BYLAWS OF THE ACADEMIC SENATE OF THE FACULTY OF SANTA ANA COLLEGE

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INCLUSIVITY STATEMENT

The Santa Ana College Academic Senate affirms the Academic Senate for California Community Colleges (ASCCC) Inclusivity Statement. The ASCCC respects and is committed to promoting equal opportunity and inclusion of diverse voices and opinions. In particular, the ASCCC acknowledges the need to reflect the student populations of California community colleges as momentum and action toward student equity have become a crux for the success of colleges as a whole. The ASCCC demonstrates ongoing efforts for faculty inclusion and is committed to student equity for the system, for society, and beyond (Academic Senate for California Community Colleges, 2012).

The membership of the Santa Ana College Academic Senate (Academic Senate) and the duties of the Academic Senate and Senate Executive Officers shall be specified in these Bylaws. For the purposes of these bylaws, "faculty" refers to all Santa Ana College faculty, including both credit faculty and noncredit faculty of the School of Continuing Education.

MEMBERSHIP

The Academic Senate shall be composed of the following voting members:

A. The Senate President, Vice President of Culture & Engagement, Vice President of Community Operations, and the Historian, herein referred to as Executive Officers.
B. Two Senators from each of the academic divisions listed within these Bylaws, preferably elected from different departments (where applicable), herein referred to as Division Senators.
C. Four Senators elected from the part-time faculty, herein referred to as Adjunct Senators.
D. Individuals may occupy only one voting position on the Academic Senate.

And the following non-voting, advisory ex-officio members:

A. The faculty co-chairs of the college shared governance committees including, but not limited to, Planning & Budget Committee, Professional Learning, Institutional Effectiveness & Assessment, Guided Pathways & Student Equity Committee, Facilities and Safety Committee, SACTAC, and Data Committee.
B. Chair of the Curriculum and Instruction Council
C. Faculty union liaison.

EXECUTIVE OFFICERS

The Executive Officers of the Senate shall be Senate President, Vice President of Culture & Engagement, Vice President of Community Operations, and the Historian.

DUTIES OF EXECUTIVE OFFICERS

President

It shall be the duty of the Academic Senate President to:

A. Serve as President of the Academic Senate and preside at all meetings of the Senate.
B. President must include in their report at the business meeting following any decision the rationale for why agenda requests were not approved.
C. Serve as co-signer on Senate bank account.
D. Serve as the chief spokesperson of Santa Ana College's Academic Senate and advocate for faculty in academic and professional matters.
E. Serve on the following District Committees: Planning and Organizational Effectiveness, Fiscal Resources and District Council.
F. Call special meetings of the Academic Senate as needed.
G. Meet regularly with the college president and the vice presidents and other administrative staff as needed.
H. Serve on College Council. When possible or at the recommendation of the Senate, co-chair, attend, and/or appoint a designee to the following College Governance Committees: Enrollment Management, Institutional Effectiveness and Outcomes, Planning and Budget, Facilities and Safety, Guided Pathways & Student Equity Committee.
I. Attend leadership meetings for Academic Affairs, Student Services, and Continuing Education (when possible).
J. Serve as chair of the Executive Committee of the Senate.
K. Appoint, with approval of the Senate and in collaboration with the VP of Culture and Engagement, Faculty Leadership & Engagement Workgroup, faculty co-chairs and representatives to participatory governance committees to include diverse voices and opinions.
L. Appoint faculty to screening/selection committees that reflect a diverse faculty.
M. Serve as the Santa Ana College Senate delegate at meetings of the State Academic Senate (or appoint a designee).
N. During odd calendar years, designate a delegate to the Academic Senate for California Community Colleges' Plenary Sessions and will serve as representative President of the Rancho Santiago Community College District Academic Senate at ASCCC.
O. Report to the Board of Trustees at regularly scheduled Board Meetings.
P. Attend Board Committee meetings (when possible).
Q. Maintain regular communication with the SCC Senate President to discuss academic and professional matters affecting both colleges.

R. Be responsible, either the President and/or designee, for consulting collegially as specified in AB 1725 (1988) and/or to represent the faculty on all College matters that do not, by law, come within the purview of the collective bargaining units.
S. Maintain regular communication with collective bargaining unit to discuss matters where purviews overlap.
T. Assist, as necessary, the Senate Executive Officers in the performance of their duties.
U. Collaborate with faculty coordinators whose work aligns with academic and professional matters.
V. In collaboration with interested senior senators, review and make recommendations for updates to faculty prioritization process.
W. Preside over the faculty prioritization process.
X. Perform other duties as directed by the Academic Senate.

Vice President of Culture & Engagement

It shall be the duty of the Vice President of Culture & Engagement to:

A. Be familiar with the roles, duties and responsibilities of the President.
B. Substitute for the President in their absence and assist in any or all duties of the President in their absence.
C. Serve as co-signer on Academic Senate bank accounts.
D. Complete the term of a Presidency, should a vacancy occur.
E. Serve as member of one district committee, as appointed by the Senate President and serve on one or more of the Academic Senate committees/groups and/or College Council participatory governance committees/subcommittees. Priority should be made to:
    - Institutional Effectiveness and Outcomes (IE&A) (as a voting member) and Planning and Organizational Effectiveness (as a guest) Intersectionality, Race, and Social Justice (IRSJ) Advisory Group dedicated to Diversity, Equity, and Inclusion in support of the State Academic Senate call to action priorities.\
    - Serve on the Professional Learning Council dedicated to Faculty Professional Learning chaired by Credit and Continuing Education Professional Learning Facilitators/Coordinators in support of the Academic Senate.
    - Attend College Council meetings as an invited guest from the Academic Senate.
    - Attend all Academic Senate and Senate Executive Team meetings.
F. Establish relationships with all the faculty chairs/co-chairs for the major participatory governance committees (per the current Participatory Governance Handbook) by either collectively or individually meeting with them at least once per semester. For example:
    - Curriculum & Instruction Council
    - Technology Advisory Committee

- Planning & Budget Committee
- Facilities & Safety Committee
- Guided Pathways & Student Equity Committee
- Professional Learning Committee
- Institutional Effectiveness & Assessment Committee
- Enrollment Management Committee
- Data Committee

G. Communicate weekly with the Academic Senate Executive Officers.
H. Support the President and Faculty Leadership & Engagement Workgroup to nominate faculty to serve in participatory governance committees by including diverse voices and opinions in preparation for the new academic year.
I. Serve for the President during any temporary absence of the President.
J. Advise and serve as directed by the President and the Academic Senate.

Vice President of Community Operations

It shall be the duty of the Vice President of Community Operations to:

A. Collect all assessments of the Senate, such as but not limited to annual goals, qualitative feedback surveys, diversity, equity, and inclusion priorities, etc.
B. Deposit funds in a local bank in the name of the Senate.
C. Serve as co-signer on Academic Senate bank accounts.
D. Facilitate change of co-signers, to issue checks, co-signed by the College Senate President or Vice President of Culture & Engagement, for expenses incurred by the Senate as authorized by the Senate or the Executive Committee.
E. Maintain a record of all receipts and disbursements of Senate monies and to make this available for audit by the Academic Senate.
F. Maintain a record of all receipts and disbursements of Professional Learning expenses requested by the Academic Senate Professional Learning Council with recommendation by Professional Learning Facilitators/Coordinators from both Credit and Continuing Education.
G. Maintain Academic Senate Scholarship(s) records, make sure scholarship(s) are funded for both Credit and Continuing Education recipients, and report names of recipients of scholarships and/or donations (e.g., Thrive Center donation) to the Academic Senate by end of academic year.
H. Serve as the Co-Chair of the Faculty Awards Committee with Co-Chair Classified Professional.
I. Serve and support the Distinguished Faculty Lecture on behalf of the Academic Senate.
J. Monitor, develop, publish, and propose a budget to Academic Senate, and present, for approval, an end-of-year report to the Academic Senate on spending.
K. Coordinate review of Senate Bylaws, when necessary.
L. Serve as member of one district committee, as appointed by the Senate President.

M. Advise and serve as directed by the President and the Academic Senate.
N. Perform other duties as assigned by Senate Executive or by the Academic Senate.
O. Serve for the President during any temporary absence of the President.

Historian

It shall be the duty of the Historian to:

A. Issue calls to meetings, record attendance, publish agendas, keep appropriate records, record and publish minutes of all meetings of the Senate.
B. Conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Senate activities in addition to Business Meetings. This includes sharing draft and approved minutes with the faculty, board of trustees, and other impacted groups in a timely manner.
C. Report the total number of agenda items requested for each meeting to the Senate.
D. The Historian will provide a report at the last semester meeting to the Senate on agenda item activity.
E. Maintain/update senate roster as well as the schedule of meetings for posting on the Senate website.
F. Prepare an annually updated record of all Senate committee memberships, Senate representatives and College committees, and terms of office.
G. Write the formal memo regarding LHE distribution for the Senate and publish this memo to the Senate website.
H. Coordinate facilities and tech support for all Academic Senate meetings and retreats.
I. Support and coordinate catering needs for all Academic Senate Retreats.
J. Attend all Senate Executive meetings.
K. Maintain the Senate digital repository aligned with the Board of Trustees and Santiago Canyong College (e.g., Diligent) websites.
L. Archive election materials.
M. Perform other duties as assigned by Senate Executive or by the Academic Senate.

Transitions

Each outgoing Executive Officer is expected to participate in the transition to support the incoming Executive Officer in their respective role(s) the summer following their transition and before the beginning of the formal new term.

ELECTION OF ACADEMIC SENATE OFFICERS

Executive Officer Eligibility

Any active, tenured faculty member is eligible to run for a Senate Executive Officer position (President, Vice President of Culture & Engagement, Vice President of Community

Operations, and/or Historian). A current Executive Officer may only serve in a position for two consecutive terms and then must abstain from one election cycle before becoming eligible to run for the same position.

Recommendation: It is recommended that faculty serving on the Academic Senate Executive Team have at least one year of committee leadership experience or Senate representative experience. Although not required, the office of Vice President of Culture & Engagement, Vice President of Community Operations, and Historian are designed to prepare potential candidates to effectively serve in the office of President.

Elections Process & Timelines for Executive Officer

Terms of Office

A. Elections for the President, Vice President of Culture & Engagement, Vice President of Community Operations, and Historian occur in odd years, for terms of two years.
B. Members-At-Large: Appointments will occur for at least one semester. Appointments will be affirmed by the Senate body.
C. All Executive Officers to be elected shall be elected as set forth in these Bylaws, and their terms of office shall begin on July 1st.

The Elections Taskforce

The Election Taskforce oversees nominations, voting, and result certification to ensure fair, transparent, and efficient elections for the Academic Senate. Duties include managing the election timeline, verifying candidate eligibility, facilitating secure voting, certifying results, and announcing results. The Elections Taskforce will consist of faculty who are not running for any position and who are not currently on the executive team.

Timeline for Presidential Election

1. Elections should conclude prior to the 10th week of the spring semester.
2. Nominations to conclude at least one week prior to the Presidential Election date.
3. Election dates shall be announced 30 days in advance of each election.

Timeline for Other Executive Officers Elections

1. Elections should conclude prior to the 12th week of the spring semester.
2. Nominations to conclude at least one week prior to the Other Executive Officers Election.
3. Election dates shall be announced 30 days in advance of each election.

Composition: At least three faculty appointed by Senate Executive Officers and approved by the Senate who are not candidates and not currently part of the Executive Team.

Duties: The Elections Taskforce shall:

A. Supervise and administer all elections of the Executive Officers and CIC Chair/Vice Chair(s). They shall conduct recall elections in accordance with the Bylaws.
B. Publish the election timeline and announcement (including release time) 30 days in advance of the election;
C. Seek nominations, contact nominees to confirm eligibility and consent, and publish candidate statements;
D. Verify candidate and voter eligibility;
E. Administer secure electronic secret-ballot voting, open for five business days;
F. Tally results and resolve ties and runoff;
G. Certify results within three business days and report them to the Senate Executive Team;
H. Report results to the general membership
I. Hear written challenges and report its findings to the Senate;
J. Provide all election materials to the Historian for archiving for three years.

Voting and certification procedures. Executive Officers are elected by a majority of ballots cast via ranked choice voting. The Senate shall confirm all results by the end of the semester in which they are held. Challenges to eligibility or results must be submitted in writing within five business days of the announcement, and the Elections Taskforce shall respond within five business days.

About Elections

During the spring semester, based on lists of nominees submitted, the Elections Taskforce shall prepare ballots. All full-time faculty members will be eligible to vote. Elections will be conducted according to procedures as established by the Senate. Results shall be reported at once to the Senate through the President.

The Elections Taskforce shall immediately make public the results to the entire faculty, and the Historian shall include them in the records of the Senate.

RECALL OF EXECUTIVE OFFICERS

Senate Executive Officers may only be recalled by the following process:

1. A simple majority of the eligible voting members of the Senate (over 50%), or twenty percent of the total full-time faculty, sign a petition to hold an election to recall the Executive Officer.

2. The President (or other Executive Officer appointed by the Executive Team if the Executive Officer to be recalled is the President) will then hold an election by secret ballot within two weeks of receiving the recall petition. All full-time faculty will be eligible to vote in the election.
3. In order for the recall to be effective, two-thirds of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.
4. If the recall petition is approved by two-thirds of the ballots returned, the remaining Executive Officer running the election shall hold nominations and an election as soon as practical. Nominations shall be shared one week in advance of the election.

PARLIAMENTARIAN(S)

There shall be one or more Parliamentarian(s) appointed annually by the Senate Executive Team, with the consent of the Senate. The Parliamentarian(s) are not required to be members of the Senate, but any Senator appointed as a parliamentarian shall not lose their right to participate and vote in Senate proceedings.

The duties and responsibilities of the Parliamentarian(s) are to advise the President, Senate Executive Team or other Presiding Executive Officers on how to apply the Academic Senate's meeting procedures such as the Bylaws, Brown Act, Robert's Rules of Order, Board Policies and guidelines for engagement to the proceedings of the Senate; to advise committees and committee chairs with regard to procedural questions or rules of order; to advise the Senate, or any of its Executive Officers or members, with regard to interpretation of the Constitution, rules, or policies of the Senate; and to perform such other functions as may be designated by the President or the Senate. In the absence of the appointed Parliamentarian(s) the Vice President of Culture & Engagement will fill that role.

ELECTIONS PROCESS & TIMELINES FOR CURRICULUM INSTRUCTION COUNCIL CHAIR/VICE CHAIR(S)

Curriculum Chair/Vice Chair: A tenured faculty member who has served a minimum of two years as a member of the Curriculum and Instruction Council.

The Curriculum & Instruction Council (CIC) shall elect a Chair or Vice-Chair(s) in accordance with its established Senate bylaws and election procedures. The Council may elect a Chair or Vice-Chair(s) during the fall semester to allow the incoming Chair or Vice Chair(s) the option to shadow the current Chair or Vice Chair(s) during the spring semester in preparation for assuming their responsibilities. This transition period is intended to support continuity, leadership development, and a smooth transfer of responsibilities. Otherwise, the election can follow the timeline stipulated for Senate Executive Officers.

Terms of office: Curriculum Chair/Vice Chair Elections will occur in odd years, for a term of four years.

The Election Taskforce shall support the election of the Curriculum Chair/Vice Chair(s).

About the election: The election for the Curriculum and Instruction Council Chair or Vice Chair (s) will be elected by the current (active) faculty membership of CIC, rather than the entire faculty body. All other procedures will be followed in alignment with the election and nomination of Executive Officers.

SENATORS

Terms of Office

Senators shall serve for terms of two years beginning one week prior to the start of fall semester of the calendar year of the election. The terms shall be arranged so that one of the Senators from each Senate Division shall be elected each year.

Junior Senators

The Senators serving the first year of their terms shall be designated Junior Senators.

Senior Senators

The division Senators serving the second year of their terms shall be designated Senior Senators. Senators shall be eligible for re-election for consecutive terms. However, it is recommended that it be no more than four consecutive terms unless there are limitations from the Senate Division(s).

Senate Divisions

For the purposes of providing a broad basis for representation in the Senate, each of the following senate academic/instructional divisions of the college shall be entitled to have two Senators to represent faculty interests in the Senate. To ensure adequate broad based and reasonably proportional faculty representation, the list of senate divisions shall be reviewed and necessary modifications proposed at the penultimate (next to last) senate meeting of the year. The list of Senate divisions for the following academic year will be approved at the final Academic Senate meeting of the year. The list of Senate divisions and the departments they represent are as follows:

For the academic year 2026-2027:

A. Business

- Accounting and Finance (Business Administration), Business Applications Technology, Computer Science, Engineering, Global Business and Entrepreneurship, Legal Studies, Paralegal

B. Counseling
C. Kinesiology
D. Fine and Performing Arts
   - Art, Communication Studies, Dance, Digital Media, Fashion, Journalism and Media Studies, Music, Theatre Arts
E. Health Sciences
F. Emergency Medical Technician (EMT), Medical Assisting, Nursing
G. Human Services
   - Child Development and Education, Criminal Justice, Culinary Arts, Nutrition & Hospitality Management, Family/Consumer Studies/Occupational Therapy Assistant, Speech Language Pathology Assisting
H. Humanities
   - American Sign Language (ASL), English, English for Multilingual Students (EMLS), Ethnic Studies, Modern Languages, Philosophy, Critical and Academic Reading
I. Library
   - Library Services, Library Technology, Learning Center
J. Math
K. Science
   - Biology/Biotechnology, Chemistry, Physical Science (Astronomy/Physics, Geology/Earth Sciences)
L. Social Sciences
   - Anthropology/Sociology & Women's Studies, Economics/Geography, History, Political Science, Psychology
M. Student Services
   - Disabled Student Programs & Services, EOPS, Health & Wellness Center/Psychological Services
N. Technology
   - Auto/Diesel-Electric/Welding Technology, Fire Technology, Manufacturing Technology, Pharmacy Technology
O. Adult Secondary Education & Counseling
   - High School Diploma, HiSET/GED, Adult Basic Education, Citizenship Preparation, Bridge, College Preparation, Counseling
P. Workforce Development & Community Education
   - Career Trades & Technology, Culinary Arts & Hospitality Services, Health & Science, Inmate Education*
Q. English Language and Lifelong Learning
   - English as a Second Language, Older Adults, Health & Safety, Home Economics Parenting, Substantial Disabilities
R. Adjunct

- Four adjunct faculty to represent all Academic Senate divisions. It is recommended that two representatives be from credit and two from noncredit

Eligibility

Any full-time faculty member at SAC is eligible to serve as a Division Senator in the Academic Senate. Any adjunct faculty member at SAC is eligible to serve as an Adjunct Senator in the Academic Senate.

When a faculty member's teaching assignment places them in more than one division, they shall be considered, for election purposes, to be in the division in which the majority of their teaching hours are spent.

When a faculty member's teaching assignment places them at more than one college, their primary assignment shall be at the college in which the majority of their teaching hours are spent. *In the case of Inmate Education for Continuing Education, the faculty member must report to the supervising administrator of Workforce Development & Community Education.

A faculty member can only be a member of one college Senate. Election
Each division shall conduct its own nominations and election for Senators from that division. The Faculty Leadership & Engagement Workgroup may serve as a resource of support in nominee solicitation and election practices.

Senator Election Procedures

A. All elections and polls shall be by secret ballot or other agreed-upon processes by the division faculty.
B. Adequate precautions shall be taken to ensure that only eligible members of the electorate may vote. The electorate of division Senators shall be composed of all members of the full-time faculty. Four Senators shall be elected from the adjunct faculty by the adjunct faculty.
C. A record of each election and poll shall be reported to and maintained by the Historian.

Duties and Responsibilities of Senators

Senators are accountable to their electoral area faculty as well as to all members of the Santa Ana College faculty. The responsibilities of Senate Divisions are to:

A. Attend Academic Senate Retreats at the start of each semester.

B. Regularly attend Academic Senate meetings (currently 2nd and 4th Tuesdays of each month from 1:30 to 3:30 pm). Remote Participation on a limited basis may be permitted in accordance with state law (e.g., AB 2499).
C. Inform Senate Division faculty of Senate business in a regular and timely manner.
D. Represent the majority view of the Senate Division and to vote and represent that view to the Senate, its Executive Officers, the Senate Division Deans, other academic Deans and to appropriate councils and committees.
E. Serve as liaison between their constituents and the Senate and communicate local concerns to appropriate members of the Executive team.
F. Ratify faculty appointments by the Senate President to college shared governance committees and other appointed faculty positions.
G. Ratify the creation of Specialized Groups (e.g., task forces, advisory groups, ad hoc committees).
H. Obtain knowledge of and uphold 10+1 from Title 5 (RSCCD Board Policy AR 2410) and other pertinent Board Policy administrative regulations.
I. Encourage faculty members to become involved in the Senate through participation in Senate committees, dues benefits/structures.
J. Inform new faculty within their constituent body (Senate Division) of the dues structure of the Senate.
K. Represent their Division and/or departments during the annual faculty prioritization meeting when serving as Senior Senator.
L. It is the responsibility of the Senior Senator to onboard and support the Junior Senator.
M. Manage their Division and/or department Senate elections when serving as Junior Senator.
N. Inform potential or newly elected Senators of the purposes and policies of the Senate.
O. Represent the Senate at Division Chair and Division Curriculum meetings (Senior Senator can potentially serve in even years, and Junior Senators in odd years.)
P. Call Senate Division meetings as appropriate during the year to inform and/or poll faculty.

In compliance with California's open meeting laws and local governing guidelines, the Santa Ana College Academic Senate explicitly clarifies the parameters governing remote attendance for its voting body.

While members of the public maintain unrestricted access to attend and comment virtually at all open sessions, elected and appointed Senators are subject to strict legal attendance thresholds to maintain a physical quorum.

Specifically, Senators utilizing approved "just cause" or emergency exemptions are strictly limited to a maximum of **5 remote participations per academic year**. Furthermore, no

Senator may participate remotely for more than three consecutive months. These limitations ensure institutional compliance with state transparency mandates while ensuring consistent, robust governance. Senators requiring continuous remote accommodations under the Americans with Disabilities Act (ADA) are exempt from this annual cap, provided they maintain dual audio and video connectivity.

All Senators are expected to track their attendance accordingly to ensure these compliance thresholds are not exceeded.

Recall of Senators

Senators may only be recalled by the following process:

A. A simple majority (over 50%) of the eligible voting members of the constituent body (Senate Division or Adjunct Faculty) sign a petition to recall the Senator. The petition will be submitted to the Senate President for presentation to the Senate for informational purposes.
B. The Senator, who is not up for recall, will then hold an election by secret ballot within two weeks of the Academic Senate receiving the recall petition.
C. For the recall to be effective, two-thirds of the ballots returned must be in favor of the recall. If approved, the recall would be effective on the date of the recall election.
D. If the recall petition is approved by two-thirds of the ballots returned, the remaining Senator shall hold nominations and an election as soon as practical.

EXECUTIVE TEAM

The purpose of the Senate Executive Team is to set agendas for Academic Senate meetings.

The Executive Team shall be comprised of the following members:

- Executive Officers:
  - President of the Senate
  - Vice President of Culture & Engagement
  - Vice President of Community Operations
  - Historian
- Parliamentarian
- Chair, Curriculum & Instruction Council (CIC)
- Members-At-Large:
  - Up to two (2) Members-At-Large representatives

- One Adjunct Faculty Member-At-large representative

The Executive Team does not have any authority to make decisions other than set the agendas but may help with coordinating the members of the Executive Team in performing their individual responsibilities in response to actions taken by the Senate.

The Executive Officers shall do their best to solicit and appoint members to the Senate Executive Team in such a way that keeps the Executive Team gender balanced and increase participation from under-represented faculty groups.

Members of the Executive Team are expected to attend weekly Senate Executive Team meeting and participate at those meetings. The purpose of the weekly meeting is to discuss important topics taking place that are relevant to the Senate, to formulate agenda for the next Senate meeting, and to do planning as necessary for future events.

Facilitation training for the Executive Team membership will be required as a matter of professional practice. This training will be offered every fall during flex week activities and on an as-needed basis to meet this committee obligation.

DISTRIBUTION OF SENATE LHE

The faculty union (FARSCCD) negotiates LHE for SAC and SCC Senate. SAC Senate understands that as the larger college, the workload on SAC Senate Executive Team is disproportionately higher than that at SCC (e.g., responsibilities of CIC Chair). As such, SAC Senate will continue advocating with FARSCCD to negotiate more LHE for SAC Senate.

Senate LHE shall be used to compensate for work done on behalf of or related to the business of the Academic Senate.

The executive team will make a recommendation and present an LHE distribution proposal for the following semester no later than April and by December if needed. The final distribution of LHE will be voted on/affirmed by the Senate.

ADVISORY GROUPS

The Academic Senate may establish specialized groups (e.g., task forces, advisory groups, ad hoc committees) as needed. The scope of such groups may be any matter within the scope of the Academic Senate. In establishing such groups, the Senate may define the scope, authority and communication between the groups and the Senate. All advisory groups shall comply with meeting norms and guidelines as established for Senate meetings. Unless otherwise directed by the Senate,

1. Formal guidance and recommendations of such groups will be accepted and implemented.
2. Reports will be made to the Senate,
3. Information of meeting times and location should be notified to the Academic Senate Historian for distribution if needed
4. Documentation of meetings will be provided to the Academic Senate Historian for archiving

Chairs, co-chairs, and membership of such groups will be appointed by the Senate President subject to approval by the Senate.

PARTICIPATORY GOVERNANCE

Unless otherwise decided by the Senate, a co-chair of each participatory governance committee (per the current Participatory Governance Handbook) will communicate regularly and meet at least once per semester with the Vice President of Culture and Engagement as well as report, as needed, to the Academic Senate about the committee's work. The Senate may provide further direction regarding the communication between the committee's Senate representatives and the Academic Senate.

Current examples of the Participatory Governance Handbook are:

- Curriculum & Instruction Council
- Technology Advisory Committee
- Planning & Budget Committee
- Facilities & Safety Committee
- Guided Pathways & Student Equity Committee
- Professional Learning Committee
- Institutional Effectiveness & Assessment Committee
- Enrollment Management Committee
- Data Committee

Faculty Leadership & Engagement Workgroup

Composition: At least 3-5 faculty who serve as Junior Senators, open to all who are interested in participating.

Duties: The Faculty Leadership & Engagement Workgroup is charged with supporting the appointment of shared governance positions.

For clarification:

Advisory Group: A group of people who regularly provide advice assistance and recommendations to Academic Senate. Often experts in a specific subject area. Advisory Groups can be created through resolution, generally following the recommendation of the Academic Senate.

Committee: A group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter. Committees are created through resolution, generally following the recommendation of a taskforce.

Council: A group of people officially delegated to make decisions, deliberate, or consult on a particular subject, to represent a particular group of people. Councils are created through resolution, generally following the recommendation of the Academic Senate.

Task Force: A temporary grouping of individuals and resources for the accomplishment of a specific objective. A task force actively pursues the achievement of its mission, after which it is disbanded. A task force is a temporary organization created to solve a particular problem. It is a more formal ad-hoc committee. Taskforces can be created by any Senate Executive Officer.

Workgroup: A group of people collaborating on ongoing (more long-term) projects, matters, or issues within a broader scope. Workgroups can be created by any Senate Executive Officer.

ASSESSMENTS

Dues

Consistent with Section 13532 of the California Education Code, the Senate may call upon its members for the payment of professional dues which are currently assessed at $5.00 per month for 10 months or $50.00 per year. However, professional dues are not to be a condition of or eligibility to membership in the Senate, and no sanctions are to be imposed upon those members who do not pay such professional dues.

Yearly

On the recommendation of the Vice President of Community Operations the Senate, at its last business meeting of the spring semester of the preceding academic year, shall agree upon the amount to be requested in order to meet the budget adopted for the following year. The amount of the fee shall be adopted by a majority vote of those present at the meeting, provided that a quorum is present.

Special

The Senate may levy special assessments at any time, if approved by a two-thirds vote of members present at a regular Senate Business Meeting, provided that a quorum is present and the levy had been proposed at a previous meeting.

MEETINGS

Regular Business Meetings

The Senate shall meet regularly at least once a month during the academic year. It shall keep a systematic record of its proceedings, which shall be accessible to the faculty. A summary of the minutes of both regular business and special meetings shall be made available to the certificated staff and the members of the Board of Trustees.

Special Meetings

The President may call special meetings if in their judgment such special meetings are warranted. Special meetings shall be called by the President upon a written request submitted to the President by twenty-five (25%) of the faculty or by ten percent (10%) of the members of the Senate.

Agenda

The agenda of each regular business meeting and each special meeting shall be made available to members of the faculty, administration, and Board of Trustees of the District by the Historian at least three days prior to the meeting and should contain as much information and detail to allow all faculty to be aware of items to be discussed or acted upon.

Requesting Agenda Items

As Academic Senates are established through an action of the local Board of Trustees in accordance with title 5 §53200, they are subject to the Brown Act. Many of the policies and processes that follow are the result of the Senates obligation to follow a set of policies that became law in 1953.

All faculty have a right and a responsibility to request items be added to the agenda. Any faculty may submit a requested agenda item, including proposed resolutions, to the Historian through the Academic Senate Agenda Item Request form available on the Academic Senate website (sac.edu/academicsenate).

The Executive Team will discuss at its next meeting whether and when to include the item on an agenda, considering such factors as the relevance to academic and professional

matters (“10+1”), related work by Participatory Governance committees, preparation, and availability of meeting time. If the request meets those standards, the Executive Team shall not disallow valid agenda item requests. The Executive Team will provide the date of the planned agenda item to the requestor. If the Executive Team determines they must reject the proposed agenda item, a rationale for rejecting the agenda item must be made to the requestor by email within 48 business hours following the decision.

Topics to be considered for Senate Business meetings can be solicited during the Academic Senate semester retreats. During Academic Senate semester retreats the agenda item submission form will be explained to all attendees. Additional requests can be made during the standing item in Senate Business Meetings called “Future Agenda Item.”

Amending the Meeting Agenda

Amendments to the Senate agenda after the agenda has been shared publicly can occur if a Senator requests an amendment to the agenda 48 hours prior to the next Senate Business meeting by informing the Senate Historian and Senate President of any such requests via the Academic Senate email (AcademicSenate@sac.edu). The amendment request should include the agenda item and rationale supporting the request.

Amendments can also be requested by any Senator following a motion to adopt the agenda. To do this, any Senator can motion to add items, delete items, or change the order of the agenda. Once a Senator motions to amend the agenda, the motion would be voted upon based on bylaws quorum of simple majority, fifty percent (50%) and in accordance with Robert’s Rules of Order.

Action and Discussion on Non-Agenda Items

As the Brown Act was enacted to ensure that public’s business is conducted openly, the statute affords Academic Senate’s limited authority to act on or discuss non-agenda items at regular meeting

As a general rule, the Academic Senate may not act on or discuss any item that does not appear on the agenda posted for a regular meeting. (GOV § 54954.2(a)(3)).

This rule does not, however, prevent the Academic Senate from acting on a non-agenda item that comes to its’ attention after the agenda posting if immediate action is warranted. (GOV § 54954.2(b)(2)).

For this exception to apply, the Senate must publicly identify the item to be addressed and meet any of the conditions below:

1. Determine by a majority vote of the Senators that an emergency situation exists, as defined in Section 54956.5.
    a. Per Section 54956.5, “emergency situation” means both of the following:
        i. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
        ii. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.
2. Determine by a two-thirds vote of Senators present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Senators after the agenda was posted.

Reporting of Agenda Items

All agenda requests will be recorded to include whether the request was approved or not approved. For items not approved, the Senate President must include in their report at the business meeting following any decision the rationale for why the request was not approved. The Historian will provide a report at the last semester meeting to the Senate on agenda item activity.

Attendance

Meetings of the Senate are open to all members of the faculty. The meetings shall be held in accordance with the Brown Act.

Quorum

A simple majority, over fifty percent (50%), of the current voting members of the Senate shall constitute a quorum. If a Senator is unable to attend, the Senator may designate, in writing, any other member of the Senate as Proxy to speak for and to cast votes in that Senator’s name. All Proxies must be in the hands of the Historian prior to roll call of any meeting. In no case shall any Senator hold more than one Proxy at any given meeting. Each Senator who expects to be unavailable during the summer shall appoint a Proxy and so notify the Senate in writing to serve in case of special meetings.

Meeting Conduct

Senate meetings shall be conducted in accordance with the Brown Act and Robert's Rules of Order. Members and guests shall conduct themselves professionally during each meeting. Personal attacks on any participant shall be grounds for removal from meetings. As a meeting facilitator, the President or chair of an Academic Senate meeting does not vote but may vote to break a tie when needed.

AFFILIATIONS

The Senate may affiliate by a simple majority vote of the Senate with other educational or professional organizations, local or otherwise, provided that such affiliation does in no manner restrict or infringe upon the independence of the Senate.

VACANCIES

Executive Officers

In the event an Executive Officer resigns or is otherwise unable to serve the remainder of the term of office, the Senate will elect a faculty member who meets the eligibility requirements of the office to serve the remainder of said Executive Officer's term, except for a vacancy of the President wherein the Vice President of Culture & Engagement shall serve the remainder of the President's term of office.

Nominations shall be provided to Senators one week in advance of the Senate Meeting where the election will take place.

If there are no nominees for an official position by the time of an election, the position may filled through a special election by the Senate body after a nomination period and prior to the start of the following fall term.

Transition Period

The summer after an election cycle will be a transition period in which a nominal amount of LHE will be distributed to outgoing Executive Officers in an effort to support mentorship and training for incoming Executive Officers.

If vacancies occur within either the Vice-Presidential role or the Historian role, a replacement shall be elected by the Senate body after a nomination period.

Members-at-Large

Upon a Member-at-Large vacancy, the Senate shall issue a campus-wide call for faculty interest in governance service using the Participatory Governance Faculty Service Opportunities Form. Final decision shall be made by the Academic Senate Executive Team.

Parliamentarian

Upon a Parliamentarian vacancy, the Senate shall issue a campus-wide call for faculty interest in governance service using the Participatory Governance Faculty Service Opportunities Form. Final decision shall be made by the Academic Senate Executive Team.

Curriculum & Instruction Chair & Vice Chair

Upon a CIC Chair/Vice Chair vacancy, the Senate shall issue a CIC call for faculty interest in governance service using the Participatory Governance Faculty Service Opportunities Form. Final decision shall be made by the Academic Senate Executive Team.

Senators

- The Historian shall declare the Senator's seat to be vacant when the Senator:
    - resigns from the Senate.
    - no longer meets the eligibility requirements for membership in the Senate.
    - accepts a leave of absence of any kind.
    - encounters any other conditions which necessitate absence for three or more regular meetings of the Senate in any academic year.
    - is present for less than half of three or more meetings in any academic year for reasons which, in the judgment of the Senate, are not justifiable.
- When a vacancy occurs, the remaining Senator for that Division shall call a special election to be held by the remaining members of the Senate Division whose seat has been vacated and report the results of the election to the Senate. The position will remain vacant until filled by the Division.
- Senators elected to fill vacancies shall complete the term of office of the Senator they replace.
- A Division may elect to have an Alternate elected from the Division. The Alternate will attend all meetings the Junior or Senior Senator is unable to attend and may vote in the absence of the Senior or Junior Senator. The Alternate will only be counted toward a quorum in the event either the Junior or Senior or both Senators

are not present at the meeting. The Alternate will receive copies of all agendas and correspondence from the Senate as do the Junior and Senior Senator.

SHARED LEADERSHIP

The Academic Senate values the sharing of leadership. Appointments made for chairs/co-chairs vacancies may be partitioned to allow two faculty members to share a leadership role provided the partition of responsibilities is clear at the time of the approval.

Faculty members should not be appointed to serve in multiple chair, co-chair or campus leadership roles simultaneously unless required by virtue of the role.

Senate Process for Appointing Faculty

The Academic Senate shall oversee the appointment of faculty to all college, district, and Senate governance committees in accordance with Title 5 and local participatory governance structures. Faculty appointments shall be for one academic year unless otherwise specified by the Senate or required by the committee charge.

Each Spring semester (March–April), the Senate shall issue a campus-wide call for faculty interest in governance service using the Participatory Governance Faculty Service Opportunities Form. All full-time and part-time faculty shall have the opportunity to indicate interest in new committee service, continuing in current roles, stepping down from assignments, or being considered for Co-Chair or other Senate-appointed positions.

Committees may recommend faculty with disciplinary expertise. Senate leadership will make every reasonable effort to honor such requests; however, because discipline-specific representation may not always be feasible, the Senate President shall ensure that all faculty-designated seats are filled so that full faculty representation is maintained, regardless of division or department.

The Senate Executive Team shall review submitted interest forms and prepare a slate of recommended faculty appointments for the following academic year. These appointments shall be affirmed by the Academic Senate at a regular meeting by the end of the Spring semester and then transmitted to the appropriate governance bodies. Any new committees, vacancies, or additional faculty needs arising after Spring appointments shall be addressed through an additional call for interest at the start of the Fall semester. Vacancies occurring mid-year shall be filled by the Senate President or designee using the most recent interest forms, faculty availability, and the representational needs of the committee. All appointments must continue to meet legal and institutional requirements for faculty participation in governance under Title 5 and Education Code §70902(b)(7). Committee Chairs or administrative co-chairs requesting Senate-appointed faculty shall submit requests to the Senate President. The Senate President or designee shall

confirm faculty eligibility, solicit interest as needed, and make appointments consistent with this process.

The Senate shall maintain and annually update the list of faculty representatives on all governance committees. Faculty are responsible for notifying the Senate President and the Vice President of Culture and Engagement of changes in availability to support continuity of governance participation.

BYLAWS

These bylaws shall be reviewed annually and amended as determined necessary by the Senate and then adopted by a simple majority of the voting members present at the last Senate meeting of each academic year and at other regular Senate meetings as needed.