**Workgroup session 4: CONSTITUTION**

**Article 5: SENATE COUNCIL**

Section F: Committees.

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.

Standing Committee faculty chairpersons shall be elected by the

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

Academic Senate Council annually.

The terms of office for chairpersons and members of the Standing Committees

shall start from June 1st.

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

 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) To call regular meetings of the committee and to publish notice of

committee meetings in sufficient time to inform all Academic Senate members.

d) To prepare agendas for committee meetings, to be responsible for

maintaining all committee minutes and records, and to report committee actions

to the Academic Senate Council and to the Academic Senate general membership.

) 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.

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. 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.

**Workgroup session 4: BY-LAWS**

ARTICLE 1 – 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 establish procedures for determining and implementing faculty policies

 related to all academic and professional matters.

b) To be the official representative of the faculty in relationships with the

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

 academic and professional matters.

c) To establish rules and procedures to expedite the transaction of

 Academic Senate business.

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

 Standing Committees or a General Meeting.

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.