

MiraCosta College Academic Senate

Bylaws

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ARTICLE 1 Name

The name of this organization shall be the ACADEMIC SENATE OF MIRACOSTA COLLEGE.

ARTICLE 2 Purpose

It shall be the purpose of the Academic Senate to,

- A. Represent the faculty of MiraCosta College and thereby ensure a formal and effective procedure for participating in the formation of policies and procedures on academic, and professional matters, as outlined in BP/AP 2510 on Collegial Governance and Participation in Local Decision Making.
- B. Promote and preserve the integrity of the educational program.
- C. Facilitate communication between the faculty and the Board of Trustees.
- D. Develop equitable policies and procedures related to academic and professional matters, and promote their implementation.
- E. Assist the members of the faculty of MiraCosta College in exercising their voice in academic and professional matters.
- F. Develop, communicate, and encourage ethical and professional conduct.
- G. Advise, and make recommendations to, the Administration and Board of Trustees on academic and professional matters.
- H. Establish and maintain a productive, collegial relationship with the Faculty Assembly for full-time faculty and the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty intended to produce consensus between the bodies when deliberating lines of authority in relation to matters that involve both working conditions, and areas of academic and professional matters as defined by AB 1725 and MiraCosta Community College District Board Policies and Administrative Procedures.
- I. Represent the faculty of MiraCosta College to other faculties, to the local Academic Senates of other colleges and universities, and to the Academic Senate for California Community Colleges, the Faculty Association for California Community Colleges, and other appropriate state and national organizations, concerning academic and professional matters.

ARTICLE 3 Functions

- A. The Academic Senate shall provide a forum for discussion of matters of interest to members of the faculty.
- B. The Academic Senate shall jointly develop with the Board of Trustees and the Superintendent/President, policies and procedures relating to academic and professional matters.
- C. Pursuant to the California Education Code and Academic Senate Bylaws, the Academic Senate President and/or Vice President/President Elect shall represent faculty in collegial consultations with the Superintendent/President on personnel matters that are not under the jurisdiction of the Faculty Assembly for full-time faculty or the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty.

- D. The Academic Senate shall review all proposals routed through the governance process. In academic and professional matters, the Academic Senate shall make final recommendations to the Superintendent/President and/or the Board of Trustees, as appropriate.
- E. Under all conditions provided for in Title 5, California Code of Regulations, the Academic Senate may carry its recommendation(s) directly to the Board of Trustees.
- F. The Superintendent/President is requested to inform the Academic Senate regarding budgetary matters, and the Academic Senate shall make recommendations concerning them.
- G. The Academic Senate shall consider, in a timely matter, resolutions proposed by individual faculty members. Any action by the Academic Senate on recommendations and/or resolutions submitted by members of the faculty shall be recorded in the meeting minutes in which the action took place.
- H. Academic Senate shall conduct an annual review of the Academic Senate Bylaws and Academic Senate Rules. Whenever the Academic Senate Bylaws and/or the Academic Senate Rules are changed, both should be reviewed to ensure consistency.

ARTICLE 4 Membership and Constituent Groups

Section I: Membership of the Academic Senate

- A. Full-time faculty members who have been granted tenure by the MiraCosta College Board of Trustees are eligible to be officers of the Academic Senate.
- B. Associate faculty members currently employed by MiraCosta College, who have served at least five semesters in the past four years, are eligible to be members and the Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of counting five semesters.
- C. The Academic Senate shall consist of 17 members 16 of whom are voting members.
- D. The Academic Senate shall consist of three officers and fourteen members. The officers shall be: President, President Elect or Vice President, and the Coordinating Officer. The thirteen members shall consist of eight full-time faculty senate members elected at large by full-time faculty members, five associate faculty senate members elected at large by associate faculty members, and the Superintendent/President or their delegate (non-voting). The President, President Elect, and Vice President shall be full-time faculty members. All faculty members, both full-time and associate, are eligible for the office of Coordinating Officer.
- E. Nomination and election of the full-time faculty members to the Academic Senate shall be carried out according to Senate Rules. (See Senate Rule H.)
- F. Nomination and election of the associate faculty members to the Academic Senate shall be carried out according to the Academic Senate Rules. (See Senate Rule I.)
- G. The duties of the Academic Senate officers and members are enumerated in the Academic Senate Rules. (See Senate Rules C – F for officers, and Rule G for members.)
- H. The Superintendent/President or their delegate shall serve as an *ex officio*, non-voting member of the Academic Senate. All other Academic Senate members shall have one full vote. The Academic Senate President votes only to break a tie.
- I. All faculty officers and members of the Academic Senate are subject to recall (See Senate Rule K).

Section II: Constituent Groups of Academic Senate Members

- A. Academic Senate members, except the Academic Senate President, the President Elect, the Vice President, the Coordinating Officer, and the Superintendent/President, represent faculty constituency groups, assigned according to the Academic Senate Rules. Full-time faculty Academic Senate members represent full-time faculty constituent groups and associate faculty Academic Senate members represent associate faculty constituent groups. (See Senate Rule M.)

ARTICLE 5 Officers

Section I: List of Officers

- A. The Officers of the Academic Senate shall include the President, President Elect or Vice President (in alternating years), and Coordinating Officer.
- B. No individual may hold more than one officer position simultaneously.

Section II: President

- A. The Academic Senate President Elect will take the office of President at the end of the current President's term, or when the Academic Senate President resigns or is recalled. The duties of the Academic Senate President are enumerated in the Senate Rules. (See Senate Rules C and G.) The Academic Senate President shall take office on June 1.
- B. The Academic Senate President shall be the spokesperson for the Academic Senate.
- C. Term of Office: The Academic Senate President shall serve a single two-year term, including two summers, effective June 1 through May 31 of the second year.

Section III: President Elect

- A. Full-time faculty and Associate faculty shall elect the President Elect from the ranks of full-time faculty in the spring of alternating years. Each faculty member shall have a full vote.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the President Elect from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the President Elect are enumerated in the Senate Rules. (See Senate Rules D and G.)
- D. Term of Office: The Academic Senate President Elect shall serve a one-year term beginning on June 1. The President Elect will succeed to the office of President when that officer's term ends, and will serve a two-year term as President.

Section IV: Vice President

- A. Full-time faculty and Associate faculty shall elect the Vice President from the ranks of full-time faculty in the spring of alternating years (those years when the President Elect is currently serving). Each faculty member shall have a full vote.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Vice President from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Vice President are enumerated in the Senate Rules. (See Senate Rules E and G.)
- D. Term of Office: The Vice President shall serve a single, one-year term beginning on June 1.

Section V: Coordinating Officer

- A. Full-time faculty and Associate faculty shall elect the Coordinating Officer from the ranks of full-time faculty or associate faculty on a rotating two-year cycle. Each faculty member shall have a full vote. The inaugural cycle will elect a full-time faculty member. The subsequent cycle will elect an associate faculty member.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Coordinating Officer from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Coordinating Officer are enumerated in the Senate Rules (See Senate Rules F and G.)
- D. Term of Office: The Coordinating Officer shall serve a two-year term beginning on June 1.

ARTICLE 6 Meetings, Quorum, and Voting

Section I: Meetings

- A. The Academic Senate shall meet regularly.
- B. The Academic Senate President shall call a meeting of the Academic Senate at their discretion, upon the request of the Academic Senate, or upon the written request of 21 full time faculty or 21 associate faculty members. This number will be reviewed annually and adjusted if needed.
- C. Academic Senate must conduct business in public in accordance with the Ralph M. Brown Act, other state and local laws and regulations, and the Academic Senate Meeting Guidelines.

- D. The President of the Academic Senate shall give public notice, and post meeting agendas, at least 72 hours in advance of regular meetings, or 24 hours in advance of special meetings (in accordance with the Academic Senate Meeting Guidelines and applicable laws and regulations).
- E. All faculty may submit items to be included on the Academic Senate Agenda as specified in the Senate Rules. (See Senate Rule O.)
- F. Robert's Rules of Order, Revised shall provide procedures for governing meetings of this organization unless otherwise provided for in the Academic Senate Bylaws or Academic Senate Rules.

Section II: Quorum and Voting

- A. A majority of the members of the Academic Senate shall constitute a quorum at any meeting of the Academic Senate.
- B. Individual full-time and associate faculty members of the Academic Senate shall have equal voting strength.
- C. No Academic Senate member shall have more than one vote.
- D. Academic Senate members shall not vote by proxy or assign their votes to other Academic Senate members.
- E. Votes are recorded in accordance with the Ralph M. Brown Act and the Academic Senate Meeting Guidelines.

ARTICLE 7 Election and Terms of Office of Academic Senate Officers and Members

- A. Academic Senate members shall be elected according to the Academic Senate Rules, with the exception of the Academic Senate President and the Superintendent/President or their delegate. (See Senate Rules H and I)
- B. The terms of the Academic Senate officers shall be as follows: President—Two years; President Elect—One Year; Vice President—One year (only in years when there is no President Elect); Coordinating Officer—Two years.
- C. Full-time faculty members and associate faculty members of the Academic Senate shall serve for two- year staggered terms as specified by the Academic Senate Rules.
- D. A vacancy in office shall be filled in accordance with the Academic Senate Rules. (See Senate Rules H and I.)
- E. New Academic Senate officers and members shall take office on June 1.

ARTICLE 8 Amendments to Academic Senate Bylaws

- A. The Bylaws of the Academic Senate may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of the proposed amendment must be sent two (2) weeks in advance to all faculty.

ARTICLE 9 Academic Senate Rules

- B. The purpose of the Academic Senate Rules is to codify rules and procedures that are not of sufficient importance to be included in the Academic Senate Bylaws.
- C. Academic Senate Rules may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of any proposed change to Senate Rules must be sent out one (1) week in advance to all faculty.

ARTICLE 10 Subcommittees

- A. Subcommittees of the Academic Senate shall be created or disbanded by the Academic Senate President, with the approval of the Academic Senate. Committee status, description, mission, functions, terms of service, and membership are defined in the Senate Rules. (See Senate Rule P.)
- B. The authority of faculty members on Academic Senate subcommittees is subject to the restrictions of Senate members' authority put forth in the Senate Bylaws.
- C. Each faculty member of an Academic Senate subcommittee shall have one vote. Each subcommittee may determine voting status of other members, including Ex-officio, resource members, and other representative members. Voting rights of other members shall be presented to the Academic Senate for approval. The chair votes only to break a tie.