



## **The Academic Senate of Los Angeles Pierce College Bylaws**

### **Article I**

#### **Definitions**

The following terms are used throughout the Constitution and Bylaws. Whenever encountered, these terms are to be understood in the restrictive and technical sense herein defined.

- a. Academic Senate: The Academic Senate of Los Angeles Pierce College.
- b. Faculty or faculty member: Those employees of the Los Angeles Community College District assigned to Pierce College who are employed in academic positions that are not designated as supervisory or management, and for which minimum qualifications for hire are specified by the Board of Governors, California Code of Regulations, Title 5, Sections 53200 and 53402.
- c. Full-time faculty: Faculty members who are permanent (regular or tenured) employees or probationary (contract) employees as defined by the California Education Code, Sections 87601–87609.
- d. Adjunct faculty: Faculty members who are not regular employees or contract employees as defined by the California Education Code, Sections 87601–87609.

### **Article II**

#### **Rules of Order**

##### **Section 1.**

Robert's Rules of Order, current edition, shall govern all procedures and proceedings of the Academic Senate not otherwise provided for in the Constitution and Bylaws.

##### **Section 2.**

A quorum shall consist of the majority of the membership.

## **Article III**

### **Organization**

#### **Section 1. Officers**

- a. The officers of the Academic Senate shall be the President, the 1<sup>st</sup> Vice President (of Academic Policy), the 2<sup>nd</sup> Vice President (of Curriculum), the Secretary and the Treasurer.
- b. Officers shall be full-time faculty members elected by a vote of the entire full-time faculty and adjunct department representatives.

#### **Section 2. Parliamentarian**

The President of the Academic Senate may appoint a Parliamentarian who shall advise according to the most current edition of Robert's Rules of Order. The appointment of the Parliamentarian shall be confirmed by the Academic Senate.

#### **Section 3. Senators**

- a. There shall be one (1) faculty member, full-time or adjunct representative from each Department, elected by the Department and certified by the Department Chair.
- b. There shall be three (3) at-large full-time faculty members elected by the entire full-time faculty.
- c. There shall be three (3) at-large adjunct faculty members who are on a discipline seniority list at the college elected by the entire part-time faculty.
- d. There shall be one (1) faculty representative from each of the following areas of the college not currently represented by a Department:
  1. Student Services Senator: One (1) selected from the following Student Services areas and appointed by the Student Services area:
    - Special Services
    - Child Development Center
    - Health Center
  2. Academic Affairs Senator: One (1) selected from the following Academic Affairs areas and appointed by the Academic Affairs area:
    - PACE
    - Distance Education
    - Encore
  3. Center for Academic Success Senator

- e. There shall be District Academic Senators who represent the Pierce College Academic Senate.
  - 1. The number of these District Academic Senators shall be determined by the District Academic Senate Constitution.
  - 2. These District Academic Senators shall be appointed by the Academic Senate of Pierce College and shall report regularly on matters of substance brought before District Academic Senate.
  - 3. A faculty member who was not already on the Pierce Academic Senate and becomes appointed as the District Academic Senate representative will then become a Pierce senator as well.
- f. The chair of a standing committee upon appointment becomes an additional voting at-large member if that person is not already a senator as provided in subsections a, b, d or e.

## **Article IV**

### **Duties and Responsibilities**

#### **Section 1. President**

The duties of the President shall be to:

- a. Preside over all meetings of the Academic Senate and of the Executive Committee of the Academic Senate;
- b. Serve as chief spokesperson of the Academic Senate;
- c. Call special meetings of the Academic Senate, as needed;
- d. Serve as ex-officio member of all committees of the Academic Senate;
- e. Serve as an Academic Senate representative on the Pierce College Council (PCC);
- f. Serve as an Academic Senate representative on the PCC Executive Committee;
- g. Serve on the District Academic Senate;
- h. Serve on the Executive Committee of the District Academic Senate;
- i. Serve as faculty Co-Chair (or the academic senate may identify and appoint a designee) on the Educational Planning Committee;
- j. Serve as the voting delegate to the Academic Senate for the California Community Colleges. With the approval of the Academic Senate, the President may designate another member of the senate to serve as the voting delegate to the Academic Senate for the California Community Colleges;
- k. Notify members of the Academic Senate of the time, place, and agenda of all regular and special meetings of the Academic Senate; and
- l. Perform all other duties as assigned by the Executive Committee or by the Academic Senate;

## **Section 2. Vice President of Academic Policy**

The duties of the Vice President of Academic Policy shall be to:

- a. Perform the duties of the President when the President is unable to perform those duties;
- b. Chair the Senate meetings pro tempore, if the Presidency becomes vacant during a term, until the election results for the office of the President are announced.
- c. Chair all meetings of the Academic Policy Committee;
- d. Submit to the Academic Senate all matters of substance and those that require action from the Academic Policy Committee;
- e. Serve as an Academic Senate representative on the Pierce College Council (PCC);
- f. Serve as an Academic Senate representative on the PCC Executive Committee;
- g. Serve as co-chair of the Departmental Council; and
- h. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

## **Section 3. Vice President of Curriculum**

The duties of the Vice President of Curriculum shall be to:

- a. Perform the duties of the President when the President and the Vice President of Academic Policy are unable to perform those duties;
- b. Chair all meetings of the Curriculum Committee;
- c. Submit to the Academic Senate all matters of substance and those that require action from the Curriculum Committee; and
- d. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

## **Section 4. Secretary**

The duties of the Secretary shall be to:

- a. Record the attendance of each meeting of the Academic Senate;
- b. Take the minutes of each meeting of the Academic Senate;
- c. Distribute a copy of the minutes to each member of the Academic Senate in a timely manner;
- d. Distribute a copy of the minutes to the Library for the Academic Senate Archives;
- e. Post the approved Academic Senate minutes on the Academic Senate webpage;
- f. Maintain a record of all Senate committee memberships, Senate representatives on college committees, and terms of office;
- g. Notify the President of the Academic Senate when senator(s) have not attended four (4) consecutive meetings during a given Academic Senate term;

- h. By the end of the spring semester, develop the calendar for Senate meetings for the following academic year and reserve a facility for these meetings; and
- i. Perform all other duties as assigned by the Executive Committee or the Academic Senate.

### **Section 5. Treasurer**

The duties of the Treasurer shall be to:

- a. Solicit and collect Academic Senate dues from each faculty member;
- b. Maintain the Academic Senate checking account and distribute funds as directed by the Academic Senate;
- c. Prepare an annual budget for the Academic Senate;
- d. Serve as an Academic Senate representative on the PCC Budget Committee;
- e. Coordinate ticket sales for Senate events;
- f. Serve on the Events and Recognition Committee; and
- g. Perform all other duties as assigned by the Executive Committee or the Academic Senate.

### **Section 6. Reassigned Time**

The reassigned time for the Senate officers will correspond to the job duties for each position, and in the aggregate should be no less than 2.2.

## **Article V**

### **Terms of Office**

#### **Section 1. Officers**

The term of office for all officers shall be two (2) years, commencing on July 1.

#### **Section 2. Senators**

- a. The term of office of all Department, Student Services and Academic Affairs Senators shall be one (1) year, commencing on July 1 or at the first meeting of the Academic Senate following a departmental election to fill an unexpired term.
- b. The term of office of all Academic Senators elected at large shall be one (1) year, commencing on July 1 or at the first meeting of the Academic Senate following an election to fill an unexpired term.
- c. The term of office of all persons appointed by the Academic Senate to represent it at the District Academic Senate or to serve on Academic Senate or college committees shall be two (2) years.

### **Section 3. Committee Members and Chairs**

- a. Membership on a committee of the Academic Senate and a committee of the college shall be two (2) years.
- b. Terms of the committee membership should be staggered so that one half of the committee is selected at the start of each calendar year.
- c. Committee members and chairs shall be appointed no later than the third meeting of the fall semester.
- d. Should college committees have Senate representation indicated in their charters, the Academic Senate shall select its representatives.
- e. Committee members and chairs appointed by the Academic Senate may be removed from a committee for lack of attendance, poor performance or disruptive behavior that interferes with the function of the committee under the following guidelines:
  1. The committee forwards a recommendation to the Academic Senate Executive committee for the removal a committee member supported by a two-thirds vote of all those present and voting.
  2. The Academic Senate Executive committee will review the request and make a recommendation to the Academic Senate for the removal of a committee member supported by a two-thirds vote of all those present and voting.

### **Section 4. Vacancies**

- a. A vacancy in any of these positions exists whenever the person holding the position:
  1. announces his or her resignation to the Academic Senate or submits it in writing to the Senate President or to the appropriate committee chair;
  2. transfers, retires, or dies.
- b. A position may be declared vacant whenever the person holding the position is unable, due to accident, illness, or other reasons, to attend meetings or fulfill his or her duties for four (4) consecutive meetings during a given Academic Senate term.
- c. Vacancies shall be filled under the following guidelines:
  1. A special election to fill a vacancy for any officer position shall be announced as soon as possible, and conducted as expeditiously as possible.
  2. The Nominations and Elections Committee shall organize and conduct the special elections, following the normal procedure for Senate officer elections.
  3. Until the election results are announced for the office of the President, the 1<sup>st</sup> Vice President (of Academic Policy) chairs the Senate meetings

- pro tempore.
4. The Senate appoints pro tempore Vice Presidents, Secretary or Treasurer.

## **Article VI**

### **Election of Senate Officers and At-Large Senators**

#### **Section 1. Election Rules and Procedures**

- a. By the second Academic Senate meeting of the spring semester, the Senate President shall appoint a Nominations and Election Committee, with the approval of the Academic Senate.
- b. By the fifth Academic Senate meeting of the spring semester, the Nominations and Elections Committee shall report to the Senate the nominations for all Academic Senate positions up for election. Only Department Chairs shall be eligible for nomination to the position of Vice President of Academic Policy.
  1. The Nominations and Elections Committee shall attempt to provide at least two (2) candidates for each position.
  2. The chair of the Nominations and Elections Committee shall ask for additional nominations from the floor. Only persons who give written or verbal consent to their nomination may be nominated from the floor.
- c. Not later than 48-hours following the fifth Academic Senate meeting of the spring semester, the Nominations and Elections Committee shall post a list of the nominees for all offices on the Academic Senate bulletin board and online to all faculty.
- d. The Nominations and Election Committee shall conduct a secret-ballot election on two (2) consecutive weeks no later than the last week in April.
  1. Ballots shall include the names of all nominees and shall carry a provision for write-in candidates.
  2. The entire results of the election shall be posted no later than Monday of the following week.

#### **Section 2. Voter Eligibility**

- a. All full-time faculty as defined in Article I are eligible to vote including those on part-time or full-time leave.
- b. All official faculty members of the Senate are provided ballots in order to vote for all officers of the Senate.
- c. Part-time faculty eligible to vote for part-time faculty representatives are limited to those part-time faculty actively employed at the college in the spring semester of the election.
- d. All adjunct department representatives are provided ballots in order to

vote for all officers of the Senate.

## **Article VII**

### **Executive Committee**

#### **Section 1. Executive Committee**

- a. The membership of the Executive Committee shall be composed of the President, the 1<sup>st</sup> Vice President (of Academic Policy), the 2<sup>nd</sup> Vice President (of Curriculum), the Secretary and the Treasurer. The immediate Past President will serve for one year, and thereafter on a voluntary basis.
- b. The chair of the Executive Committee shall be the President of the Academic Senate.
- c. The duties of the Executive Committee shall be to:
  1. Prepare the agenda for each meeting of the Academic Senate;
  2. Meet with the President and Vice Presidents of Pierce College on a regular basis;
  3. Oversee all committees of the Academic Senate to ensure their compliance in performing their designated functions and in meeting all conditions set forth in these Bylaws;
  4. Conduct a biennial review of the Constitution and Bylaws of the Academic Senate to ensure compliance with all provisions therein and to suggest revisions whenever revisions seem necessary or appropriate;
  5. Perform all other duties as may be assigned by the Academic Senate.

## **Article VIII**

### **Committees**

#### **Section 1. Standing Committees and Sub-Committees of Standing Committees**

- a. Academic Policy Committee (refer to the Committee charter)
- b. Curriculum Committee (refer to the Committee charter)
  1. Technical Review Committee (refer to the Curriculum Committee charter)
- c. Professional Ethics Committee (refer to the Committee charter)
- d. Professional Development Committee (refer to the Committee charter)
- e. Distance Education Instructional Technology Committee (refer to the Committee charter)
- f. Educational Planning Committee (refer to the Committee charter)
- g. College Outcomes Committee (refer to the Committee charter)



- h. Faculty Position Priority Committee (refer to the Committee charter)
- i. Student Success Committee (refer to the Committee charter)
- j. Events and Recognition Committee (refer to the Committee charter)

## **Section 2. Special Committees of the Academic Senate**

- a. The membership of the Nominations and Elections Committee shall be composed of at least three (3) persons from different departments, one of whom should be an immediate past officer of the Academic Senate. The duties of the committee shall be to solicit faculty to become candidates for Academic Senate offices and to conduct a secret-ballot election as established in Article VI of these Bylaws.
- b. The Academic Senate may create special committees at any time and shall have the right to define their duties, composition, and method of selection of members.

## **Article IX**

### **Procedures**

#### **Section 1. Voting**

Officers and Senators shall be entitled to one (1) vote each, except that the Academic Senate President shall vote only in the case of establishing or breaking a two-thirds or a majority vote.

#### **Section 2. Meetings of the Academic Senate**

- a. The Academic Senate shall meet every other week, skipping only holidays, beginning by the second week of the fall term and by the second week of the spring term.
- b. The Academic Senate shall meet on Mondays at a time to be established by the Academic Senate.

#### **Section 3. Minutes of the Meetings**

- a. Draft minutes shall be distributed by the Secretary to all officers and Academic Senators no later than 72 hours prior to the next regular meeting.
- b. The draft minutes are subject to approval without reading at the next regular meeting.
- c. After the minutes have been approved, they shall be posted on the on the Academic Senate webpage.

#### **Section 4. Committee Reports**

- a. All Standing Committees are to submit a roster and a written summary report of each meeting to the Senate Secretary who will then include the committee reports in the Senate minutes.
  - 1. The minutes should include all items of information and all items of action considered and voted on.
  - 2. Where granting of money is involved, items disapproved should have reasons attached for future reference by faculty.
- b. Ad hoc committees shall report to the Academic Senate at least once each semester.
- c. Oral reports of committees not established by the Academic Senate shall be given only as invited through a motion by the Academic Senate.

#### **Section 5. Evaluations**

The Academic Senate and its standing committees shall conduct self-evaluations annually.

### **Article X**

#### **Amendments to the Bylaws**

The Bylaws may be amended by a two-thirds majority of the Academic Senators present and voting at a regular or a special meeting.

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