



BYLAWS

The Senate can propose, change, and amend its bylaws by a two-thirds vote of the members providing that notice of the proposed change be sent to all Golden West College faculty members two weeks in advance of the Senate meeting when the vote is to occur.

Article I

Membership of the Academic Senate and Its Standing Committees

Section I. The Electorate

The Electorate shall consist of the faculty, as defined in Article I of the Constitution, and the Senate shall be elected from the members of this body.

Section II. Composition of the Senate

The Senate membership shall be from the following categories:

1. Departmental representation
 - a. Departments with a minimum of 3.0 full-time equivalent faculty (FTEF) and with a Department Chair position. These minimum requirements ensure adequate representation of the department in the following four areas: Academic Senate, Council on Curriculum and Instruction (CCI), Council of Chairs and Deans (CCD), and Institute for Professional Development (IPD).
2. Other voting members
 - a. CCI chair
 - b. IPD chair
 - c. One adjunct/part-time faculty representative representing the part-time faculty
3. Non-voting members
 - a. Student representative (elected by Student Council)

Annually, before the spring election begins, the Academic Senate Executive Board will review the criteria (based on the fall semester's FTEF projections) to confirm departmental representations. Smaller departments may petition to combine to meet the Departmental Representation criteria described above by getting signatures from the full-time faculty on an agreement to combine for a representative seat. A simple majority will determine if this agreement goes forward. If an area that does not meet the minimum requirements has no representation and if no department has agreed to include the outlying department, the Academic Senate is empowered to place the unrepresented department with other department(s) to make sure all faculty are represented on the

Academic Senate. Active Senators may be impacted by this process before the end of their term.

Section III. Tenure of Office

Approximately one-third of the Senate membership shall be elected each year, and each elected member shall serve for a term of three years.

Section IV. Election of Senators

Election of Faculty Senators shall be held during the spring semester. Newly elected Senators shall be seated at the first Senate meeting of the fall semester. (See Article II Voting Procedures)

Section V. Composition of Standing Committees

IPD and CCI membership shall mirror the senate departmental representation (Article I, Section II. Composition of the Senate), except that EOPS/ACE may choose not to be seated on CCI. CCI will have the following additional voting members:

- VP of Instruction and Student Learning
- Articulation Officer
- SLO Coordinator or designee

Non-Voting members:

- Student Representative
- Administrative Director - Student Support Services or designee

Article II: Voting Procedures

The purpose of this Article is to summarize the existing voting guidelines as outlined in the *Robert's Rules of Order, Newly Revised*.

Two-thirds Vote is defined as two-thirds of the votes cast, ignoring blanks (abstentions).

Majority Vote is defined as more than half the votes cast, ignoring blanks (abstentions).

Section I: Procedural Votes

Consent Items

The Senate may approve by consent, items with no perceived opposition. A single dissenting vote will remove an item from consent and open it to discussion or amendment. Such removal will occur even if the objection is voiced immediately after consent has been granted. Consent may be granted in person or by email.

Action Items

- Action items must be on the official agenda unless the item meets the exceptions described in the Brown Act. Voting on all action items must take place publicly. In accordance with the Brown Act provision requiring the recording of all votes, vote will be by roll call. The minutes need not reflect by name all ayes, nays, and abstentions provided the results are made available upon request.

Section II: Election and Appointment for Offices and Committee Assignments

The Senate will actively solicit involvement of the broader campus community for committee appointments. It is the intent of all elections that the decision be made at the most local level. Eligible faculty from a department should vote until a decision is made or they are unable to reach a majority decision. If the department cannot make a decision because of a tie or objections to the process, the Senate will conduct an election at the earliest possible Academic Senate meeting where only Senators may vote.

In those instances where faculty representation is determined by election, the Academic Senate shall be responsible for the election process and shall maintain current, written election policies and procedures with all changes voted upon by the Senate. If there are no objections, the Senate may conduct the election at a meeting of the parties involved in the election. All voting members shall have been notified that such an election would take place. A majority of votes cast is necessary to elect. (See "Voting Rights Supplement" for a description of eligible voters.)

Nomination Voting Procedures

A list will be created of all eligible faculty from a department. See Voting Rights for Academic Senate and Academic Senate Elections at the end of this document for eligibility criteria. It will be standard practice to allow for (8) days for nominations and an additional (8) days for elections. (See approved template for details).

A. Single-Nominee Elections and Appointments

Single-nominee elections (including voting by acclamation) may be held by voice votes, show of hands, or email votes. When only one nomination is received for any office:

- This name will be presented to the Senate for confirmation.
- If any Senator or voting member of the parties involved objects, the election will proceed by distributing ballots to those eligible to vote in a manner consistent in other elections.

B. Multiple-Nominee Elections and Appointments

When conducting any multiple nominee elections, the Senate will provide some anonymity to the voter provided that the procedure used ensures that only eligible voters cast a ballot and that a record of the votes cast can be obtained upon request. The following procedures meet these criteria:

- For votes taken during a meeting, a single folded paper taken from and signed by each eligible voter shall constitute an anonymous yet secure ballot. Only aggregate results need be initially reported.
- For votes collected by mail, a ballot is deemed valid if it is signed and sealed inside a blank envelope which is then submitted in accordance with written rules and procedures approved by the Senate.
- For votes collected by email, a ballot is deemed valid if it is received from an email account owned by an eligible voter. Email votes will be collected in a computer file until they can be officially counted. The file will then be kept for 30 days.

Nominations and ballots will be handled by at least 2 neutral persons. All candidates will be notified of election results prior to public announcement. All ballots will be kept on file in the Senate office for 30 days. Thereafter, only the voting record recorded by individual vote will be kept on file.

Section III: Replacements for Uncompleted Terms on Faculty Committees, Including the Academic Senate

The Senate President may declare vacant the seat of any member or Senator who is unable to complete his/her term of office, or who absents him/herself for three consecutive meetings without prior consent of the Senate President, or who becomes ineligible to hold membership in the Senate.

For temporary vacancies, a committee member or Senator may designate a substitute from the same constituency which they represent who will serve as if elected. If an extended absence of more than 3 meetings is anticipated, the Senate may hold an election or appoint a substitute who will serve until the original member is able to return.

Individuals who resign or are otherwise unable to complete their term of office will be replaced by a new Senate election or appointment process. Resignations should be submitted in writing or by email. The Senate shall begin a new election process to fill that position within two weeks of notification of vacancy.

Section IV: Recall for Faculty Committees including the Academic Senate

A representational area may request a special election to recall the area representative on any committee upon written petition by one-third of the members of that area. The Senate shall administer the recall election within two weeks of the receipt of the petition and after distributing to voting members written statements from both sides. If two-thirds of the votes cast (or if the voting body is less than seven then a simple majority) of the voting area members support the recall, the Senate shall hold a new election to fill that position. A Senate appointee (member or chair) to any college committee may be removed, at any time, by a two-thirds vote of the Senate.

Article III: Senate Officers Section I. Officers and Duties

The term of office for the President will be two academic years. Any current Senator in good standing who has not held the Office of the President for the preceding two years is eligible for President. The Academic Senate President is a voting member representing his/her area. If the President is not a senator, the President will be a non-voting member unless he/she later becomes the elected area representative. Elected officers are President, and two Vice Presidents. The term of office for Vice President will be for one academic year. A Parliamentarian may be appointed by the President if the President or Senators feel one is needed. The Parliamentarian will serve as a non-voting member of the Senate until the issue is resolved. If an executive committee member resigns or is removed from the Senate, the seat will be declared vacant and a special election will be conducted for the executive office.

A. Duties of the President

The President shall preside at meetings of the Senate, stay abreast of State-wide legislative and faculty Senate issues, represent the Senate at Coast District Board meetings and represent the Senate at District and College meetings as necessary.

B. Duties of the Vice Presidents

In the event the President will be absent from the duties of office on a temporary basis,

the President shall select one of the two Vice Presidents to serve as President for the length of the absence. In the event the President is unable to complete his/her term of office, the Senate shall conduct an election with the candidates being the members of the Academic Senate Executive Board (Vice President, Vice President, IPD Chair and CCI chair) to fill the vacancy (Article II, Section III. Replacements for Uncompleted Terms).

The Vice Presidents Shall:

- Represent the Senate at other District and/or College Committees as determined by the President in consultation with the Senate;
- Oversee elections of Senators and all other Senate-conducted elections as described in Article II, Section II. In the event the Vice President is a candidate, the election will be supervised by a non-candidate Senator.
- Other duties as assigned by the President such as attend ASCCC Plenary meeting, ASCCC Area D meetings, and make reports to the Senate on topics assigned by the Senate President.
- In the event that the President cannot complete the term of office, the Vice Presidents of the Senate should be willing to assume the duties of the president if so elected in accordance with Article III, Section 1, B.

C. Duties of the Parliamentarian

The Parliamentarian shall assist the President and Senate members in interpreting parliamentary procedures as prescribed in *Robert's Rules of Order, Newly Revised*, or other such rules or procedures as may be adopted by the Senate. The Parliamentarian may not be a voting member of the Senate.

Section II. The Executive Board

- A.** The elected officers of the Senate shall constitute the Executive Board. At the option of the Executive Board, two additional Senators-at-large may be appointed.
- B.** The Executive Board shall be responsible for developing and administering the Senate budget, creating the agenda for Senate meetings, and shall act for the Senate when authorized by the Senate. The Executive Board shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken by the Senate. All official action taken by the Executive Board shall be reported to the Senate at the next official meeting of the Senate. The meetings of the Executive Board shall be open. The Executive Board is responsible for staying current with State-wide legislative and faculty Senate issues.

Section III. Election of Officers

The Senate shall nominate and elect officers in the spring semester. Current and newly elected Senators are eligible for all Senate offices, except where stated otherwise in the Bylaws. Officers shall be elected by ballot vote, and nominations will be open for two Senate meetings and the election held the following meeting. Newly elected officers will begin their terms on July 1. (Article II, Section II. Election and Appointment for Offices and Committee Assignments)

Senators may request a special recall election of a Senate officer, or officers, including the Chair of CCI, and Chair of IPD by submitting a petition signed by one-third of the Senate. The Senate

shall vote on the recall within two weeks of the receipt of the petition and after receiving written statements from both sides. An elected Senate officer may be removed from office by a two-thirds vote and such vacancy will be filled according to the procedure described in the paragraph above in accordance with Article II, Section II. Election and Appointment for Offices and Committee Assignments and Article III, Section III. Election of Officers.

Article IV Committees

The Academic Senate shall have the authority to establish any Senate subcommittee or taskforce and to appoint its chairperson. These committees shall be created and appointed by the Senate President with the approval of the Senate and be responsible to the Senate.

Section I. Standing Committees

A. Institute for Professional Development (IPD)

The Senate delegates to the Institute for Professional Development the following responsibilities:

- Recommend faculty requests for sabbatical leaves to the president and Board of Trustees,
- Review and recommend faculty requests for salary advancement, alternative methods projects, academic rank, and emeritus status
- Allocate full-time and 50-60% part-time faculty travel/conference funds according to the provisions of the contract
- Inform faculty of professional development opportunities, funding and deadlines
- Coordinate campus and department workshops/retreats with Staff Development

IPD Composition is described in Article I, Section V. Composition of Standing Committees. All members of the committee shall vote on committee matters. IPD may decide to allow sub-committees to vote on IPD matters. Should IPD want to change composition, it may petition the Senate by submitting a proposal to the Academic Senate for approval.

Election of Faculty Representatives to IPD: During the spring semester, the Senate will conduct an election using the procedures and regulations described in Article II. Newly elected members shall be seated at the first meeting of the fall semester. Faculty representatives to IPD shall serve three- year terms, with one-third of the representatives elected each year. Vacancies shall be filled by elections for the unexpired term. Members may be elected for subsequent terms. In the case of a tie, a second vote for the tied candidates will be conducted by the members of the Academic Senate. Any further election ties for IPD Faculty representatives will be decided solely by the Academic Senate president.

Appointment of the IPD Chair: The Senate shall appoint the IPD chair. Nominees must have served at least one year on the IPD. Nominations shall be sought from IPD and may also be made by any Senator. The chair will serve a two-year term beginning in fall of odd numbered years and is a voting member representing his/her area. If the chair

is appointed from outside the existing IPD membership, the chair will be a non-voting member unless he/she later becomes the elected area representative. Senators may request a special recall election of the IPD chair by the procedure outlined in Articles II and III.

Duties of the IPD Chair:

- Stay current on information, developments, and legislation regarding professional development
- Prepare for and conduct meetings of the IPD
- Attend meetings of the Senate as a voting member
- Serve as a liaison between the IPD and the Senate
- Serve as a liaison between the IPD and Staff Development
- Notify the Senate Vice President when a membership on the IPD is vacant
- In the event that the President of the Senate cannot complete the term of office, the IPD Chair should be willing to assume the duties of the president if so elected in accordance with Article III, Section 1, B.

B. Council on Curriculum and Instruction (CCI)

The Senate delegates CCI the responsibility to review proposed courses, course revisions, programs, and certificates and degrees. The recommendations of this body are sent through the Senate to the Board of Trustees for implementation.

CCI composition is described in Article I Section V. Composition of Standing Committees. All members of the committee shall vote on committee matters. Should CCI wish to change its composition, it may petition the Senate to do so by submitting a proposal to the Academic Senate for approval.

Election of Faculty Representatives to CCI: During the spring semester, the Senate will conduct an election using the procedures and regulations described in Article II. Newly elected members shall be seated at the first meeting of the fall semester. Faculty representatives to CCI shall serve three-year terms, with one-third of the representatives elected each year. Vacancies shall be filled by elections for the unexpired terms. Members may be elected for subsequent terms. In the case of a tie, a second vote for the tied candidates will be conducted by the members of the Academic Senate. Any further election ties for CCI Faculty representatives will be decided solely by the Academic Senate president.

Appointment of the CCI Chair: The Senate shall appoint the CCI chair. Nominees must have served at least one year on CCI. Nominations shall be sought from CCI and may also be made by any Senator. The chair will serve a two-year term beginning in fall of even numbered years and is a voting member representing his/her area. If the chair is appointed from outside the existing CCI membership, the chair will be a non-voting member unless he/she later becomes the elected area representative. Senators may request a special recall election of the CCI chair by the procedure outlined in Articles II and III.

Duties of the CCI Chair:

- Stay current on information, issues, developments, and legislation regarding curriculum.
- Prepare for and conduct meetings of CCI
- Attend meetings of the Senate as a voting member
- Serve as liaison between CCI and the Senate
- Notify the Senate when a membership in CCI is vacant
- Serve as a liaison between the Council of Chairs and Deans (CCD) and CCI
- In the event that the President of the Senate cannot complete the term of office, the CCI Chair should be willing to assume the duties of the president if so elected in accordance with Article III, Section 1, B.

Section II. Procedures for Committee on Committees

The Academic Senate appoints or confirms faculty to all college-wide and district level committees with the exception of those appointments reserved to the faculty union. The Senate will actively solicit involvement of the broader campus community, and -- whenever possible -- no more than one member of the Senate should serve on a college-wide screening committee, unless other faculty cannot be found to serve.

The College President shall have the authority to establish any college committee. When the College President desires the participation of faculty members on such committees (as chair or members), he/she shall request the appointment of such members from the Academic Senate.

Section. III. Academic Senate and Academic Issues Council

There shall be regular meetings between representatives of the college administration and representatives of the Academic Senate, each group to select its own participants: an equal number of faculty and administrators.

The purpose of this committee is to address campus issues relating to academic and professional matters as defined in Title 5, at an early stage (before recommendations are formulated). This committee will recognize and respect those rights afforded to the union and/or management under the collective bargaining contract and the rights of the Academic Senate in Title 5. Every attempt will be made to achieve agreement and to clarify all positions prior to the formulation of either administrative or Senate recommendations which are to be forwarded to any off-campus body and/or the Board of Trustees. No votes will be taken.

The Administration and the Academic Senate will exchange copies of all materials pertaining to pending issues relating to academic and professional matters at the earliest possible opportunity.

The College President (or designee) may be invited to attend meetings of the Academic Senate.

The Administration and the Academic Senate will exchange reports and information on academic and professional matters being forwarded to the Board of Trustees in those cases in which either the Administration or the Academic Senate has not already had access to the information.

Section IV. Joint Committees of the CCCD Senates

The following District policy statements concern the roles of the Golden West College Academic Senate, the Orange Coast Academic Senate, Coastline Academic Senate, and joint committees of the three senates:

1. Joint district committees of the three Senates shall be established to work on matters of district-wide concern.
2. These committees shall have equal representation from each Senate.
3. The size of these committees shall be determined by mutual agreement of the Senate Presidents. Committees shall be small—two to four members from each Senate.
4. Membership on these committees shall be determined by the President (or designee) of each Senate.
5. The President pro tem of each committee shall be determined by the President of the Senate which originates the matter to be discussed. The President pro tem shall call the first meeting of the committee, at which time the committee itself will elect its President.
6. Meeting places shall alternate between the colleges.
7. After agreement on a matter is reached by the Senates, communications regarding the disposition of joint Senate action shall be made by the Senate Presidents (or designees).

Article V: Meetings and Senate Procedures

Section I. Regular Meetings of the Senate

A regular meeting of the Senate shall be held at least once a month of the academic year at a time and place designated by the Senate. Traditionally the GWC Academic Senate holds meetings on the second and fourth Tuesdays of each month from 1:00PM - 3:00PM.

Section II. Special Meetings of the Senate

- A. During the academic year, the Senate President may call a special meeting at his/her discretion. Upon written petition signed by three Senators, the President shall call a special meeting to be held within one week after receipt of such petition. Written notice of special meetings shall be given to all members of the Senate at least two regular school days prior to the meeting and shall contain a general statement of the business to be brought before such meeting.
- B. The Senate President may call a special meeting during the summer. Decisions made at a meeting of this kind must be ratified as soon as possible at a regular Senate meeting. Draft minutes of such a meeting must be electronically distributed within two working days.

Section III. Quorum and Attendance at Meetings of the Senate

- A. Members of the faculty, administrators and other resource personnel may attend meetings of the Senate. The Senate President may put the Senate into executive (closed) session as prescribed in *The Brown Act*. A majority of the Senate membership shall constitute a quorum at a regular meeting of the Senate. Vacancies should be set aside for the purposes of determining a quorum. At a summer meeting the quorum is the number of Senators at the meeting.

- B. Senate members who are absent from a Senate meeting may designate a substitute from their areas who will serve as if elected and may vote (proxy voting). If an extended absence of more than three meetings is anticipated, the Senator's representational area must elect a substitute until the Senator is able to return in accordance with Article II, Section III. Replacements for Uncompleted Terms.

Section IV. Quorum and Attendance at Meetings of the Faculty

The Senate President has the authority to call meetings of the faculty. One-third of the faculty shall constitute a quorum.

Section V. Conduct of Meetings

In those instances requiring a Senate vote, each Senator present shall have one vote. Except as otherwise provided, *Robert's Rules of Order, Newly Revised* shall govern the conduct of all meetings.

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VOTING RIGHTS

For Academic Senate and Academic Senate Elections

Full-Time Faculty (Adopted November 22, 1994; Revised 12/2015)

1. All full-time faculty members shall have voting rights in every discipline and/or department to which they are assigned in the current academic year.
2. Each full-time faculty member's vote shall be worth the same value regardless of the type of assignment they perform in this discipline or whether the assignment is part of their regular load or overload.
3. These voting rights shall extend to all Academic Senate matters over which the department has jurisdiction including, but not limited to curricular review, hiring, program review, faculty elections, and committee assignments.
4. These provisions shall not be viewed as additional requirements, nor are they meant to increase an individual's obligations, since the degree of an individual's departmental participation is a professional judgment which is best determined by the individual and may in fact vary from one semester to the next.

Adjunct Faculty (Adopted May 16, 1995; Revised 12/2015)

1. All qualifying Adjunct Faculty members shall have voting rights, except for the right to vote in elections for Department Chair (IUA), in every discipline and/or department to which they are assigned, if that department has voted to extend such rights to their Adjunct Faculty.

At the time that a department votes to extend Adjunct Faculty the right to vote on departmental matters, the department shall also determine the specific matters on which Adjunct Faculty may vote.

2. Each qualifying Adjunct Faculty member's vote shall be equal to every other Adjunct Faculty member's vote regardless of the type of assignment they perform in this discipline.
3. These provisions shall not be viewed as additional requirements, nor are they meant to increase an individual's obligations, since the degree of an individual's departmental participation is a professional judgement which is best determined by the individual and may in fact vary from one semester to the next.

Amended/Ratified: May 10, 2016