

El Camino College
Academic Senate
By Laws

BYLAWS OF THE ACADEMIC SENATE OF EL CAMINO COLLEGE

TABLE OF CONTENTS

PREAMBLE

ARTICLE I	Name	1
ARTICLE II	Purpose.....	1
ARTICLE III	Membership	1
Section 1.	Election of Full-Time Senators	1
Section 2.	Election of Adjunct Senators.....	1
Section 3.	Full-Time Senator – Terms of Office	2
Section 4.	Attendance	2
ARTICLE IV	Officers	3
Section 1.	Election of Officers	3
ARTICLE V	Meetings	3
Section 1.	Quorum	3
Section 2.	Order of Business	3
ARTICLE VI	Executive Committee	4
Section 1.	Meetings.....	4
Section 2.	Quorum	4

PREAMBLE

Nothing stated in these Bylaws shall be construed to contradict any provisions of the Academic Senate Constitution, hereinafter referred to as the Constitution.

ARTICLE I Name

The name of this organization shall be the Academic Senate of El Camino College, hereinafter referred to as the Senate, as stated in the Constitution.

ARTICLE II Purpose

Refer to Article II, Section 1 of the Constitution.

ARTICLE III Membership

Section 1. Election of Full-Time Senators

- 1.1 Nominations – In October the senior senator in each division shall issue a call for nominations in writing to obtain candidates for any expired or unfilled senate positions. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution. When a vacancy occurs prior to expiration of the term, the vacancy shall be filled according to Article III, Section 1.8.3 of the Constitution.
- 1.2 Conducting Elections – Within one month after nominations, the senior senator from each division shall conduct elections following a process approved by the division faculty.
- 1.3 Qualified Voters- Only full-time faculty may vote for full-time senators.
- 1.4 Announcement of Election Results – The senior senator of each division shall announce the election results. The results will be forwarded to the Senate president.

Section 2. Election of Adjunct Senators

- 2.1 Nominations – Notice of Election and Call for Nominations are to be mailed to all adjunct faculty within the first two weeks of the fall semester.
- 2.2 Qualified Voters- Only adjunct faculty may vote for adjunct senators.

- 2.3 Ballot Distribution and Counting – By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail. Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.
- 2.4 Announcement of Election Results – Results of the election may be distributed to the senior senator of each campus division to post. Invitations are extended by the Senate president to the successful candidates to attend the next Senate meeting. Current adjunct senators will continue to serve until the new senators take office.

Section 3. Full-Time Senator – Terms of Office

- 3.1 The terms of office of the representatives shall be staggered insofar as possible. The effective date of the terms of office of newly elected senators shall be the last day of the spring term of the academic year in which they are elected.
- 3.2 Recall procedures may be initiated by a petition to the Senate president signed by one-third of the faculty members of the division. Upon receipt of a valid petition, the Senate president shall initiate a recall election within one month. Recall shall require a two-thirds majority vote of the full-time faculty members of the division. In the event of recall, a special divisional election shall be held within one month under the procedures of Article III, Section 1 of these Bylaws.

Section 4. Attendance

If a senator is unable to attend, the president or secretary shall be notified no later than the meeting date so that the senator may be excused. A Senator who fails to attend two consecutive regular Senate meetings without being excused may be removed if, in the opinion of the Executive Committee, no justifiable reason has been given. A replacement shall be appointed in accordance with Article III, Sections 1.8.4 or 1.9.2 of the Constitution.

ARTICLE IV Officers

Section 1. Election of Officers

- 1.1 Nominations –At the first meeting in November, or when a vacancy occurs, the chair of the Senate Election Committee shall issue a call for nominations and distribute nomination forms for Senate officers. Nominees must be members of the Senate. The Election Committee is responsible for processing nominations and for verifying the eligibility of each nominee.

- 1.2 Ballot Presentation of Candidates – At the second meeting in November, the nominations received by the Election Committee shall be presented to the Senate. The Senate president shall call for nominations from the floor to be added to the ballot. Upon receipt of the ballots, write-in candidates are handled according to *Roberts Rules of Order*.
- 1.3 Ballot Distribution – The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.
- 1.4 Ballot Count – All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall count the ballots immediately. The candidate receiving the majority of the votes shall be the winner. In case of a tie vote, a special runoff election shall be held at the next scheduled Senate meeting. In the event of no candidate receiving a majority vote, a run-off election shall occur for the top two candidates.
- 1.5 Announcement of Election Results – The Election Committee Chair shall report the election results to the Senate president immediately and to the body of the Senate at the next scheduled meeting.

ARTICLE V Meetings

Section 1. Quorum

- 1.1 A quorum for a Senate meeting shall consist of a majority of the regular membership. In the event of a vote, if a quorum is called for and is deemed not to be present by the secretary, issues may be discussed, but any voting must be postponed to a subsequent meeting.
- 1.2 A quorum for a faculty meeting shall consist of one-third of the faculty members. If a quorum is not present at a faculty meeting, issues may be discussed, but any voting will take place only by mail ballot, the time for return of ballots to be determined by the president, but should not be less than one week. The decision is to be determined by simple majority of the ballots received within the specified time.

Section 2. Order of Business

- 2.1 The general order of business at a regularly scheduled meeting of the Senate shall be as follows:
 - a) Approval of the minutes of the previous meeting.

- b) Reports of officers and standing committees.
 - c) Reports of special committees.
 - d) Unfinished business.
 - e) New business.
 - f) Agenda items for next meeting.
- 2.2 The Senate may suspend the general order of business at a Senate meeting as follows:
- a) A motion is to be made and seconded to suspend the general order of business to allow a particular item of business to be presented and discussed out of order of the priority of business.
 - b) A two-thirds vote of those senators present is needed to pass the motion to change the priority order of business.

ARTICLE VI Executive Committee

Section 1. Meetings: The Executive Committee shall hold meetings as deemed necessary by the Senate President and the officers.

Section 2. Quorum: A quorum is a majority of the Executive Committee regular membership.

Approved by AS 2000
Revised and Approved 7/1/2002
Article IV passed AS Nov 5, 2002
Ratified:

From the May 9, 2002 Academic Senate Packet, Pages 101-103
Approved 7/1/2002
Amended 11/5/02
Proposed: Spring 2004