

ARTICLE XII Delegate to Academic Senate for California Community Colleges

Section 1. Delegate

- 1.1 The delegate enjoys full voting rights at both regular and special general sessions of the Academic Senate for California Community Colleges.
- 1.2 The delegate shall be the president of the Senate. If the president is unable to attend, he or she may appoint a Senate member to represent El Camino College at the state level.

Amendments:

Revised:	June, 1982
Revised:	June, 1988
Revised:	April, 1989
Revised:	March 16, 1990
Revised:	December 1992
Revised:	March 22, 1993
Revised:	August 29, 1998
Ratified:	May 1, 2000
Ratified:	July 1, 2002
	Academic Senate Packet: May 8, 2002 – Pages 92 – 100 (Constitution)
	Academic Senate Packet: Dec 16, 2003 – Pages E11-E22 Constitution/E23-26 By-Laws
	:Mar 16, 2004 – Pages B1-B2 College Curriculum Committee

Amendment to the Constitution: Academic Senate Voting Procedures

Peter Marcoux

Proposed changes in bold and capitalization.

Constitution

ARTICLE X Amendments to the Constitution

Section 1. Amendments to the Constitution

If the Senate approves the proposal for amendment, it is put to a ratification vote by the faculty. The Election Committee chair shall conduct the vote by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**.

Section 2. Editorial Changes. Non-substantive, editorial changes in the Constitution may be made by a majority vote of the Senate.

ByLaws

ARTICLE III Membership

Section 2. Election of Adjunct Senators

Nominations – Notice of Election and Call for Nominations are to be mailed **OR VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY** to all adjunct faculty within the first two weeks of the fall semester.

Ballot Distribution and Counting –

By the fourth week of the fall semester, the ballots shall be distributed to all adjunct faculty by mail **OR OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**. Ballots are to be returned within ten days of distribution. The two nominees receiving the highest number of votes will serve as adjunct senators.

ARTICLE IV Officers

Section 1. Election of Officers

Ballot Distribution – The chair of the Senate Election Committee shall be responsible for conducting elections. The Election Committee shall prepare ballots to be mailed **OR VIA OTHER SECURE MEANS INCLUDING INTERNET, PHONE, OR OTHER TECHNOLOGY**.

to each Senate member immediately after the meeting referred to in Article IV, Section 1.2.

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.

First Reading – Oct. 16, 2006

Continued to Nov. 7, 2006

Approved by Academic Senate – Nov. 7, 2006

**Proposed changes to ECC Academic Senate Constitution
Restructuring resulting from Partnership with Compton – Approved by Senate Mar. 20, 2007**

ARTICLE I Name and Definitions

Section 2. Definitions

The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement and Compton Community College District Federation of Teachers Agreement

The term “division senator” is the individual who is elected by the full-time faculty of a division or educational center to represent such unit.

The term “educational center” shall mean a formally recognized El Camino College educational center as defined in Title 5.

The terms “faculty council” or “educational center council” shall mean a standing committee of the Senate located at each educational center. This Committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

ARTICLE III Senate Membership

Section 1. Senators

The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large from the Main Campus and up to one from each educational center on the Senate to be elected by the adjunct faculty of that center.

Divisions and educational centers having FTEF shall be entitled to senate members on the following basis:

1 through 24	-	two	(2)	members
25 through 36	-	three	(3)	members
37 through 48	-	four	(4)	members
49 or more	-	five	(5)	members

The division or educational center represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

ARTICLE IV Officers

Section 1. Officers. The Senate shall elect from among its members:

- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (an elected chair of an educational center council);
- Secretary;

Approved by Academic Senate – 3/20/07

Pertinent Passages from AS Constitution RE compton Edited 4-12-07.doc

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- Other Officers, as deemed necessary.

Section 4. Duties of Officers and Other.

It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall preside over meetings of the Senate, as outlined in Robert's Rules of Order; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); appoint representatives to educational center councils; and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.

Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.

4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.

4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall communicate the needs and concerns of faculty at educational center councils to the full Senate.

Section 1. Committees

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

- a. College Curriculum
- b. Educational Policies
- c. Faculty Development
- d. Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee)
- e. Legislative Action
- f. Educational Center Faculty Council

ARTICLE VI - Executive Committee

Section 1. Voting Members: president, vice-presidents and secretary.

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

**By Laws of El Camino College Academic Senate
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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.

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- 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

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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.

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- 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.

Amendments & Revisions

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