



FOLSOM LAKE COLLEGE

BYLAWS FOLSOM LAKE COLLEGE ACADEMIC SENATE

ARTICLE I

Section 1 Elections

- A. Prior to the annual convening of the Academic Senate Elections Committee, the President will announce the allotment of reassigned time to Executive Committee positions.
- B. The President of the Senate shall annually convene the Academic Senate Elections Committee.
 - 1. It shall also be the duty of the Academic Senate Elections Committee to set the dates for nominations and elections, to issue nomination forms and secret ballots, and to tally ballots.
 - 2. The Academic Senate Elections Committee shall count the ballots and deliver the ballots and all the election results to the President of the Senate.
 - 3. After delivering the results of the election to the Senate President, the Academic Senate Elections Committee will announce the election results to the electorate and to the college- wide community.
- C. Prior to the election period, the Academic Senate Elections Committee shall conduct an apportionment review as described in the Folsom Lake College Constitution, Article III Section 3, to determine the number of senate positions for each academic area.
 - 1. The ratios for fulltime faculty shall be as follows:

a. 1-9 faculty	=	1 senator
b. 10-14 faculty	=	2 senators
c. 15-19 faculty	=	3 senators
d. 20-24 faculty	=	4 senators
e. 25+ faculty	=	5 senators
 - 2. The apportionment for adjunct senators shall be tied to the number of full-time senators using the following ratios:

a. 1-9 full-time senators	=	1 adjunct senator
b. 10-14 full-time senators	=	2 adjunct senators
c. 15-19 full-time senators	=	3 adjunct senators
d. 20-24 full-time senators	=	4 adjunct senators
e. 25+ full-time senators	=	5 adjunct senators
- D. Coordinator guidelines for academic area designation:
 - 1. If the coordinator’s contract load includes a teaching assignment, the coordinator shall designate the academic area within which he/she teaches.
 - 2. If the coordinator’s contract load does not include a teaching assignment, the coordinator shall designate academic area according to his/her primary faculty service area.

- E. The elections will be two tiered, with a first election for Academic Senate Executive Committee officers and a subsequent second one for Academic Senate area senators. A faculty member may be nominated for both an Executive Committee officer position and an academic area senator. If elected as an Executive Committee officer, the nomination for academic area senator will be withdrawn by the Academic Senate Elections Committee. If the Executive Committee officer position(s) is/are unopposed, then the election shall be completed in a single cycle for both Senate officers and academic area senators.
- F. Election Timelines:
 - 1. Nominations for all Executive Committee officers and all open senatorial seats, including adjunct senator, will open February 15th and close at 5:00 p.m. on the first Friday in March.
 - 2. The Academic Senate Elections Committee shall within five working week days make the nominations by petition known to the electorate.
 - 3. Elections for Executive Committee officers will begin the Friday following the notification of the nominees and will run for two weeks.
 - 4. Elections for academic area senate representative and adjunct representative will begin the Tuesday following the last day of officer elections and will run for two weeks.
 - 5. The entire election process will be completed by the 3rd Friday in April.
 - 6. In the event of a run-off election, the process will be completed by the first Senate meeting in May.
 - 7. In the event that spring break interrupts a portion of the process, the completion date of that portion of the process as well as the remainder of the election process will be extended by one week.
- G. Elected Senate members and officers shall take office at the beginning of the last Senate meeting of the academic year.

Section 2 Nominations of Officers of the Senate

- A. The President of the Senate is to be nominated by a petition signed by 20% of the membership of the full-time electorate and submitted to the Academic Senate Elections Committee prior to the deadline.
- B. The Executive Secretary of the Senate is to be nominated by a petition signed by 20% of the membership of the full-time electorate and submitted to the Academic Senate Elections Committee prior to the deadline.
- C. Nomination petitions for the Vice President must be signed by 20% of the membership of the full-time electorate and submitted to the Academic Senate Elections Committee prior to the deadline.

Section 3 Nomination of Senators

- A. A nominee for senator shall be a full-time faculty member from the academic area he or she has been nominated to represent.. They shall be nominated by 20% of the membership of the full-time academic area electorate.
- B. A nominee for adjunct senator must be selected from the pool of adjunct faculty with hiring preference as defined by LRCFT.
- C. The senator(s) representing the adjunct electorate shall be nominated by the adjunct faculty at large.
- D. Senators may be elected to subsequent terms.

Section 4

Election Procedures

- A. The Senate President shall be elected by a secret ballot vote of the electorate. If no individual receives more than 50% of the votes cast for the Senate office, then the two candidates receiving the most votes will proceed to a run-off election.
- B. The Senate Executive Secretary shall be elected by a secret ballot vote of the electorate. If no individual receives more than 50% of the votes cast for the Senate office, then the two candidates receiving the most votes will proceed to a run-off election.
- C. The Senate Vice President shall be elected by secret ballot vote of the electorate. If no individual receives more than 50% of the votes cast for the Senate office, then the two candidates receiving the most votes will proceed to a run-off election.
- D. Senators representing full-time faculty in academic areas shall be elected by a secret ballot of the academic area full-time faculty. If only one position is open, the candidate receiving the highest number of the votes cast will be elected. If more than one position is open, the area faculty shall cast a vote for each open senate seat. The candidates receiving the highest number of votes will be assigned to the vacant senatorial positions, beginning with the candidate who receives the highest number of votes and progressing to the candidate receiving the second highest number of votes and so forth until all vacant seats for the contested position are filled.
- E. If a candidate runs unopposed, he or she will be elected by acclamation.
- F. The Academic Senate Elections Committee will conduct all elections, using ballots that identify instructional area.
- G. In accordance with the above provisions, if a senate officer position becomes vacant during the academic year, the Senate President shall within the next ten instructional days call for an election by reconvening the Academic Senate Elections Committee, which will take all necessary action to fill the unexpired term.
- H. If an academic area senator position becomes vacant during the academic year, the Senate President will seek recommendation for replacement from the department chair within the area, who will consult with area faculty. After consulting with the department chair and the Senate Executive Council, the Senate President shall appoint a full-time faculty member from within the under-represented academic area to serve until the next election cycle.
- I. If the academic areas should change as a result of institutional reorganization, the Senate president shall ensure that each academic area has appropriate representation from the full-time electorate. If necessary, a special election shall be held to ensure that each area has representation.

ARTICLE II

Section 1

Duties of the President

- A. The President shall act as liaison between the faculty and the college president, the district chancellor, and the Board of Trustees.
- B. The President shall preside at all meetings of the Academic Senate, Executive Council and Faculty, excepting those meetings called by groups other than the faculty or by the President of the College.
- C. The President shall represent the faculty at all college functions.
- D. The President shall follow the directives of the Academic Senate.
- E. The President shall endeavor to promote the interest and purpose of the Senate.
- F. The President shall be one of the faculty representatives to the Los Rios District Academic Senate.
- G. The President shall, with the assistance of the Executive Secretary, distribute the Academic Senate agenda three days prior to a senate meeting

- H. The President shall, with the aid of the Senate Executive Council and after soliciting recommendations from area spokespersons, select the membership of all standing and ad hoc Senate committees for the following academic year.
- I. The President shall, in consultation with the Executive Council, appoint the chairs or co-chairs of the participatory governance committees and distribute the Senate's allocation of reassigned time.
 - 1. Prior to appointment of chairs or co-chairs, the appointment shall be placed on the Senate agenda for public comment.
 - 2. The following "best practices" guidelines may be used in the selection process for chairs and co-chairs:
 - i. Current elected members of the Senate;
 - ii. Knowledge of or experience in the subject area that falls within the purview of the committee in question;
 - iii. Demonstrated leadership in governance/faculty issues, including, but not limited to area or department spokesperson, subcommittee chair, accreditation standard chair, reassigned time for special projects;
 - iv. Completion of IBA training;
 - v. Willingness and ability to attend meetings specific to the committee's activities;
 - vi. Recommendation of committee under discussion.
 - 3. Faculty committee chairs and co-chairs of participatory governance committees shall be voting senators required to attend Senate meetings and submit committee reports.
- J. The President shall, with the aid of the Senate Executive Council, make faculty appointments to standing college participatory governance committees, to Los Rios Community College District committees and, after reviewing the recommendations of the committee chair or co-chair, to any participatory governance ad hoc or subcommittees.
- K. The President shall appoint senate members to act as Academic Senate liaisons to the Associated Student Government and to the Classified Senate.
- L. The President shall, in consultation with the Executive Council, appoint a senate member to act as a liaison to each educational center. The center liaison will ordinarily be a senate member who has an office at the designated center. Lacking an eligible senate member, the President shall appoint a faculty member who has an office at the designated center to act as an ex-officio member of the Senate.
- M. The President, as an ex-officio member of all standing and ad hoc committees, may suggest policies and participate in planning for all Senate standing and ad hoc committees.
- N. The President shall make all faculty appointments to any other committees with faculty participation such as hiring, minimum qualification equivalencies, special task forces, accreditation, etc.
 - 1. If the President changes the recommendations of the area/department spokesperson for membership on a hiring committee, the area/department spokesperson may appeal the decision to the Senate Executive Council by submitting a written request for review.
 - 2. A consensus of the Executive Council will prevail; in the absence of consensus, the President's appointments will stand.
- O. The President may vote during Senate meetings only in the case of a tie vote.

Section 2 Duties of the Past President

- A. The Past-President shall serve a one-year term.
- B. The Past-President shall serve as a mentor to the President in all duties of the President during the President's first year.
- C. The Past- President is a voting member of the Senate.
- D. The Past-President serves as liaison to the Los Rios Community College District Academic Senate. Should the Past-President be unable to attend the Los Rios Community College District Academic Senate meetings, the most recent previous Past-President or designee may serve.
- E. The Past-President shall chair the Constitution committee and the Ethics committee.
- F. In the absence of the President, the Past-President shall preside at the meetings, assume the responsibilities of the office, and in the case of resignation or removal of the President, the Past-President shall succeed to the office of President until the election of the President is held as outlined in Article III Section 10 of the Constitution.

Section 3 Duties of the Vice President

- A. Serving as Vice President in no way obligates one to run for president.
- B. The Vice President will represent the college and Academic Senate on the Los Rios Community College District Academic Senate.
- C. The Vice President shall chair the Constitution committee and the Ethics committee during the second year in office. The Vice President shall be assigned additional duties by the Academic Senate President as mutually agreed upon.
- D. In the absence of the President during the President's second year, the Vice President shall preside at the meetings, assume the responsibilities of the office, and in the case of resignation or removal of the President, the Vice President shall succeed to the office of the President until the election of the President is held as outlined in Article III Section 10 of the Constitution.

Section 4 Duties of the Executive Secretary

- A. The Executive Secretary shall keep the minutes of the Senate, act as Secretary to the Executive Council, keep an accurate list of officers, senators and committee chairs, and keep a master copy of the Constitution, Bylaws, and Standing Rules.
- B. The Executive Secretary will keep a master copy of the Senate's resolutions, memorandums of understanding, and correspondence with the college president, the chancellor, the Los Rios Community College District Academic Senate, and the Statewide Academic Senate, and track the Senate budget.
- C. The Executive Secretary, after consultation with the Senate President, shall publish the Draft Senate minutes to the Senate only. Upon approval of the minutes by the Senate, the Executive Secretary shall distribute the Senate Minutes to the college community in accordance with the timelines established in Article III of the Bylaws.
- D. Unless a candidate for office, the Executive Secretary will chair the Elections Committee and coordinate elections as noted in the Bylaws.
- E. The Executive Secretary will keep track of the status of senators' and committee chairs' terms of office.
- F. The Executive Secretary will coordinate the faculty designations for academic area as noted in Section I of the Bylaws.
- G. The Executive Secretary is a voting member of the Academic Senate.
- H. The Executive Secretary will be one of the faculty representatives to the Los Rios District Academic Senate.

- I. The Executive Secretary will coordinate the faculty peer review evaluation membership lists for both full-time and adjunct faculty.
- J. The Executive Secretary will chair the ad hoc committee for faculty office assignments when convened.

Section 5 Duties of the Senator

- A. The Senator will represent his or her area at all Academic Senate meetings.
- B. The Senator will serve on subcommittees and/or ad hoc committees as assigned and/or approved by the Academic Senate President.
- C. If a Senator is unable to attend a scheduled Academic Senate meeting, he or she may give an issue-specific written and signed proxy or emailed proxy (generated from the Senator's own college email account) to another Senator who will then represent the Senator and his or her area at the specified meeting.
- D. Three consecutive absences by a Senator will be viewed as a resignation from the Academic Senate.

Section 6 Duties of the PG Committee Chair (or Faculty Co-chair of a PG Committee)

- A. The PG Chair will be appointed to one term and may be appointed to additional terms by the Academic Senate President in consultation with the Executive Committee of the Academic Senate.
- B. The PG Chair will follow committee operational procedures outlined in the CPGCC document.
- C. The PG Chair (or a non-voting designee) will represent the interests of his or her committee at all Academic Senate meetings.
- D. The PG Chair will, upon confirmation by the Academic Senate, be recognized as a voting member of the Academic Senate.

**ARTICLE III
PROCEDURES**

Section 1 Any employee of Folsom Lake College with membership in the faculty may place an item on the agenda of the Academic Senate by submitting a written notice to the President at least one week prior to the meeting.

Section 2 All Senate meetings shall be open to the public with the exception of Executive Council sessions. Visitors may speak at Senate meetings during the "Public Comment" agenda item. Unless visitors are recognized by the Chair during the course of the Senate meeting, they may not participate in Senate debate or discussion.

Section 3 The Executive Secretary of the Senate shall publish the approved minutes of its meetings, and they will be made available to the Faculty within ten working week days following the meeting. Should the Senate meet again within that time frame, the Executive Secretary shall distribute minutes from the previous Senate meeting to all faculty at least three days prior to the Senate meeting.

Section 4 The Senate shall call meetings of the Faculty as needed or as requested by 10% of the Faculty electorate. Requests for a meeting should be directed to the Senate President and the Executive Council.

- Section 5** The Senate shall meet at least once a month during the school year; such meetings shall be included in the College Master Calendar.
- Section 6** A quorum for Academic Senate meetings is defined as 50 % of the voting members plus one.
- Section 7** Special meetings of the Senate may be called at the President's discretion or when requested in writing by 50% of the Senate members; however, no action may be taken unless a quorum is present.
- Section 8** In all matters of internal functioning, not covered by the Constitution and Bylaws, the Senate shall be governed by rules of order as designated by the Academic Senate President at the first official meeting of the senate in the Fall semester.
- Section 9** All recommendations from participatory governance committees concerning academic and professional matters go to the Academic Senate. The chair of the governance committee should notify the Senate President at least five days before the next regularly scheduled Senate meeting so that the recommendation will appear on the agenda. If the recommendation arrives less than five days before the regularly scheduled Senate meeting, the Senate President may opt to schedule the recommendation for the second regularly scheduled Senate meeting. In the event of an urgent recommendation, the Senate President will confer with the senator chairing the committee and with the Executive Council. After conferring with the Council and barring exceptional and extenuating circumstances, the Senate President may accept the recommendation for the Senate. In such a case, it will become a Senate recommendation to the College President.

ARTICLE IV

SENATE SUBCOMMITTEES

- Section 1** Academic Senate Committees are composed of faculty. Members for the following academic year are appointed by the President with the aid of the Executive Council. Persons designated to participate who are outside the membership of the faculty serve as ex-officio, non-voting members.
- Section 2** The faculty shall be ensured its right to participate effectively in district and college governance. Senate Committees will develop and adopt internal rules and procedures as needed for their operation; these rules and procedures shall be approved by the Senate.
- Section 3** **Executive Council**
The Executive Council also serves as the steering committee for the Senate and the Faculty.
- Section 4** **Elections Committee**
This committee, which shall be composed of two or more senate members who are not seeking election, shall conduct the annual elections of the Academic Senate as set forth in Article I of these Bylaws.
- A. The Senate Executive Secretary shall serve as chair, unless that individual is seeking office.
 - B. In the event that the Executive Secretary is also seeking office, the President shall appoint an alternate Elections Committee chair from within the pool of elected senate members not seeking reelection.

Section 5 Constitution Committee

This committee shall ensure that Senate actions are within constitution limits. It shall also review all proposed changes to the Constitution and Bylaws and make recommendations on such proposals to the Senate. This committee shall convene annually.

Section 6 Communications Committee

This committee may disseminate any Senate information by note or memorandum to faculty or constituency as needed. It will provide a Senate newsletter and coordinate its delivery. This committee shall be chaired by the Executive Secretary.

Section 7 Peer Evaluation Committee

This committee shall be chaired by the Executive Secretary. It shall keep the overall schedule for adjunct, probationary, replacement, and tenured faculty evaluations. It will work with area/department spokespersons and deans to maintain the schedule and will assist the Senate President in coordinating Peer Evaluation Team membership.

Section 8 Ethics Committee

This committee shall be chaired by the Past President, or designee as appointed by the Senate President. The Senate President upon consultation with the Executive Council will make additional appointments to this committee. This committee will convene to discuss issues involving the Faculty Code of Ethics and, further, shall serve as confidential mediator in faculty-to-faculty disputes when requested by all involved parties. The committee shall send reports and recommendations to the Academic Senate.

Section 9 Faculty Hiring Priorities Committee

This committee shall be chaired by the President and will include Senate representation from all Instructional Areas.

Section 10 Ad Hoc Committees

The Academic Senate reserves the right to convene ad hoc committees to consider issues related to academic and professional matters.

**ARTICLE V
CHANGES TO THE BYLAWS**

The Bylaws may be changed by a simple majority of voting members at regular senate meetings provided that the proposed changes have been published and circulated among the faculty for two weeks prior to the time of voting.

STANDING RULES

Rules shall be adopted by the Senate as needed for its operation.

These amendments, approved and ratified on _____, became effective _____, 2005 at the beginning of the _____ term of office for the Senate President.