2 senators
- c. 15-19 faculty = 3 senators
- d. 20-24 faculty = 4 senators
- e. 25+ faculty = 5 senators

2. The apportionment for adjunct senators shall be tied to the number of full-time senators using the following ratios:

- a. 1-9 full-time senators = 1 adjunct senator
- b. 10-14 full-time senators = 2 adjunct senators
- c. 15-19 full-time senators = 3 adjunct senators
- d. 20-24 full-time senators = 4 adjunct senators
- e. 25+ full-time senators = 5 adjunct senators

D. Coordinator guidelines for academic area designation:

1. If the coordinator's contract load includes a teaching assignment, the coordinator shall designate the academic area as that within which he/she teaches.

2. If the coordinator's contract load does not include a teaching assignment, the coordinator shall designate an academic area according to his/her primary faculty service area.

E. The elections will be two tiered, with a first election for Executive Committee officers and a subsequent second one for Area Senators. A faculty member may be nominated for both an Executive Committee officer position and an Area Senator position. If that member is elected as an Executive Committee officer, the nomination for Area Senator will be withdrawn by the Elections Committee. If the Executive Committee officer position(s) is/are unopposed, then the election shall be completed in a single cycle for both Executive Officers and Area Senators.

F. Election Timelines:

1. Nominations for all Executive Committee officers and for all open senatorial seats, including adjunct senators, will open at the beginning of the 4<sup>th</sup> week of the spring semester and close at 5:00 p.m. at the end of the 5<sup>th</sup> week of the spring semester.

2. The Elections Committee shall make the nominations by petition known to the electorate by the end of the 6<sup>th</sup> week of the spring semester.

3. Elections for Executive Committee officers will begin the Monday of the 7<sup>th</sup> week of the spring semester following the notification of the nominees and will run through the end of the 8<sup>th</sup> week of the spring semester.

4. Elections for all open senatorial seats will begin the Monday of the 9<sup>th</sup> week of the spring semester and will run through the end of the 10<sup>th</sup> week of the spring semester.

5. The Elections Committee will report the results to the Academic Senate by the end of the 11<sup>th</sup> week, at which point the elections process will be completed unless a runoff election is required. For details about run-off elections, refer to Article I, section 4.

6. In the event of a run-off election, the process will be completed by the first Senate meeting in May.

7. The week of spring break shall have no effect on the elections timeline as the district academic calendar does not include that week as one of the 16+ weeks in the semester. For example, if the week of spring break is preceded by week 7 of the semester, then it will be followed by week 8 of the semester.

G. Elected Senate officers and members shall begin their two-year term at the beginning of the last Senate meeting of the academic year.

## **Section 2: Nominations of Officers of the Senate**

A. The President is to be nominated by a petition signed by 20% of the membership of the full-time faculty and submitted to the Elections Committee prior to the deadline.

B. The Vice President is to be nominated by a petition signed by 20% of the membership of the full-time faculty and submitted to the Elections Committee prior to the deadline.

C. The Executive Secretary is to be nominated by a petition signed by 20% of the membership of the full-time faculty and submitted to the Elections Committee prior to the deadline.

### **Section 3: Nomination of Area and Adjunct Senators**

A. Nominees for Area Senator shall be full-time faculty members from the academic area they have been nominated to represent. They shall be nominated by 20% of the membership of the full-time faculty in the academic area.

B. Nominees for Adjunct Senator must be selected from the pool of ~~preferred~~ adjunct faculty. Adjunct Senators shall be nominated by a minimum of five at large adjunct faculty.

C. Senators may be elected to subsequent terms.

### **Section 4 Election Procedures**

A. The President shall be elected by a secret ballot vote of the full-time faculty. If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.

B. The Vice President shall be elected by secret ballot vote of the full-time faculty. If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.

C. The Executive Secretary shall be elected by a secret ballot vote of the full-time faculty. If no individual receives more than 50% of the votes cast, then the two candidates receiving the most votes will proceed to a runoff election.

D. Senators representing full-time faculty in academic areas shall be elected by a secret ballot of the academic area full-time faculty. If only one position is open, the candidate receiving the highest number of the votes cast will be elected. If more than one position is open, the area faculty shall cast a vote for each open senate seat. The candidates receiving the highest number of votes will be assigned to the vacant senatorial positions, beginning with the candidate who

receives the highest number of votes and progressing to the candidate receiving the second highest number of votes and so forth until all vacant seats for the contested position are filled.

E. Adjunct Senators shall be elected by a secret ballot of adjunct faculty. If only one position is open, the candidate receiving the highest number of the votes cast will be elected. If more than one position is open, the adjunct faculty shall cast a vote for each open senate seat. The candidates receiving the highest number of votes will be assigned to the vacant senatorial positions, beginning with the candidate who receives the highest number of votes and progressing to the candidate receiving the second highest number of votes and so forth until all vacant seats for the contested position are filled.

F. If a candidate runs unopposed, he or she will be elected by acclamation, announced as such at the next senate meeting with no further action needed.

G. The Elections Committee will conduct all elections, using ballots that identify instructional area.

H. In accordance with the above provisions, if an Executive Officer position becomes vacant during the academic year, the President shall within the next ten instructional days call for an election by reconvening the Elections Committee, which will take all necessary action to fill the unexpired term.

**I. Out-of-Area Representation**

- A. If no faculty member of an academic area is available to represent that area on a participatory governance committee, the Academic Senate President may, with the consent of the unrepresented area, appoint a faculty member from another area to represent the unrepresented area.
- B. Prior to appointment of out-of-area committee representatives, proposed appointments shall be placed on the Academic Senate agenda for public comment.

J. If the academic areas should change as a result of institutional reorganization, the President shall ensure that each academic area has appropriate representation. If necessary, a special election shall be held to ensure that each area has representation.

## **ARTICLE II**

### **Section 1 Duties of the President**

A. The President serves a two year term. The President may be re-elected unlimited times, but cannot serve in more than five (5) consecutive years.

B. The President shall act as liaison between the faculty and the College President, the District Chancellor, and the Board of Trustees.

C. The President shall preside at all meetings of the Academic Senate, Executive Council, and Faculty, excepting those meetings called by groups other than the faculty or by the President of the College.

D. The President shall represent the faculty at all college functions or seek a substitute if scheduling conflicts arise.

E. The President shall follow the directives of the Academic Senate.

F. The President shall endeavor to promote the interest and purpose of the Academic Senate.

G. The President shall be one of the faculty representatives to the Los Rios District Academic Senate.

H. The President shall, with the assistance of the Executive Secretary, distribute the Academic Senate agenda three working days prior to a senate meeting.

I. The President shall, with the aid of the Executive Council and after soliciting recommendations from area senators and department chairs, select the membership of all standing and ad hoc Academic Senate committees for the following academic year.

J. The President shall, in consultation with the Executive Council, appoint the chairs or co-chairs of the participatory governance committees and distribute the Academic Senate's allocation of reassigned time to the faculty chairs of committees that have administrative liaisons, i.e., committees that address academic and professional matters.

1. Prior to appointment of chairs or co-chairs, proposed appointments shall be placed on the Academic Senate agenda for public comment.

2. The following list of priorities may be used in the selection process for chairs and co-chairs:

- a. Recommendation of committee under discussion.
- b. Knowledge of or experience in the subject area that falls within the purview of the committee in question;
- c. Demonstration of leadership in governance/faculty issues, including, but not limited to department chair, subcommittee chair, accreditation standard chair, reassigned time for special projects;
- d. Currently elected members of the Academic Senate;
- e. Willingness and ability to attend meetings specific to the committee's activities;
- f. Completion of IBA training.

3. Faculty committee chairs and co-chairs of participatory governance committees shall be voting senators required to attend Academic Senate meetings and to submit committee reports.

4. The Los Rios College Federation of Teachers College President or designee shall be a voting Senator required to attend Academic Senate meetings.

K. The Vice President shall, with the aid of the Executive Council, make faculty appointments to standing college participatory governance committees, to Los Rios Community College District committees and, after reviewing the recommendations of the committee chair or co-chair, to any participatory governance ad hoc or subcommittees.

L. The President shall appoint Area Senators to act as Academic Senate liaisons to the Associated Student Government and to the Classified Senate.

M. The President shall, in consultation with the Executive Council, appoint Area Senators to act as liaisons to each educational center and outreach center. Center liaisons will ordinarily be senate members who have an office at the designated center. If no senate member is eligible, the President shall appoint a faculty member who has an office at the designated center to act as an ex-officio member of the Senate.

N. The President, as an ex-officio member of all standing and ad hoc committees, may suggest policies and participate in planning for all Academic Senate standing and ad hoc committees.

O. The President shall make all faculty appointments to any other committees with faculty participation such as those concerning, minimum qualification equivalencies, special task forces, accreditation, etc. The President, with the assistance of Department Chairs, shall appoint faculty to hiring and peer review committees.

1. If the President changes the recommendations of the department chair for membership on a hiring committee, the department chair may appeal the decision to the Executive Council by submitting a written request for review.

2. A consensus of the Executive Council will prevail; in the absence of consensus, the President's appointments will stand.

P. The President may vote during Academic Senate meetings only in the case of a tie vote.

## **Section 2: Duties of the Past President**

A. The Past President is not an elected position. The most current Past President of the Academic Senate assumes the office of the Past President.

B. The Past President shall serve a two-year term. The Past-President will continue in office when the President is reelected.

C. The Past President shall serve as a mentor to the President in all duties of the President.

D. The Past President is a voting member of the Senate.

E. The Past President serves as a member of the Los Rios Community College District

Academic Senate. Should the Past President be unable to attend the Los Rios Community College District Academic Senate meetings, the most recent previous Past President or designee may serve.

F. The Past President shall chair the Constitution Committee and the Ethics Committee during the first year of office.

G. In the permanent absence, removal or resignation of the President during the President's first year, the Past President shall preside at the meetings and assume the responsibilities of the office for the remainder of that first year.

### **Section 3: Duties of the Vice President**

A. The Vice President will represent the college and Academic Senate on the Los Rios Community College District Academic Senate.

B. Upon agreement of the Vice President and confirmation by the Senate, the Vice President shall become the President-Elect in the second year of his/her term.

C. In the permanent absence, removal or resignation of the President during the President's second year or later, the Vice President shall immediately succeed to the office of President for the remainder of the term and within 10 instructional days call for an election process for a new Vice President for the remainder of the term.

D. In the event that a Past President is not available when a President is removed or resigns during the President's first year, the Vice President shall immediately succeed to the office of President for the remainder of the term and within 10 instructional days call for an election process for a new Vice President for the remainder of the term.

E. The Vice President shall chair the Constitution Committee and the Ethics Committee during the second year in office.

F. The Vice President shall be assigned additional duties by the Academic Senate President as mutually agreed upon.

G. If the President is unable to attend the ASCCC Plenary meeting, the Vice President will serve as the FLC voting delegate to the ASCCC Plenary meeting.

### **Section 4: Duties of the Executive Secretary**

A. The Executive Secretary shall publicly post the agenda three days prior to an Academic Senate meeting.

B. The Executive Secretary, after consultation with the President, shall publish the Draft Senate minutes to the Senate only. Upon approval of the minutes by the Senate, the

Executive Secretary shall distribute the Senate minutes to the college community in accordance with the timelines established in Article III of the Bylaws.

C. The Executive Secretary shall keep the minutes of the Senate, act as Secretary to the Executive Council, keep an accurate list of officers, senators and committee chairs, and keep a master copy of the Constitution, Bylaws, and Standing Rules.

D. The Executive Secretary will keep a master copy of the Senate's resolutions, memorandums of understanding, and correspondence with the college president, the chancellor, the Los Rios Community College District Academic Senate, and the Statewide Academic Senate.

E. Unless a candidate for office, the Executive Secretary will chair the Elections Committee and coordinate elections as noted in the Bylaws.

F. The Executive Secretary will keep track of the status of senators' and committee chairs' terms of office.

G. The Executive Secretary will coordinate the faculty designations for academic area as noted in Section I of the Bylaws.

H. The Executive Secretary is a voting member of the Academic Senate.

I. The Executive Secretary will be one of the faculty representatives to the Los Rios District Academic Senate.

J. The Executive Secretary will chair the ad hoc committee for faculty office assignments when convened.

## **Section 5: Duties of the Senator**

A. The Senator will represent his or her area at all Academic Senate meetings, communicating information to and from the Senate and his or her Area constituents.

B. The Senator will serve on subcommittees and/or ad hoc committees as assigned and/or approved by the President.

C. If a Senator is unable to attend a scheduled Academic Senate meeting, he or she may give an issue-specific written and signed proxy or emailed proxy (generated from the Senator's own college email account) to another Senator who will then represent the Senator and his or her area at the specified meeting.

D. Three absences by a Senator in the course of any semester will be viewed as a resignation from the Academic Senate. If another member of that Senator's area is available, the Academic Senate President will appoint a replacement.



## **Section 6: Duties of the PG Committee Chair (or Faculty Co-chair of a PG Committee)**

- A. The term for PG Chair is two years. Chairs may be appointed to additional terms by the President in consultation with the Executive Committee.
- B. The PG Chair will follow committee operational procedures outlined in the College Governance Agreement (CGA).
- C. The PG Chair (or a non-voting designee) will represent the interests of his or her committee at all Academic Senate meetings.
- D. The PG Chair will, upon confirmation by the Academic Senate, be recognized as a voting member of the Academic Senate.
- E. When PG Chair is not able to attend AS meetings, the chair will designate a representative.
- F. The PG Chair will make efforts to identify and to mentor a successor.

## **ARTICLE III PROCEDURES**

- Section 1** Any faculty member may request that an item be placed on the agenda of the Academic Senate by submitting a written notice to the President. The Executive Council will determine whether the issue is within the senate's purview as well as when it should be scheduled for discussion.
- Section 2** All Senate meetings shall be open to the public with the exception of Executive Council sessions. Visitors may speak at Senate meetings during the "Public Comment" agenda item, but may be asked to limit their comments to a specific time period. Unless visitors are recognized by the President during the course of the Senate meeting, they may not participate in Senate debate or discussion.
- Section 3** The Executive Secretary shall publish the approved minutes of Senate meetings, and they will be made available to the Faculty within ten working week days following the meeting. Should the Senate meet again within that time frame, the Executive Secretary shall distribute draft minutes from the previous Senate meeting to all faculty prior to the Special Senate meeting when possible.
- Section 4** The Senate shall call meetings of the Faculty as needed or as requested by 10% of the Faculty electorate. Requests for a meeting should be directed to the President and to the Executive Council.
- Section 5** The Senate shall meet at least once a month during the academic year. Such meetings shall be included in the College Master Calendar.

- Section 6** A quorum for Senate meetings is defined as 50% of the voting members plus one.
- Section 7** Special meetings of the Senate may be called at the President's discretion or when requested in writing by 50% of the Senate members; however, no action may be taken unless a quorum is present.
- Section 8** In all matters of internal functioning not covered by the Constitution and Bylaws, the Senate shall be governed by rules of order as designated by the Academic Senate President at the first official meeting of the senate in the Fall semester.
- Section 9** All proposals from participatory governance committees concerning academic and professional matters shall be directed to the Academic Senate. The chair of the governance committee should notify the President at least five days before the next regularly scheduled Senate meeting so that the proposal will appear on the agenda. If the proposal arrives less than five days before the regularly scheduled Senate meeting, the Senate President may opt to schedule the proposal for the following regularly scheduled Senate meeting. In the event of an urgent proposal, the Senate President will confer with committee chair and with the Executive Council. After conferring with the Council and barring exceptional and extenuating circumstances, the President may accept the proposal for the Senate. If affirmed by the Senate, the proposal will become a Senate recommendation to the College President.

#### **ARTICLE IV**

##### **SENATE COMMITTEES**

- Section 1** Academic Senate Committees, listed below, are composed of faculty only. Members for the following academic year are appointed by the President with the aid of the Executive Council.
- Section 2** The faculty shall be ensured its right to participate effectively in district and college governance. Senate Committees will develop and adopt internal rules and procedures as needed for their operation. These rules and procedures shall be approved by the Senate.
- Section 3** **Executive Council**  
The Executive Council also serves as the steering committee for the Senate and the Faculty.
- Section 4** **Elections Committee**  
This committee, which shall be composed of two or more senate members who are not seeking election, shall conduct the annual elections of the Academic Senate as set forth in Article I of these Bylaws.  
A. The Executive Secretary shall serve as chair, unless that individual is seeking

office.

B. In the event that the Executive Secretary is also seeking office, the President shall appoint an alternate Elections Committee chair from within the pool of elected senate members not seeking reelection.

**Section 5      Constitution Committee**

This committee shall ensure that Senate actions are within constitutional limits. It shall also review all proposed changes to the Constitution and Bylaws and make recommendations on such proposals to the Senate. This committee shall convene annually.

**Section 6      Ethics Committee**

This committee shall be chaired by the Past President during his or her first year, or by the designee as appointed by the President. The President upon consultation with the Executive Council will make additional appointments to this committee. This committee will convene to discuss issues involving the Faculty Code of Ethics and, further, shall serve as confidential mediator in faculty-to-faculty disputes when requested by all involved parties. The committee shall send reports and recommendations to the Academic Senate.

**Section 7      Faculty Hiring Priorities Committee**

This committee shall be chaired by the President and will include Senate representation from all Instructional Areas.

**Section 8      Ad Hoc Committees**

The Academic Senate reserves the right to convene ad hoc committees to consider issues related to academic and professional matters.

**ARTICLE V**  
**CHANGES TO THE BYLAWS**

**Section 1**      The Bylaws may be changed by a simple majority of voting Senate members at regular senate meetings provided that the proposed changes have been published and circulated among the faculty for two weeks prior to the time of voting. The Bylaws shall be reviewed at least once every five years.

**Section 2      Standing Rules**

Standing rules shall be adopted by the Senate as needed for its operation.

These amendments, approved and ratified on May 9, 2017, became effective August 1, 2017.