

BY-LAWS OF THE MOORPARK COLLEGE ACADEMIC SENATE

(Draft update: 10 April 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 him/her 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 at least one-tenth 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 to:

1. 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. Establish procedures for determining and implementing faculty policies related to all academic and professional matters.
3. Establish processes to expedite the transaction of Academic Senate business.
4. Consider, discuss, and move on recommendations presented to it by the Standing Committees, a general meeting, or the Executive Officers.
5. Elect the faculty chairpersons of the Standing Committees.
6. Ratify the members of the Standing Committees.
7. Establish work groups of the Senate Council when necessary, appointing the members and naming the chairperson of each group.
8. 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 to:

- a) Represent the viewpoints of their department to the Academic Senate Council, including providing input for Senate Council agendas when appropriate.
- b) 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.

ARTICLE VII – THE ACADEMIC SENATE EXECUTIVE OFFICERS

Section A: Duties of Executive Officers.

1. President. It shall be the duty of the President to:

- a) Preside at all meetings of the Academic Senate Council and General Meetings.
- b) Serve on the Moorpark College and District administrative councils and committees in accordance with Title V and upon invitation by the administration.
- c) Represent the faculty at meetings of the Board of Trustees and to keep the Academic Senate informed of pertinent decisions and topics of discussion.
- d) With the Academic Senate Council, assign to appropriate committees such matters as are requested by Academic Senate members.

- e) Communicate General Meeting and/or Academic Senate Council recommendations and proposals to the President of the college.
- f) Communicate General Meeting and/or Academic Senate Council recommendations and proposals to the District Board of Trustees.
- g) Prepare, with input from the other Executive Officers and the Senate Council, the agenda for Senate Council and General meetings.
- h) Be an ex-officio member of all Standing Committees except as otherwise provided in these By-Laws.
- i) Attend the program plan meetings with the Executive Vice President and the Fiscal Officer of the College as they discuss the needs laid out in the departments' program plans.
- j) Represent the faculty at both regular and annual budget meetings on campus and the District.
- k) Perform other duties as assigned by the Senate Council or the membership of the Senate through a General Meeting.

2. Vice-President. It shall be the duty of the Vice-President to:

- a) Serve for the President of the Academic Senate during any temporary absence of the President.
- b) Be an ex-officio member of such committees as are designated by the President and the Senate Council.
- c) Be a member of Moorpark College and District administrative councils and committees in accordance with Title V and upon invitation of the administration.

- d) Represent the President of the Academic Senate as the President, Senate Council, or a general meeting may direct.
- e) Perform other duties as assigned by the President, Senate Council or a general meeting.

3. Secretary. It shall be the duty of the Secretary to:

- a) Issue notices of meetings, publish agendas and policy statements, and record and distribute minutes of all Senate Council and General meetings in paper and electronic formats.
- b) Conduct all correspondence appropriate to this office.
- c) Publish an annual summary of major actions, proposals, and accomplishments for distribution to the members of the Senate.
- d) Perform other duties as assigned by the President, Senate Council, or a general meeting.

4. Treasurer. It shall be the duty of the Treasurer to:

- a) Develop an annual Academic Senate budget to present to the Senate Council.
- b) Collect all assessments of the Senate when directed by the Senate Council.
- c) Receive and deposit funds as necessary in the name of the Senate.
- d) Issue requisitions, as needed, co-signed by the President of the Senate and/or another Senate Executive Officer.
- e) Bring financial statements of all transactions of the Senate to the Senate Council monthly as well as present a budget summary to Council at the end of each year.
- f) Perform other duties as assigned by the President, Senate Council, or a general meeting.

5. Order of Precedence of Executive Officers

Order of precedence for officers shall be as follows: President, Vice-President, Secretary, Treasurer. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary function of the absent officer. A further order of precedence may be established by the Senate Council.

Section B: Election of Executive Officers

1. Elections Committee.

The election of the offices of President, Vice-President, Secretary, and Treasurer shall be run by an Elections Committee comprised of three members of the Academic Senate Council. Its duties shall include calling for and receiving nominations, collating and distributing the position statements of all candidates running in the election, holding the election, declaring the results, and adjudicating any disputes that may arise.

Volunteers for the Elections Committee shall be called for and its membership confirmed during a meeting of the Academic Senate Council early in the Fall semester during Academic Senate election years. Any voting member of the Academic Senate Council may volunteer, unless running for election, and if necessary the Senate Council shall determine by vote the committee's final membership.

Upon first meeting, the Election Committee shall appoint a chair. Any disputes before or during the election shall be resolved by the Committee, following the spirit of the Academic Senate *Faculty Statement of Ethics*. All decisions of the Committee shall be final subject to approval by the Academic Senate Council.

2. Elections procedures

The Elections Committee shall call for nominations for the Executive Officers in October of election years, ensuring all nominations are submitted to the Committee no later than the first meeting in November, when the committee will announce the list of candidates to the Academic Senate Council.

The Committee shall ensure that elections are held before the last meeting in November. Voting shall be by secret, paper or electronic ballot of the general membership. 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.

The Elections Committee shall announce the results of the election before or at the last meeting of the Fall semester, upon acceptance of which by the Academic Senate Council, the Committee shall disband.

Section C: Vacancies in the Executive Officer positions

Vacancies in the Executive Officer positions shall be filled as follows.

In the case of a resignation, the President of the Academic Senate shall notify the Senate general membership of the vacancy and call for nominations.

These must be filed with the President (or the Vice President, in the case of a Presidential vacancy) within two weeks 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.

In the case of the recall of an Executive Officer, the procedures shall be followed for a regular officer election. The Senate Council shall form an Elections Committee to run the election and the general membership shall vote on the nominations received, following Article VII, Section B above.

ARTICLE VIII: ACADEMIC SENATE STANDING AND OTHER COMMITTEES

Section A: Standing Committees.

1. Faculty Co-Chairpersons

The term of office for faculty co-chairpersons of Standing Committees shall be two years, beginning the first day of June of odd-numbered years.

Elections for the faculty co-chairpersons shall be held by the Academic Senate Council in the Fall semester of even years. The Senate President shall put out a call for nominations at least four weeks before the election in Council and distribute any nominations at least two weeks before the election in Council. A simple majority of votes in the Academic Senate Council is required for election of faculty co-chairpersons.

Members elected to office shall shadow the current officers during the Spring semester before their term of office commences.

In the case of a resignation, a replacement faculty co-chairperson shall be elected by the Academic Senate Council for the remainder of the term of office.

Faculty co-chairpersons may serve for three terms consecutively and then shall stand down for at least one term before being able to stand again for election.

2. Standing Committee Members

The Senate membership of Standing Committees shall be ratified by the Academic Senate Council annually.

The terms of office for faculty co-chairpersons and Senate members of the Standing Committees shall begin the first day of June.

3. Duties of the Standing Committees

It shall be the duty of the Standing Committees to:

- a) Work under the authority of the Academic Senate on all academic and professional matters.
- b) Consider, study, and make recommendations on all matters submitted to them by the Academic Senate President, the Senate Council, or Standing Committee chairpersons, or through resolutions passed at a general meeting of the Academic Senate.
- c) Bring their recommendations back to the Academic Senate Council.

In the event that the Academic Senate Council disapproves the recommendation of a Standing Committee on an academic or professional matter, the committee may appeal the decision of the Senate Council to the Academic Senate membership in a general meeting, as stated in Article IV of the By-Laws.

4. Duties of the Standing Committee Faculty Chairpersons

It shall be the duty of the Standing Committee faculty chairpersons to:

- a) Meet as an executive group with the Executive Officers of the Senate at least twice a semester to ensure communication between the Academic Senate and the Standing Committees.
- b) Co-chair the meetings of the Standing Committees on behalf of the Academic Senate.

- c) With the administrator co-chair, call regular meetings of the committee and to publish notice of committee meetings in sufficient time to inform all Academic Senate members.
- d) with the administrator co-chair, prepare agendas for committee meetings, maintain all committee minutes and records, and report committee actions to the Academic Senate Council and to the Academic Senate general membership.
- e) maintain communication with other committees, as appropriate, and with the Academic Senate Council.
- f) ensure that Standing Committees abide by the Brown Act.

Section B: Sub-Committees

Sub-committees may be appointed by the Academic Senate Council and its Standing Committees with defined membership and outcomes in the furtherance of the business of the Senate. The chairperson and members of a sub-committee shall be named by or given to the Academic Senate Council, and its membership shall be drawn from the forming committee. Subcommittees make recommendations to the committee that formed them, and must follow the Brown Act in their proceedings.

Section C: Work Groups

Ad hoc committees may be appointed by the Academic Senate Council and its Standing Committees to complete a specific task that is under the authority of the relevant committee in accordance with the Brown Act. The chairperson of each work group shall be named by or given to the Academic Senate Council, and its membership shall be drawn from the forming committee. Work groups make recommendations to the committee that formed them, and they are dissolved upon completion of purpose.

ARTICLE IX – AMENDMENTS

See Constitution.

ARTICLE X – RATIFICATION

See Constitution.

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