

Sacramento City College  
ACADEMIC SENATE  
BYLAWS

Approved February 7, 2023

Article I – Nomination and Election Procedures

Section 1 – Elections Generally

- A. The President of the Academic Senate (AS) shall annually appoint a committee for elections (hereinafter called the Elections Committee) of at least three members, none of which are running for officer or Senator positions. Unless the Past President is not available, the Elections Committee shall be chaired by the Senate Past-President. It shall be the duty of such committee to set the dates for nominations and elections, issue and tally secret ballots in coordination with the Office of Institutional Research and Planning. The committee shall deliver the results of the election to the President of the Senate.
- B. Elections shall be held during the fourth week in March, or in the third week of March in any year in which Spring Break falls in the fourth week of March.
- C. In the case of an uncontested seat, ballots are not issued.
- D. Newly elected Senate members and officers shall take office on June 1<sup>st</sup>.

Section 2 – Qualifications of the Officers of the Senate

- A. The President, Vice-President, Secretary, and Past-President must be members of the full-time contract Faculty eligible to serve in the Senate.
- B. Candidates for Officer positions should demonstrate progressive leadership experience and knowledge of the role of the Academic Senate, collegial consultation, and institutional processes commensurate with the position being sought.
- C. Candidates for Officer positions should demonstrate a high level of professional ethics, a commitment to equity and anti-racism, and the ability to communicate effectively with others in diverse contexts.

Section 3 – Nomination of the Officers of the Senate

- A. Nominations for Senate officer positions shall be limited to tenured full-time contract faculty members.
- B. Officers of the Senate will be nominated by submission to the

Elections Committee of a petition of nomination signed by no fewer than fifteen (15) members of the faculty and the nominee. All Officer nominations shall be delivered to the Elections Committee at least three (3) weeks prior to the date set for the election along with a Statement of Candidacy for each position.

- C. The Elections Committee shall report the nominations to the faculty two (2) weeks prior to the date set for the election and distribute each candidate's Statement of Candidacy at the same time. Each statement shall be written or attached on a separate page.

#### Section 4 – Nomination of Senators

- A. Senators will be nominated by a petition signed by no fewer than three (3) members of their division and by the nominee.
- B. Adjunct faculty may secure signatures from other adjunct or full-time faculty in their division in person and via e-mail.
- C. A member of a division shall be defined as a non-management full-time or part-time employee with membership in the Faculty and with at least one-half of her/his load in that division.
- D. In conjunction with the Office of Institutional Planning and Research, the Elections Committee shall generate ballots for the divisions and make them available one week prior to the date set for the election.

#### Section 5 – Election Procedures

- A. The Senate Elections Committee shall begin forming by the second meeting each February of the Senate. The committee will collect FTEF for full and part-time faculty from every division and then will work with the Secretary to form the Senate Roster for the following Fall. The Elections Committee will also notify each senator whose term is ending and will assist in recruiting faculty to run for open Senate seats. The Elections Committee is chaired by the sitting Past President if one is available, or by another senator, appointed by the President, who is not running for any Senate seat or officer position.
- B. The officers of the Senate shall be elected by a vote of the entire faculty by secret ballot. In elections with only two candidates for one office, a majority of votes cast shall be necessary to win the election. In elections with three or more candidates for one office, officers will be elected using Instant Runoff Voting (IRV) procedures. IRV procedures are included in Appendix A. Write-in votes shall not be counted or considered for any purpose.
- C. Senators representing full-time regular contract faculty shall be elected by secret ballot of the full-time faculty in their division. In elections with only two candidates for one Senate seat, a majority of votes cast

- shall be necessary to win the election. In elections with three or more candidates for one Senate seat, Senators will be elected using IRV procedures. Write-in votes shall not be counted or considered for any purpose.
- D. Senators representing part-time faculty shall be elected by secret ballot of the part-time faculty in their division. In elections with only two candidates for one Senate seat, a majority of votes cast shall be necessary to win the election. In elections with three or more candidates for one Senate seat, Senators will be elected using IRV procedures. Write-in votes shall not be counted or considered for any purpose.
  - E. Each division may elect one alternate Senator by secret ballot. The alternate Senator may attend Senate meetings and vote in the stead of any duly elected Senator who may be unable to attend during any given semester. Such election of any alternate shall be conducted at the first division or department meeting of the academic year, and the results shall be reported to the Secretary of the Senate within ten (10) instructional days of the election for the alternate.
  - F. Upon vacancy for any reason with respect to an Officer, the President of the Senate, with the advice and consent of the Senators, shall appoint a duly qualified member for such position to serve out the balance of the academic year. A special election may be called by the AS President to fill an Officer seat if the vacancy is expected to continue beyond the current academic year. Special election processes and time frames should mirror regular election procedures to the extent possible.
  - G. Upon vacancy for any reason with respect to a Senator, the President of the Senate, with the advice and consent of the Senate, shall appoint a duly qualified member for such position to serve out the balance of the academic year in which the vacancy occurred. This appointment will take place only if no alternate Senator has been previously elected for that term. Any unexpired term shall be filled by the next succeeding election following such vacancy.
  - H. Time served by any Senator or Senate Officer to fill an unexpected vacancy, as in F above or in Section 2.A. below, shall not count towards the position's term limits or limits on length of service.

## Article II – Duties of the Officers and Senators

### Section 1 – Duties of the President

The President shall:

- A. Preside at all meetings of the Academic Senate and the Executive Committee;
- B. Appoint all Faculty representatives to senate-led, standing, interview,

- and other college-wide committees that fall under Academic and Professional matters or as required by the LRCFT contract;
- C. Serve as a member of the District Academic Senate, the Department Chairs Council, the Executive Council, and the College Council;
  - D. Serve as an ex-officio member of every committee with faculty constituency except the Elections Committee;
  - E. Represent the Academic Senate at the Los Rios Community College District Board meetings.
  - F. Serve as a non-voting member of the Academic Senate. Non-voting status will extend to any Academic Senate Officer who presides over one or more meetings in the absence of the AS President. In the event of a tie vote by the Senate body, no tie-breaking vote by the president will be cast. Instead, the item may return to the senate in the future as a revised agenda item.

## Section 2 – Duties of the Vice-President

The Vice-President shall:

- A. Serve as an assistant to the AS President in all duties of the President, and in the absence of the President shall preside at Senate meetings and assume all responsibilities of the office. In case of resignation or removal of the President, the Vice-President shall succeed to the office of the President for the completion of that academic year, at which time an election or special election will be held;
- B. Serve as a member of the District Academic Senate;
- C. With the consent of the AS President, serve as the Parliamentarian for the Academic Senate;
- D. In consultation and coordination with the AS President, appoint faculty to committees;
- E. Coordinate the food service for any Academic Senate event that requires catering.
- F. Serve as a voting member of the Academic Senate.

## Section 3 – Duties of the Secretary

The Secretary shall:

- A. Keep the minutes and files of the Senate;
- B. Keep an accurate list of officers, Senators, and committee chairpersons;
- C. Serve as Custodian of the Constitution, Bylaws, and Standing Rules;
- D. Serve as a member of the District Academic Senate.
- E. Post and distribute agendas and minutes in accordance with Brown Act.
- F. Serve as a voting member of the Academic Senate.

#### Section 4 – Duties of the Past-President

The Past President shall:

- A. Be appointed by and advise the President of the Senate;
- B. Serve as Elections Committee Chair;
- C. Serve as a member of the District Academic Senate.
- D. Serve as a voting member of the Academic Senate.

#### Section 5 – Duties of the Parliamentarian

The Parliamentarian shall:

- A. Maintain knowledge of parliamentary procedure;
- B. Apply parliamentary procedure as needed;
- C. Serve as a resource person to the Senate regarding parliamentary procedure;
- D. Serve on the Constitution Committee.

#### Section 6 – Duties of the Senate Liaisons

The Senate shall have a:

- A. Legislative Liaison who each semester keeps the Senate informed of relevant Bills and Resolutions in the California Legislature and who also provides an overview of the State Budget and related trailer bill language as these relate to the community college system. [ASCCC lists guidelines for this position.](#)
- B. Career and Technical Education Liaison who each semester keeps the senate informed of relevant issues regarding career and technical education in California. [ASCCC lists guidelines for this position.](#)
- C. An Equity Liaison informs the Senate each semester regarding large-scale equity initiatives and outcomes at the college; also, the liaison keeps the Senate updated on significant equity-focused professional development opportunities for faculty.

#### Section 7 – Responsibilities of Senators

A Senator shall:

- A. Attend and vote at all regular and special meetings of the Senate. If an absence from any three (3) Senate meetings without approval of one of the Officers of the Senate occurs, the President may declare a vacancy and appoint a new Senator

under Article I, Section 5F. A declaration of vacancy, and the resulting appointment of a new senator, is not with the intent to be punitive, but to ensure that division faculty are effectively represented.

- B. Serve as informed members of the Senate, representing the views and interests of their division faculty. Senators shall communicate regularly with their division faculty to ensure faculty are informed of potential Senate actions and have the opportunity to provide timely feedback to their senators.

### Article III – Procedures of the Senate

Section 1 Any faculty member or student of Sacramento City College may request to place an item on the agenda of the Academic Senate through verbal or written notice to the President. All agendas are set by the President with the advice of the Executive Committee and are confirmed by the Academic Senate at the start of each meeting.

Section 2 Per [the Brown Act](#), all Senate meetings shall be open to visitors. While all meetings and minutes of the Academic Senate are public, the Senate President may make a collegial request to administration so that the Senate may discuss a particular agenda item without administrative representatives in the room.

Section 3 The Secretary of the Senate shall distribute the minutes of its meetings to members of the Senate, whenever possible, within ten (10) instructional days following the meeting. Minutes from the last meeting in May should be distributed and affirmed via email within two calendar weeks and formally approved by the Academic Senate at the first meeting of the Fall semester. All meeting minutes must be approved by the Academic Senate before they are considered official record. Also per [the Brown Act](#), the agenda for each Academic Senate meeting shall be distributed and posted no later than 72 hours prior to the meeting.

Section 4 The Senate shall meet on the first four Tuesdays of each month during the academic year unless the President, in consultation with the Senate Executive Committee, decides all four meetings are not necessary. If additional business requires it, the Academic Senate President may call a meeting on a fifth Tuesday with the consent of the Senate. A quorum shall be required in order to transact Senate business. A quorum shall be defined as a majority of voting members.

Section 5 Special meetings of the Senate may be called by the President or when requested in writing by a majority of Senate members. At

special Senate meetings, a majority of voting members shall constitute a quorum.

Section 7 The Academic Senate functions under all provisions of [the Brown Act](#). As such, all voting records are public.

#### Article IV – Committees

Section 1 The Senate shall have Senate Committees and will form ad hoc committees and work groups as needed. The President of the Senate shall appoint the Faculty members of these committees and their Faculty Chairs (or Co-Chairs). Current Senate Committees include the Affordable Educational Resources Committee, the Curriculum Committee, the Distance Education Committee, the Equity Committee, the Program Review Committee, and the Student Learning Outcomes and Assessment Committee.

Section 3 The Senate shall have an Academic Senate Executive Committee. Permanent members of this committee shall be the Academic Senate President, Vice-President, Secretary, and Past-President. The Senate Executive Committee shall support and advise the President, assist the President in the development of meeting agendas, and perform other functions consistent with the intent, purpose, and provisions of the Sacramento City College Academic Senate Constitution and Bylaws.

Section 4 The AS President or the Senate Executive Committee shall act on behalf of the Academic Senate during holiday periods and during summer session or under special conditions or timelines when consultation with the full Academic Senate is not possible. Business conducted by the AS President or the AS Executive Committee on behalf of the Senate shall be reported at the next regular meeting of the Academic Senate.

#### Article V – Change of Bylaws

Section 1 The Bylaws may be changed by a majority vote of the Academic Senate at any regular meeting provided the changes have been published and circulated among the Senate faculty for at least two (2) weeks prior to the time of voting.

#### Article VI – Rules of Order

Section 1 The Academic Senate adopts [Robert's Rules of Order](#) for its

parliamentary process when such Rules are not in conflict with our Constitution, By-laws, or any Standing Rules adopted by the Academic Senate.

#### Article VII – Standing Rules

Section 1 Standing rules that affect Senate procedures may be adopted, revised, or withdrawn during any Senate meeting by a majority vote as long as such rules do not conflict with our Constitution or By-Laws.