

# ACADEMIC SENATE

## OFFICERS 2009 - 2010

President .....	Mike Javanmard
First Vice President .....	Rebecca Green
Second Vice President .....	Julius Thomas
Secretary .....	Marie Eckstrom
Parliamentarian .....	Matt Koutroulis
ASCC Representative .....	John Frala
RHCFA President.....	Adam Wetsman
Past President .....	Beverly Reilly

## ACADEMIC SENATE OF RIO HONDO COMMUNITY COLLEGE

### CONSTITUTION *Revised March 1998*

PREAMBLE: In accordance with the provisions of the California Administrative Code, Title 5, Education 131.6 Academic Senates or Faculty Councils.

- I. For the purpose of this section:
  - A. "Faculty" means those certificated persons who teach full-time in a community college or other full-time certificated persons who do not perform any services for the college that require an administrative or supervisory credential, except those persons designated management.
  - B. "Academic Senate" or "faculty council" means an organization formed in accordance with this section whose primary function is, as the representative of the faculty to make recommendations to the administration and the governing board of a school district with respect to academic and professional matters.
- II. In order that the faculty may have a formal and effective procedure for participating in the formation of district policies and academic and professional matters described in I-B, the faculty first must decide by secret ballot to have an "academic senate" or "faculty council", in which case the governing board of each school district shall establish such an "academic senate" or "faculty council" in each community college by authorizing the faculty to:
  - A. Fix, and amend, by vote of the faculty, the composition, structure, and procedures, of the academic senate or faculty council.
  - B. Select, in accordance with accepted democratic procedures, the members of the academic senate or faculty council.
- III. After consultation with administration, the academic senate or faculty council may present its written views and recommendations.

- IV. Upon the request of the academic senate or faculty council and subject to Government Code sections 54950 ff., (The Brown Act), when applicable, the governing board or such board members or administrative officers as it may designate, shall meet and confer with representatives of the academic senate or faculty council with respect to recommendations made or proposed to be made by the senate or council. The designation of board members or administrative officers as provided herein shall not preclude the representative of an academic senate or a faculty council from meeting with or appearing before the governing board with respect to the views, recommendations or proposal of the senate or council at a regular or special meeting of the board. The board is required by Title V and AB1725 to mutually agree or rely solely upon the advice of the Academic Senate with regard to the 10 + 1 items enumerated in Title V.
- V. The academic senates or faculty councils may assume such responsibilities and perform such functions as may be requested of it by the Administration or Board of Trustees. This document is hereby presented as the Constitution of the Academic Senate of Rio Hondo College.

#### **Article I: NAME AND PURPOSE**

Section 1. The name of this organization shall be the Academic Senate of Rio Hondo College.

Section 2. The Academic Senate, hereafter referred to as the "Senate" shall serve as the official representative body of the faculty whose primary function is to make recommendations to the governing board of this district with respect to academic and professional matters.

#### **Article II: QUALIFICATION AND ELECTION OF MEMBERS**

Section 1. Membership in this organization shall be limited to those certificated persons who teach full-time or other full-time certificated persons who do not perform any service for the college that requires an administrative or supervisory credential, except those persons designated management.

Section 2. The Senior Senator of each department shall conduct an election in accordance with the by-laws.

Section 3. All vacancies shall be filled by special election.

Section 4. The President of the Rio Hondo College Faculty Association shall be a member of the Senate, provided that he/she is a member of the electorate.

Section 5. The immediate Past President of the Senate shall continue as a member of the Senate for one year or for the duration of his/her elected term as a member of the Senate.

#### **Article III: TERMS OF OFFICE**

Membership shall be for three (3) years, with one-third of the members elected each year.

#### **Article IV: MEETING**

Section 1. The organizational meeting shall consist of the election of officers and such other organizational matters, as the Senate shall deem necessary.

Section 2. Meetings of the Senate shall be held at least one each month of the academic year. Written notice of the time, place, and agenda of each meeting shall be posted for the electorate at least three (3) school days prior to the meeting.

Section 3. Meeting shall be open to all members of the electorate. Invited guests may address the Senate but shall not be present during the deliberations of the Senate. Executive session is limited to the Senate membership and may be called by a vote of two-thirds of the members present. Official action shall be taken only at regular or special meetings.

- Section 4. Special meeting of the Senate may be called by the President of the Senate; by a petition signed by a majority of Senate; or by ten person (10%) of the electorate. Petitions must specify the reason for calling the special meeting.
- Section 5. Except where specifically designated by this Constitution, Robert's Rules of Order (current edition) shall be followed at all meetings.
- Section 6. A report of all action taken at each meeting of the Senate shall be transmitted in writing to the electorate within five (5) school days following each meeting.
- Section 7. A quorum shall be required for all official actions of the Senate. A quorum shall consist of simple majority of the Senate.
- Section 8. A secret ballot may be requested by any member of the Senate, but can be overturned by two-thirds of the majority.

#### **Article V: PROCEDURE**

- Section 1. Committees shall conduct research, hold hearings and submit reports and recommendations to the Senate for concurrence. Meetings of all committees, except when in executive session, shall be open to the electorate. Committees may invite guests to address the committee and participate in discussion but such guests may be excluded during the deliberations of the committee. Notice of all committee meetings shall be posted on the Academic Senate bulletin board at least three (3) school days prior to the date of the meeting.
- Section 2. Actions of the Senate which contain recommendations to the Administration and the Board of Trustees shall be forwarded in writing to the President of the College. If the President of the College wishes to present his/her views on the matter, he/she may submit a written report to the Senate or be invited to address the Senate in person.

Following any communication with the President of the College, the Senate may majority-vote request that its recommendations be transmitted directly to the Board of Trustees, or take whatever action it deems appropriate. The spokesperson for the Senate before the Board of Trustees shall be determined by the Executive Committee.

- Section 3. At least one (1) member of the Executive Committee of the Senate or an alternate designated by the President shall attend each meeting of the Board of Trustees. Reports of Board action shall be submitted to the Senate and shall become a part of the Senate minutes transmitted to the electorate.
- Section 4. Meetings of the electorate shall be called following a request for such a meeting by a vote of two-thirds of the Senate, or by a petition signed by a majority of the electorate.
- Section 5. The Senate is empowered to adapt resolutions and by-laws not inconsistent with the Constitution, by a vote of two-thirds of its members. These resolutions and/or bylaws of the Senate shall be numbered and separately recorded in a permanent file. This record shall be open and available to the entire electorate upon request.

#### **Article VI: AMENDMENTS**

- Section 1. Amendments to this Constitution may be proposed by a vote of two-thirds of the Senate, or by a petition signed by a twenty-five percent (25%) of the electorate.
- Section 2. Amendments shall become effective when ratified by a vote of two-thirds of the electorate.
- Section 3. Proposed amendments shall be posted on the Academic Senate bulletin board and distributed to the electorate at least ten (10) school days prior to the date set for ratification.
- Section 4. The Executive Committee of the Senate shall set the date for ratification.

Section 5. Amendments to the by-laws require that any changes be approved for first and second readings in two separate meeting of the Academic Senate.

### **Article VII: RECALL**

Section 1: Any Senator may be recalled by a two-thirds majority vote of the electorate in his/her department.

Section 2. Any Senate officer may be recalled by a two-thirds majority vote of the Senate.

Section 3. Any senator-at-large may be recalled by two-thirds of the votes cast by the electorate.

## **Current Bylaws**

*(Academic Senate)*

*Revised March 25, 2004 to reflect comments made at the March 9, 2004 meeting where this document passed for 2nd reading.*

### **ASCCC REPRESENTATIVE**

The representative to ASCCC will be elected by the members of the Senate to a one year term during the time of the election of Senate officers. The representative must be an elected member of the Senate during his/her term of office. He/she will serve as an ex-officio member of the Senate Executive Committee. As a member of the Senate Executive Committee, the ASCCC Representative will serve as a faculty representative on the Planning and Fiscal Council.

### **ALLOCATION OF MEMBERS**

Membership shall be appointed by division. Each division shall select one member to the Senate for every five (5) full-time faculty members of the division. There will be a minimum of one senator from each division. Faculty members are hereafter referred to as "electorate." The electorate of each division shall determine how the Senators will be elected.

For purposes of Academic Senate representation, the following are considered to be divisions: Ancillary Services\*, Business and Applied Technology, Communications, Counseling, Disabled/Health Services, Arts and Cultural Programs, Health Sciences, Physical Education, Library, Math and Sciences, Public Service, Social Sciences.

All full-time faculty members not in a defined division shall be collectively represented as Ancillary Services. Each division shall be responsible for developing guidelines for the allotment and election of its senators.

### **ELECTION PROCEDURE**

1. Publicity of candidacy, or electioneering, shall be limited to a maximum of ten school days prior to any election for Academic Senate divisional representation or for Senate Executive officers. The Parliamentarian or designee shall coordinate all election activities. If the Parliamentarian is a candidate for office, the Senate Executive will select an Elections Chair to coordinate all election activities, including the distribution and acceptance of nominations, the distribution of ballots, and the counting of ballots.
2. Divisions are encouraged to hold elections for Senators during the month of February of each academic year. Election of new Senators must be completed at least one week prior to the Organization/Nomination meeting which will be held in late March or early April. New Senators will take office at the Organizational/Nomination meeting. The Senior senator from each division will facilitate communications between events in the division and the Senate. Newly elected senators are encouraged to attend Senate meetings during the interim between their election and the time they take office. The Senior Senator from each division is responsible for ensuring that the division election takes place and that the names of elected Senators are forwarded to the President of the Academic Senate immediately after the election is held. The Senior Senator is also responsible for ensuring a smooth transition for newly elected Senators.

3. Election of Senate officers shall take place during the month of April. At least one week prior to the Organizational/Nomination meeting, the Parliamentarian or designee will distribute information regarding elections and provide a Declaration of Candidacy form to those interested parties who may not be present at the Organizational/Nomination meeting. During the Organizational/Nomination meeting nominations for Senate officers will be opened and closed. The Organizational/Nomination meeting will be held in March or April, as designated by the Senate President and as dictated by the current academic calendar. The term of newly elected Senators will begin at the Organizational/Nomination meeting. Ballots for the election of Senate officers will be distributed to Senators by noon of the Monday following the Organizational/Nomination. If the following Monday falls during Spring Break, ballots will be distributed by noon of the following Monday. For each office, candidates will be listed in alphabetical order. There will be a space for write-in candidates for each office. Envelopes will be sealed before being placed in the mailboxes. Inside each envelope there will be a ballot and a return envelope. The completed ballot will be placed inside the return envelope and sealed. Ballots may be returned for counting in one of two ways: (1) Placing the sealed return envelope with completed ballot in the campus mail. A mailroom attendant will place any submitted unopened envelopes in a locked ballot box maintained in the mailroom. The locked ballot box will remain in the mailroom until 12:45 p.m. on the day the election is scheduled to be held. The election will typically be held two weeks after the Organizational/Nomination meeting, three weeks later if Spring Break falls during the nomination-election cycle. Any remaining sealed return envelopes with completed ballots may also be submitted at the Senate election meeting. At 1:10 p.m. of the election meeting the locked ballot box will be opened and the shall succeed him/her ballots will be counted. A committee under the general direction of the Parliamentarian (or designee) will open and count the ballots. No candidate for any office may participate in the counting of ballots. Results of the election will be announced at the meeting during which ballots are counted. In order to be elected to any office, a candidate must receive 50% plus 1 vote of the votes cast for that office. If a run off for any position is necessary, a special meeting will be held and comparable balloting procedures will be employed. New officers meet jointly with outgoing Senate Exec. Officers and take office/responsibility in May.
4. An officer is limited to two consecutive terms in any one office. Officers may be elected to additional non-consecutive terms.
5. The Parliamentarian or designee is responsible for coordinating all elections.
6. In the event of a vacancy in the Executive Committee the President may call a special election.

### **SENATE OFFICERS**

The officers of the Senate shall be a President, First Vice-President, Second Vice President, Secretary, and Parliamentarian. Each of these officers shall be duly elected Senators. The term of office shall be one year.

The President shall call meetings, preside at all meetings, serve as chairperson of the executive committee, and shall be an ex officio member of all committees. He/she shall, with the advice and consent of a majority of the executive committee, appoint all committees and their chairpersons. The President shall also serve as co-chair of the Planning and Fiscal Council.

The First Vice-President shall preside in the absence of the President, and when he/she vacates his/her office during his/her term of office. Other committee assignments will be allocated as needed.

The Secretary shall prepare and transmit the agenda for each meeting as required by Article IV, Section 3, of the constitution. A summary of all actions taken at each meeting shall also be prepared and transmitted to the electorate in accordance with Article IV, Section 6.

At the request of the executive committee, the Secretary shall prepare a correspondence of the Senate, including correspondence with the Administration and with the Board of Trustees of the College.

The Parliamentarian shall be an authority and rule on parliamentary procedures based on the Robert's Rules of Order (current edition), and conduct the elections of the Senate.

The Senate Executive Committee of the Senate shall consist of the officers of the Senate, the ASCCC Representative (ex-officio, and the immediate Past President. The Faculty Association President shall serve ex-officio without a vote.

The Senate Executive Committee members shall serve as members of the Planning and Fiscal Council. The Senate Executive Committee members shall also serve on all hiring committees for Superintendent/President and for Vice-Presidents of the College.

The Senate Executive Committee shall determine how the 2.0 FTE per year of reassigned time provided for Senate duties will be divided among the officers.