

El Camino College Academic Senate Bylaws

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EL CAMINO COLLEGE ACADEMIC SENATE BYLAWS

- 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: After the start of the spring semester and prior to May 1 of each year, the senior senator (or designee, in cases where the senior senator intends to be a candidate in the election) in each division shall issue a call for nominations to all full-time faculty in the division via email to obtain candidates for any vacant full-time senator positions or positions expiring on the last day of the spring term of the academic year. The Senate Vice President of Logistics and Communications shall be copied on the email calling for nominations. The senior senator shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution.
- 1.2 Vacancies: 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.
- 1.3 Conducting Elections: Prior to May 15 of each year and within one month after nominations, the senior senator or designee and at least one other current senator who is not a candidate in the election from each division shall conduct elections. Elections shall be conducted by secret ballot unless the number of candidates is equal to or less than the number of open Senator positions, in which case the senior senator may appoint the candidates to fill the open Senator seats.
- 1.4 Challenging Election Results: Any division faculty member who believes that election procedures were not properly followed may submit a complaint in writing to the Vice President of Logistics and Communications who will contact the senior senator or designee to ensure that proper procedures were followed. If the senior senator or

designee cannot provide written documentation that the proper nomination and election procedure were followed, a special election overseen by a member of the Senate Executive Board from outside the division will commence.

- 1.5 Qualified Voters: Only full-time faculty may vote for full-time senators.
 - 1.6 Announcement of Election Results: The senior senator or designee of each division shall announce the election results via email to all faculty in the division and shall notify the Senate Vice President of Logistics and Communications of election results via email prior to June 1. Newly elected senators shall be invited to attend the final senate meeting of the current spring semester.
- Section 2. Election of Part-Time Senators
- 2.1 Nominations: Prior to May 1 of each year, a current senator in each division with a vacant or expiring part-time senator term shall issue a call for nominations to all part-time faculty in the division via email to obtain candidates for the part-time senator position. The Senate Vice President of Logistics and Communications shall be copied on the email calling for nominations. The senator conducting the election shall verify the eligibility of all nominees in accordance with Article III, Section 1.5 of the Constitution.
 - 2.2 Qualified Voters: Only part-time faculty may vote for part-time senators.
 - 2.3 Ballot Distribution and Counting: Prior to May 15 of each year in which an election is to be held and within one month after nominations, the senator who issued the call for nominations and at least one other current senator from the division who is not a candidate in the election shall conduct elections. Elections shall be conducted by secret ballot unless there is only one candidate for election in which case the senator conducting the elections may appoint the candidate to fill the open part-time Senator seat.
 - 2.4 Challenging Election Results: If a faculty member feels that election procedures were not properly followed, they may submit a complaint in writing to the Vice President of Logistics and Communications who will contact the senator who conducted the election to ensure that proper procedures were followed. If the senator conducting the elections cannot provide written documentation that the proper nomination and election procedure were followed, a special election overseen by a member of the Senate Executive Board from outside the division will commence.
 - 2.4 Announcement of Election Results: The senator conducting the election shall announce the election results via email to all faculty in the division and shall. notify the Senate Vice President of Logistics and Communications of election results via email prior to June 1. Newly

elected senators shall be invited to attend the final senate meeting of the current spring semester.

Section 3. Senator Terms of Office

3.1 **Terms of Office:** The term of office for full-time and part-time senators shall be three years.

3.2 **Full-time Senator Staggered Terms:** The terms of office of full-time senators shall be staggered in all divisions with more than one senator. In divisions with three full-time senators, one senator shall be elected each year. In divisions with more than three full-time senators, terms shall be staggered so that at least one senator is elected each year and the number of senators elected each year is as equal as possible. The effective date of the terms of office of newly elected senators shall be July 1 of the year in which they are elected.

3.3 **Recall of Senators:** 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 procedure of Article III, Section 1 of these Bylaws.

Section 4. Attendance at and report out from Senate Meetings

4.1 **Reporting of Absences:** If a senator is unable to attend a meeting, the Vice President of Logistics and Communications shall be notified no later than noon on the meeting date so that the senator may be excused. If the elected alternate senator will be attending as a proxy for the senator who cannot attend the meeting, the absent senator shall also notify the Vice President of Logistics and Communications that the alternate will attend in their place. In extenuating circumstances, the senator may give notice up to 48 hours after the conclusion of the meeting. A Senator who fails to attend two consecutive regular Senate meetings or 50% of the meetings in any given semester without being excused may be removed by majority vote of the Executive Board. 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 **Officer Election Sequence:** Except in cases of co-officers serving staggered terms, the President, Vice President of Diversity, Equity, Inclusion, and Accessibility, Vice President of Finance and Special Projects, and Vice President of Academic Technology shall be elected in odd years while the Vice President of Educational Policies, Vice

President of Faculty Development, and Vice President of Logistics and Communications will be elected in even years.

- 1.2 Nominations: No later than the first Senate meeting of the spring semester, or when a vacancy occurs, the Senate President shall appoint and announce an elections chair from the Senate Executive Board; the Senate President may choose to serve as the elections chair if they are not a candidate in the elections. No individual who is a candidate for election may serve as Elections Chair. At the following senate meeting, the chair of the Senate Election Committee shall issue a call for nominations. The nomination period shall be no less than one and no greater than two weeks. Nominations shall be made on the senate floor or via email to the elections chair.
- 1.2 Qualification: Nominees must be current members of the Senate. The Election Chair/Committee is responsible for processing nominations and for obtaining consent from and verifying the eligibility of each nominee.
- 1.3 Ballot Presentation of Candidates: No later than the final Senate meeting of April, 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*.
- 1.4 Candidate Statements: The Senate President shall allot time on the agenda following the meeting in which nominations closed for candidate statements. Each candidate shall be given 5 minutes to make a statement concerning why they are running for office and what qualifications make them the best candidate for the office. Each candidate shall also provide a written statement of no more than 200 words to be placed on the senate agenda at which oral statements are made.
- 1.5 Ballot Distribution: The chair of the Senate Election Committee shall be responsible for conducting elections. Elections shall be conducted via secret ballot unless there is only one candidate for a particular office in which case the Senate may elect the candidate(s) by acclamation at the meeting in which the nomination period closes. The Election Committee shall prepare ballots to be sent via email to senators.
- 1.6 Ballot Count: All ballots must be received by the Election Committee within 10 business days of distribution. The Election Committee shall verify the winner of each election immediately. The candidate receiving a simple 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.
- 1.7 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 College Council Representatives

Section 1 Election of College Council Representatives

1.1 Term of service: In addition to the Senate President who shall serve as a College Council tri-chair, the senate shall elect, from among its membership, two college council faculty representatives to serve staggered two-year terms.

1.2 Representation on College Council: The College Council representatives must include at least one instructional and one non-instructional faculty member. Additionally, the Senate shall make every reasonable effort to ensure that the College Council representatives include (1) an instructional non-CTE discipline faculty member; (2) an instructional CTE discipline faculty member; and (3) a non-instructional faculty member.

1.3 Term Limits: College Council representatives may not serve consecutive terms unless there are no other candidates for the position. If a College Council Representative's Senate term expires before the end of their term on College Council and they are not re-elected, they may either participate as Ex-Officio members of the Senate until the conclusion of their College Council term or a special election will be held to appoint a replacement for the remainder of the term.

Section 2 Reports to Senate

2.1 Reports to Senate: College Council representatives are expected to report out at least monthly to the Senate during primary terms regarding the business of College Council as long as College Council meets.

ARTICLE VI 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 Vice President of Logistics and Communications, 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 electronic 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 President may suspend the general order of business at the Senate meeting as long as all business is addressed during the meeting, unless a motion to preserve the general order of business (as listed above) is approved by a majority of the Senate.
- 2.3 If portions of the Senate meeting occur outside of the official college hour, the Senate shall make every effort to conduct all official business during the college hour to allow for participation of all Senators.

Section 3. Speakers.

- 3.1 Any person may speak at Senate meetings either on agenda items or on other matters that are within the purview of the Academic Senate. Persons wishing to speak on matters not on the agenda shall do so at the time designated at the meeting for public comment. The Senate President may determine that speakers may be allowed a maximum of two minutes per topic.

ARTICLE VII Executive Board

- 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.

Approval and Amendment

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