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

**PART 2**

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

ARTICLE VII – THE ACADEMIC SENATE EXECUTIVE OFFICERS

Section A: Duties of Executive Officers.

1. 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

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

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

District.

k) To 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:

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

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.

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

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

4. 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 financial 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.

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, 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 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.

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 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:

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 them 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 their 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 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:

a) To 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) To co-chair the meetings of the Standing Committees 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 communication 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 IX – AMENDMENTS

See Constitution.

ARTICLE X – RATIFICATION

See Constitution.