**BY-LAWS OF THE MOORPARK COLLEGE ACADEMIC SENATE**

**PART 1**

**(Draft 3: 13 January 2015)**

ARTICLE I – NAME

See Constitution.

ARTICLE II – PURPOSE

See Constitution.

ARTICLE III – PROCEDURES

The Academic Senate shall abide by the Brown Act in all of its business.

The Academic Senate Faculty Statement of Ethics shall provide the guiding principles for its

deliberations, decisions, and actions.

The most recent edition of *Robert’s Rules of Order* shall govern the Academic Senate on all matters

not specifically covered by this Constitution and its By-laws.

ARTICLE IV – THE ACADEMIC SENATE MEMBERSHIP

Any member of the Academic Senate may:

1) Attend any meeting of the Academic Senate Council, its Standing Committees, or a General

Meeting of its membership (other than an “executive session” as defined by the Brown Act).

2) Vote on all matters of concern to them as stated in the Constitution and By-Laws.

3) Readily access all information relevant to the business of the Senate, both as mandated by the

Brown Act as well as on other matters pertaining to its work, such as its budget and its

policies and procedures on different aspects of its charge.

4) Bring matters of concern to the attention of the Academic Senate Council, any of its Standing

Committees, or a General Meeting of its membership, either through their representatives,

or to the Executive Officers or faculty chairpersons, or during public comments at the

start of a meeting.

5) Initiate action or policies, when the Academic Senate Council has not responded to regularly

channeled requests. They may do this through a petition signed by 10 percent of the Senate

membership stating the action to be considered and requesting either a special Senate General

Meeting or a place on the agenda of an Academic Senate Council meeting. Such an initiated

action shall require a majority vote of those voting in a General Meeting to be approved,

provided that one third or more of the general membership participates in the voting, or a

majority vote of the Academic Senate Council.

Any proposed initiative action shall be made available to all members both in paper

and electronic form at least two weeks prior to the Academic Senate Council meeting or

General Meeting at which it will appear on the agenda.

ARTICLE V – ACADEMIC SENATE GENERAL MEETINGS

The Academic Senate shall hold a General Meeting of the membership at least once a year. It shall

be planned for maximum opportunity for attendance by all members.

A quorum for the General Meetings of the Academic Senate shall be at least one-third of the

membership.

ARTICLE VI – THE ACADEMIC SENATE COUNCIL

Section A: Function and Responsibilities of the Academic Senate Council

It shall be the function of the Academic Senate Council to transact the business of the Academic

Senate, to develop and implement the policies of the faculty, and to serve as the voice of the

faculty on all academic and professional matters.

Specifically it shall be the responsibility of the Academic Senate Council:

1. To be the official representative of the Moorpark College faculty in relationships with the

College and District administration and with the Board of Trustees on all academic and

professional matters.

2. To establish procedures for determining and implementing faculty policies related to all

academic and professional matters.

3. To establish processes to expedite the transaction of Academic Senate business.

4. To consider, discuss and move on recommendations presented to it by the Standing

Committees, a General Meeting, or the Executive Officers.

5. To elect the faculty chairpersons of the Standing Committees.

6. To ratify the members of the Standing Committees.

7. To establish work groups of the Senate Council when necessary, appointing the members and

naming the chairperson of each group.

8. To advise the Academic Senate President and the other officers of the Senate; to assist the

Academic Senate President in preparing agendas; and to perform those duties requested

by the Academic Senate President, the other officers, or the Academic Senate general

membership.

Section B: Academic Senate Council Meetings

The Academic Senate Council shall meet at least once a month during the regular academic

year.

A quorum for the Academic Senate Council shall be a simple majority. In the case of a vacancy in a

representative or Executive Officer position the Council quorum shall be considered reduced by one

until such vacancy is filled.

Section C: Academic Senate Council Department Representatives

1. Basis of representation

Representation shall be based upon academic “departments” as administratively organized. Each

“department” is defined as that portion of the full- and part-time faculty administered by a

department chair or coordinator (as those terms are defined in the current VCCCD/AFT

bargaining agreement).

Faculty members assigned to more than one department shall be represented within the

department to which the greater amount of their assignment is allocated.

2. Duties of department representatives

It shall be the duty of each representative:

a) To represent the viewpoints of their department to the Academic Senate Council,

including providing input for Senate Council agendas when appropriate.

b) To report Academic Senate Council business and activities to all members of their

department.

3. Election of department representatives

The faculty representative to the Academic Senate Council must have the majority of his/her

load allocated within the department he/she represents, and may be either a full- or part-time

member of the faculty.

The method of electing a departmental representative shall be determined by the members of each

department and shall include open nominations and elections in a process that allows any within the

department to serve. A department may also elect an alternate representative to serve in the case of

the absence of the primary representative.

Departmental representatives shall be elected and ready to serve no later than the 1st day of June.

4. Vacancies of department representatives

The President of the Academic Senate shall notify the department of the vacancy. If no alternate

exists the department shall elect a new representative as determined above.