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

**(Draft 1: 10 July 2014)**

ARTICLE I – ACADEMIC SENATE COUNCIL

Section A: Function and Responsibilities.

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.

It shall be the responsibility of the Academic Senate Council:

a) 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.

b) To establish procedures for determining and implementing faculty policies related to all

 academic and professional matters.

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

d) To consider, discuss and move on recommendations presented to it by the Standing

 Committees, a General Meeting, or the Executive Officers.

e) To elect the faculty chairpersons of the Standing Committees.

f) To ratify the members of the Standing Committees.

g) To establish work groups of the Senate Council when necessary, appointing the members and

 naming the chairperson of each group.

h) 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: Representation.

i) 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.

ii) Responsibility of representatives

It shall be the responsibility 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.

iii) Election of 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.

Section C: Duties of Executive Officers.

i) President. It shall be the duty of the President:

a) To preside at all meetings of the Academic Senate Council and General Meetings.

b) To serve on the Moorpark College and District administrative councils and committees

upon invitation by the administration and in accordance with Title V.

c) To 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, to assign to appropriate committees such matters as

are requested by Academic Senate members.

e) To communicate General Meeting and/or Academic Senate Council recommendations and

 proposals to the President of the College.

f) To communicate General Meeting and/or Academic Senate Council recommendations and

proposals to the Ventura County Community College District Board of Trustees.

g) To prepare, with input from the other Executive Officers and the Senate Council, the

agenda for Senate Council and General meetings.

h) To be an ex-officio member of all Standing Committees except as otherwise provided in

these By-Laws.

i) To represent the faculty at both regular and annual budget meetings on campus and the

District.

j) To perform other duties as assigned by the Senate Council or the membership of the

Senate through a General Meeting.

ii) Vice-President. It shall be the duty of the Vice President:

1. To serve for the President of the Academic Senate during any temporary absence of the

President.

1. To be an ex-officio member of such committees as are designated by the President and

the Senate Council.

1. To be a member of Moorpark College and District administrative councils and

 committees upon invitation of the administration and in accordance with Title V.

1. To represent the President of the Academic Senate as the President, Senate Council, or a

General Meeting may direct.

1. To perform other duties as assigned by the President, Senate Council or a General

Meeting.

iii) Secretary. It shall be the duty of the Secretary:

1. To issue notices of meetings, publish agendas and policy statements, keep records and

 publish and distribute minutes of all Senate Council and General meetings in paper

 and electronic formats.

b) To conduct all correspondence appropriate to this office.

c) To publish an annual summary of major actions, proposals and accomplishments for

distribution to the members of the Senate.

d) To perform other duties as assigned by the President, Senate Council, or a General

Meeting.

iv) Treasurer. It shall be the duty of the Treasurer:

a) To develop an annual Academic Senate budget to present to the Senate Council.

b) To collect all assessments of the Senate when directed by the Senate Council.

c) To receive and deposit funds as necessary in the name of the Senate.

d) To issue requisitions, as needed, co-signed by the President of the Senate and/or another

Senate Executive Officer.

e) To bring statements of all transactions of the Senate to the Senate Council monthly as well

 as present Council with a budget summary at the end of each year.

1. To perform other duties as assigned by the President, Senate Council, or a General

Meeting.

v) Order of Precedence.

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 D: Election of Executive Officers.

i) 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 in February 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.

ii) Procedures

The Elections Committee shall call for nominations for the officers in March of election years,

ensuring all nominations are submitted to the Committee no later than the first meeting in April

when the committee 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, written 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 at the first meeting in May,

upon acceptance of which by the Academic Senate Council, the Committee shall disband.

Section E: Vacancies.

Vacancies on the Senate Council shall be filled as follows.

i) Executive Officers:

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.

Any Senate member may nominate by a petition signed by ten Senate general members.

Nominations 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 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 I, Section D

above.

ii) 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-Laws Article I Section B:

Representation).

ARTICLE II: STANDING AND OTHER COMMITTEES

Section A: Standing Committees.

The Academic Senate shall participate fully in the drawing up and revising of the Moorpark

College master document outlining Standing Committee jurisdiction, membership and

responsibilities. This participation shall occur according to shared governance procedures as

stipulated in Title V.

i) Membership

Standing Committee faculty chairpersons shall be elected by the Academic Senate Council, where

appropriate, for a term of two years, on even years. The Senate President shall put out a call for

nominations at least two weeks before the election in Council. In the case of a resignation a

replacement faculty chairperson shall be elected for the remainder of the term of office.

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

annually.

The terms of office for faculty chairpersons and Senate members of the Standing Committees shall

begin the first day of June.

ii) Duties

It shall be the duty of the Standing Committees:

a) To work underneath the authority of the Academic Senate on all academic and professional

matters.

b) To consider, study, and make recommendations on all matters submitted to it by the Academic

Senate President, the Senate Council, Standing Committee chairpersons, or through resolutions

passed at a General Meeting of the Academic Senate.

c) To bring its recommendations back to the Academic Senate Council.

d) 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 Academic Senate Council to the Academic Senate in a General Meeting.

It shall be the duty of the faculty committee chairpersons:

a) To meet as an executive group with the officers of the Senate at least twice a semester to

ensure communication between the Academic Senate and the Standing Committees.

b) To co-chair the meetings of the Standing Committee on behalf of the Academic Senate.

c) With the administrator co-chair, to 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, to prepare agendas for committee meetings, maintain all

committee minutes and records, and to report committee actions to the Academic Senate Council

and to the Academic Senate general membership.

e) To maintain liaison with other committees, as appropriate, and with the Academic Senate

Council.

f) To 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 III – SENATE MEETINGS

The 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.

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

year.

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

membership, and for the Academic Senate Council, a simple majority. In case of a vacancy in a

representative position the Council quorum shall be considered reduced by one until such

 vacancy is filled.

In accordance with *The Brown Act* members of the Academic Senate as well as members of

the public may attend Academic Senate Council and Standing Committee meetings. Such

persons shall be invited to address a meeting before the start of business, under Public

Comments. Such persons may not actively participate in the meeting itself unless invited to do

so by the chairperson of the meeting.

ARTICLE IV- PREROGATIVES OF THE MEMBERSHIP

Any member of the Academic Senate may:

a) 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).

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

c) 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.

d) 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 the processes described

in this Constitution and its By-Laws or during public comments at the start of a meeting.

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

channeled requests, 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. To be approved, such an initiated

action shall require a majority vote of those voting in a General Meeting 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.