

Moorpark College Academic Senate Constitution and By-Laws Workgroup

1. Membership of Senate Council

CONSTITUTION OF THE MOORPARK COLLEGE ACADEMIC SENATE:

ARTICLE V – SENATE COUNCIL

The affairs of the Academic Senate as herein specified shall be conducted by the Academic Senate Council.

Section A: Membership. The membership of the Academic Senate Council shall include the following elected and voting officials:

President, Vice President, Secretary, Treasurer, a representative from each Moorpark College department (see by-laws).

The faculty co-chairs of all faculty governance committees shall be non-voting members of the Academic Senate Council. The immediate past president may also choose to serve as a non-voting member of the Academic Senate Council, if still currently a faculty member at Moorpark College.

Section B: Duties. The duties of the elected officers and representatives shall be those detailed by the by-laws of the Academic Senate and outlined in Robert's Rules of Order.

Section C: Terms. The term of office for each elected officer shall be two years, beginning the first day of June of odd-numbered years, and for each representative shall be one year, beginning the first day of June.

BY-LAWS OF THE MOORPARK COLLEGE ACADEMIC SENATE:

ARTICLE 1 – ACADEMIC SENATE COUNCIL

Section B: Representation.

Basis of representation: Representation shall be based upon academic

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“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 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. 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.

Responsibility of representatives: It shall be the responsibility of each representative:

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

b) To maintain liaison and report Academic Senate Council business and activities to all members of their department.

Election of representatives: The method of electing a departmental representative shall be

determined by the members of each department and shall include open nominations and a process that allows any within

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

absence of the primary representative. Departmental representatives shall be elected and

ready to serve no later than the 1st of June.

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Moorpark College Academic Senate Constitution and By-Laws Workgroup

2. Elections to Senate Council

CONSTITUTION OF THE MOORPARK COLLEGE ACADEMIC SENATE:

Section D: Election of Officers. Elections for the offices of President, Vice-President,

Secretary and Treasurer shall be run by an Elections Committee (see by-laws).

Election of Department Representatives: Representatives from the college departments shall be elected as specified in the by-laws.

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BY-LAWS OF THE MOORPARK COLLEGE ACADEMIC SENATE:

Election of Officers: The election of the offices of President, Vice-President,

Secretary and Treasurer shall be run by an Elections Committee. This committee shall be

comprised of three members of the Academic Senate Council. Its duties shall

include receiving nominations, collating and distributing the position statements of all

candidates running in the election, declaring the results, and adjudicating any disputes

that may arise. All decisions of the Committee shall be final subject to approval by the

Academic Senate Council.

Volunteers for the Elections Committee shall be called for and its membership confirmed

during a meeting of the Academic Senate Council by March during Academic Senate election

years. Any voting member of the Academic Senate Council may volunteer, unless running for election, and if

necessary the ASC shall determine by vote the committee's final membership. Upon first

meeting, the Committee shall appoint a chair. The ASC Faculty Statement

of Ethics shall provide the guiding principles for the decisions and actions of the

Elections Committee.

All nominations for the officers shall be submitted to the Elections Committee

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no later than the first meeting in April, when it will announce the list of candidates to the Academic Senate Council.

The Committee shall ensure that elections are held before the first meeting in May.

Voting shall be by secret ballot. A simple majority of those Academic Senate members voting shall be sufficient for election. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the most votes on the first ballot. Any disputes before or during the election shall be resolved by the Elections Committee.

The Elections Committee shall announce the results of the election at the first meeting in May, upon acceptance of which by the Academic Senate Council, the Committee shall disband.

This committee shall be

comprised of five members reporting to the Academic Senate Council. Its duties shall include receiving nominations, collating and distributing the position statements of all candidates running in the election, declaring the results, and adjudicating any disputes that may arise. All decisions of the Committee shall be final subject to approval by the Academic Senate.

Volunteers for the Elections Committee shall be called for and its membership confirmed

during a meeting of the Academic Senate by March during Academic Senate election years. Any voting member of the ASC may volunteer, unless running for election, and if necessary the ASC shall determine by vote the committee's final membership. Upon first meeting, the Committee shall appoint a chair and vice-chair. The ASC Faculty Statement of Ethics shall provide the guiding principles for the decisions and actions of the Elections Committee.

All nominations for the executive officers shall be submitted to the Elections Committee no later than the first meeting in April, when it will announce the list of candidates to the ASC.

The Committee shall ensure that elections are held before the first meeting in May. Voting shall be by secret ballot. A simple majority of those Academic Senate members voting shall be sufficient for election. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the most votes on the first ballot. Any disputes before or during the election shall be resolved by the Elections Committee.

The Elections Committee shall announce the results of the election at the first meeting in

May, upon acceptance of which by the ASC, the Committee shall disband.

Moorpark College Academic Senate Constitution and By-Laws Workgroup

3. Vacancies on Senate Council

CONSTITUTION OF THE MOORPARK COLLEGE ACADEMIC SENATE:

Section E: Vacancies on the Senate Council.

Senate Officers: Resignation from any officer position of f the Academic

Senate shall be presented in writing to the Academic Senate President. Vacancies caused by
resignation shall be filled by a two-thirds vote of the Academic Senate Council (see by-laws).

A recall
election for the removal of any Senate officer shall take place when the Academic Senate

Council is presented with a petition so requesting, and that petition has been signed by
fifty percent of the number of those Academic Senate members voting in the most recent

election. A two-thirds majority of those voting on the removal of an officer shall be required to recall

The

terms of recalled officers shall end at the end of the semester during which the recall

election takes place. Vacancies caused by recall shall be filled by a special

election of the Academic Senate as a whole (see by-laws).

Department representatives: Resignation of a department representative shall be presented in writing to
the Academic Senate President. If an alternate representative has already been elected by the department
this person shall take on the position; if not the department shall hold new elections
according to the by-laws.

BY-LAWS OF THE MOORPARK COLLEGE ACADEMIC SENATE:

Section D: Vacancies on the Senate Council. Vacancies shall be filled as follows:

Senate fficers: The President of the Academic Senate shall notify the Senate general

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_____ membership of _____ the vacancy. Any Senate member may nominate by petition signed by ten Senate
general

members. Nominations _____ must be filed with the President within ten teaching days after the

announcement of the vacancy. _____ The Academic Senate Council shall vote on the nominations

_____ received and upon a two-thirds majority, a candidate shall be appointed to fill the vacancy. _____ The
vacancy shall be filled for the remainder of the term of office.

_____ 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 (see by-law X).

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Vacancies caused by resignation shall be filled by a two-thirds vote

of the Academic Senate Council.

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President: The Vice-President shall succeed to this position for the unexpired portion of
the President's term.

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If no petition is filed, the Senate Council's Committee on

Nominations shall select candidates.

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majority approval of the Senate Council

membership voting, the

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If two or more

petitions are filed, a special election among the general Senate membership shall
be held

to fill the vacancy.

