

MiraCosta College Academic Senate Rules

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PREAMBLE, Academic Senate Rules

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. The Rules, which are easier to amend than the Bylaws, cannot stand if they contradict the Bylaws. The Rules take precedence over Robert's Rules of Order, Revised.

A. Meetings, Quorum, and Voting of the Academic Senate (Article 6, Bylaws)

1. A 72-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a regular Academic Senate meeting. A 24-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a special Academic Senate meeting. Agendas shall be posted in accordance with the Meeting Guidelines established by the Academic Senate, and in accordance with applicable laws and regulations.
2. Meetings may be held at multiple locations via teleconference, in accordance with the Meeting Guidelines, and in accordance with applicable laws and regulations.
3. A majority of the members must be present at a meeting before a vote can be taken at the meeting.

B. Associate Faculty Academic Senate Member Voting (Article 6, Bylaws)

1. Individual associate faculty members of the Academic Senate shall have a voting strength equal to that of individual full-time faculty members of the Academic Senate. Voting privileges of associate faculty members of the Academic Senate are subject to the restrictions put forth in the Academic Senate Bylaws.

C. Duties of the Academic Senate President (Article 5, Sec II, Bylaws)

The President shall, subject to the restrictions put forth in the Preamble, Senate Bylaws:

1. Preside over Academic Senate meetings.
2. Facilitate communication among the faculty, administration, classified professionals, students and governing board.
3. Jointly develop, with representatives of the governing board, recommendations relating to academic and professional matters, and present those recommendations to the administration and governing board.
4. Assure adequate resources, including the Academic Senate auxiliary fund, for the Senate and manage them in consultation with other AS officers and AS administrative assistant. Serve as an authorized signatory on all accounts. Provide report to the Academic Senate on the Academic Senate fund when proposing new spending initiatives.
5. Appoint full-time and associate faculty members of districtwide committees, taskforces, and workgroups, and full-time and associate faculty members of subcommittees of the Academic Senate by conferring with committee/subcommittee chairs and Academic Senate Officers (e. g., Vice-President, President Elect, Coordinating Officer) to inform the committee appointment process and ensure appropriate committee composition.
6. Serve as the official spokesperson and advocate for the Academic Senate and the faculty in academic and professional concerns.
7. Engage in ongoing discussions with faculty on the issues of the day and facilitate development and airing of faculty perspectives.

8. Attempt to resolve concerns of individual faculty members.
9. Meet with new full-time faculty members in the fall and in the spring, if applicable, for the first year to discuss any problems and to further familiarize them with collegial governance.
10. Register Academic Senate endorsement of certain important documents sent to relevant authorities (e.g., 50% Law, Student Equity and Achievement Program, accreditation self-studies and reports).
11. Identify and address regulatory issues (e.g., Education Code, Title 5) as they relate to academic and professional matters, and organizes a faculty response in a collegial and timely manner.
12. Initiate identification and pursuit of important institutional issues.
13. Participate in the joint development of institutional policy (e.g., minimum qualifications and equivalencies, faculty hiring procedures, tenure review and faculty service areas, faculty evaluation procedures).
14. Participate in the search and selection of candidates to fill the positions of Superintendent/President and Vice Presidents.
15. Convene, develop agendas for, and conduct meetings of the Academic Senate.
16. Attend and participate in meetings and retreats of the MiraCosta Community College District Board of Trustees.
17. Provide leadership to Academic Senate subcommittees to ensure productive and efficient completion of tasks.
18. Designate Academic Senate Members as official liaisons of the Academic Senate to groups or committees (e.g., department chair liaison, subcommittee chair liaison, Classified Staff Committee liaison, Associated Student Government liaison.)
19. Meet with the Superintendent/President, the Vice Presidents, and with other administrative staff as needed.
20. Sit as a member of College Council, the Budget and Planning Committee, and the Administrators Committee.
21. Participate in the evaluation of administrative staff.
22. Allocate the secretarial support of the Academic Senate.
23. Ensure that minutes of Academic Senate meetings are published in a timely manner, and that they accurately reflect the actions taken at the meetings.
24. The Academic Senate President shall engage in Academic Senate correspondence.
25. Conduct orientations to explain the functions of the Academic Senate.
26. Assign faculty office space.
27. Assist in the orderly transfer of authority to the Academic Senate President Elect.
28. Attend, participate in, and serve as the MiraCosta College delegate for the fall and spring plenary sessions and Area D meetings of the Academic Senate for California Community Colleges (ASCCC).
29. Interact with the ASCCC and academic senates of other California Community Colleges.
30. Attend conferences and seminars of statewide organizations that relate to California community colleges (e.g., ASCCC Leadership Institute, Faculty Association of California Community Colleges (FACCC) Conference, Community College League of California (CCLC)).

31. Keep abreast, and inform all faculty, as appropriate, of communications and deliberations of organizations that impact on California community colleges (e.g., ASCCC, CCLC, Chancellor's Office, Board of Governors, California Community College Trustees, FACCC, legislative committees).
32. Recruit and appoint, as appropriate, faculty for statewide service through ASCCC committees and initiatives.
33. Allocate, in consultation with the Academic Senate, Academic Senate reassigned time that is not specifically allocated by position.

D. Duties of the Academic Senate President Elect (Article 5, Sec. III, Bylaws) The President Elect shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.
5. Take the office of Academic Senate President after the term ends, or when the President resigns.

E. Duties of the Academic Senate Vice-President (Article 5, Sec. IV, Bylaws) The Vice President shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.

F. Duties of the Academic Senate Coordinating Officer (Article 5, Sec. V, Bylaws) The Coordinating Officer shall:

1. Serve to coordinate and advance the annual goals of the Academic Senate.
2. Chair the faculty awards subcommittee.
3. Assist the Academic Senate President in maintaining faculty governance, Academic Senate subcommittee, and advisory committee rosters and terms of service.
4. Monitor student and associate faculty membership sought for Academic Senate committees and recruit as necessary.
5. Assist the Academic Senate President in communicating regularly with committee chairs to ensure a proper flow of issues and materials to the President and Senate.
6. Arrange the Academic Senate Subcommittee Chair Retreat and build agenda with President.
7. Communicate with all faculty several times per academic year in order to raise faculty awareness and engagement with the work of the Academic Senate and its subcommittees (e.g. Newsletter, short video, or an infographic.)
8. Collaborate with the President and Vice President/President Elect to identify and pursue important institutional issues related to academic and professional matters (10+1).

G. Duties of Academic Senate Members (Article 4, Bylaws) Each Academic Senate Member shall:

1. Attend Academic Senate meetings regularly.
2. Review thoroughly all Academic Senate materials sent to them before the meeting in which the materials will be discussed.
3. Read everything received if it is in regard to their job as a senator.
4. Ensure that in both open and closed sessions, only documented facts are raised and discussed. Personality conflicts, feelings, impressions, and hearsay about others are irrelevant, and shall not be raised or discussed during Academic Senate meetings.
5. Read and follow all Academic Senate-approved documents containing policies and procedures in which the Academic Senate has a role.
6. Help identify, prioritize, and accomplish the Academic Senate's annual goals.
7. Represent Academic Senate as liaisons to groups or committees as authorized (e.g., department chair liaison, Classified Staff Committee liaison, Associated Student Government liaison)

Each Academic Senate Member with a constituent group shall:

1. Keep constituents informed of Academic Senate issues and decisions.
2. Solicit input from constituents when the Academic Senate or President has instructed them to do so.
3. Accept input from constituents without regard to medium (e.g., voice mail, phone conversation, face-to-face discussion, email, letter), and act as a representative to constituents by relaying such input at Academic Senate meetings.
4. When requested, maintain the confidentiality of constituents providing input.
5. Inform a constituent immediately that an item will not be taken to the Academic Senate if a constituent's identity cannot be protected if confidentiality was requested, or if an item a constituent asks to be presented to the Academic Senate is inappropriate for Academic Senate review.

H. Nomination and Election of the Officers and Full-Time Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are eligible to be officers or members of the Academic Senate.
2. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are not eligible to run when there is a foreseeable disruption in service during the service term. Examples of foreseeable disruption in service include sabbaticals or un-banking of a full load during a semester.
3. By the beginning of the fourth week of classes of the spring semester, the Elections Subcommittee shall establish an election timeline consistent with the procedure described below.
4. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations for the office of either President Elect or Vice President (in alternate years) to all full-time faculty members, and to all faculty members, both full-time and associate, for the office of Coordinating Officer. The nomination period lasts approximately two weeks (not including spring break should it be during the nomination period) while classes are in session. Only those faculty members

nominated within the nominations period, and who meet the eligibility requirements (Article 4, Bylaws) shall be considered for the ballot.

5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Any member of the Elections Subcommittee who accepts a nomination shall resign from the subcommittee, and be replaced by appointment by the Academic Senate President if necessary. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through automated or electronic means.
6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify all faculty members how and when to access the brochure.
7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for full-time faculty members of the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.
8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots according to Bylaw Article 5, Sections III.B., IV.B and V.B. Ballot counting may be done through automated means using appropriate technology.
 - a) Full-time faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - b) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).
9. Any candidate may request a recount of the votes. In the case of this request, each candidate in that race may be present during the recount and may inspect the Elections Subcommittee security for the paper or electronic ballots. In the case of a mistake in counting the votes or a breach of security, the Elections Subcommittee may amend the results of the election to declare the candidate who received the majority of the votes cast to be elected or may conduct a new paper or electronic ballot if a security breach compromised the results of the election.
10. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur for Vice President, Coordinating Officer, or Academic Senate members while half or less of the term is unserved shall be filled by

appointment by the Academic Senate President and confirmation of the Academic Senate.

- b) Those vacancies that occur while more than half of the term is unserved, or a vacancy in the office of Academic Senate President Elect, shall be filled by special election using the same process as for the general election in points H.1-H.7 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

I. Nomination and Election of the Associate Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Any person currently employed as an associate faculty member who has served for at least five semesters in the last four years at MiraCosta College is eligible for election as an associate faculty member or Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of counting five semesters.
2. If an associate faculty member of the Academic Senate ceases employment in the district during the academic year, the Academic Senate seat is immediately forfeit.
3. The associate faculty members of the Academic Senate are elected to two-year terms by those associate faculty currently employed. The terms for associate faculty Academic Senate members shall begin on the first day of June following completion of the election and end two years later on May 31st.
4. Each associate faculty member shall have a full vote in electing associate faculty Academic Senate members. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations to all associate faculty members. The nomination period lasts approximately two weeks while classes are in session. Only those faculty members nominated within the nominations period shall be considered for the ballot.
5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through automated or electronic means.
6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify associate faculty members how and when to access the brochure.
7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, associate faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for positions on the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant associate faculty member seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections

Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.

8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots. Ballot counting may be done through automated means using appropriate technology.
 - a) Associate faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - b) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).
9. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, shall be filled by special election using the same process as for the general election in points I.1-I.8 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

J. Campaigning

1. Academic Senate is a legislative body, and the political use section of Administrative Procedure 3720 (Computer and Network Use) applies. Individual candidates may not use MiraCosta College District email, MiraCosta College District distribution lists, or other MiraCosta College District mass media tools for campaigning.
2. Candidate debates/forums can be requested by any voter or candidate and held prior to the voting period, subject to candidate and venue availability. Candidates can also be contacted directly by voters.
3. All candidates shall have the opportunity to submit official candidate statements that will be published in the election brochure, online and distributed electronically to all faculty.
4. Campaigning must be free of elements that interfere with the education process, endanger/slander persons, or damage property; candidate behavior must comply with Board Policy and Administrative Procedure 3050-Institutional Code of Ethics.

K. Recall of Academic Senate Officers and Members

1. To initiate a recall of any Academic Senate officer (President, President Elect, Vice President, or Coordinating Officer) a written petition bearing the signatures of at least 20 percent of the full-time faculty members and an equal number of associate faculty members must be presented to the Elections Subcommittee. A separate petition is required for each officer being recalled. A recall may not be held if three months or less remain in the officer's or full-time faculty member's term.
2. To initiate a recall of a full-time faculty Academic Senate member, a written petition bearing the signatures of at least 20 percent of full-time faculty members must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the associate faculty Academic Senate member's term.
3. To initiate a recall of an associate faculty Academic Senate member, a written petition bearing the signatures of at least the number of associate faculty members, as calculated by 20 percent of full-time faculty members, must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the associate

faculty Academic Senate member's term.

4. If a valid petition is received, the Elections Subcommittee shall establish a nominations period of no less than two weeks and issue a call for nominees. If no one accepts a recall nomination, then no recall shall be held.
5. If at least one full-time faculty member accepts a recall nomination, then the Elections Subcommittee shall distribute paper or electronic ballots to the appropriate group of faculty members (full-time faculty or associate faculty). The ballot shall contain two questions per position subject to recall: (1) "Shall [name of officer or member] be recalled?" and (2) "If [name of officer or member] is successfully recalled, which of the following candidates should replace them?"
6. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee within five class days.
7. If the first question is successful, the candidate receiving the majority of the votes shall be declared the winner. If there is no majority in the initial balloting, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.
8. The winning candidate shall serve for the remainder of the recalled officer's term, effective immediately on declaration of a winner by the Elections Subcommittee.

L. Resignation of Academic Senate Members and Officers

1. In order to resign their position, an Academic Senate member or officer must send a message of resignation to the President of the Academic Senate that also specifies their last date of service. If the officer resigning is the Academic Senate President, the message shall be sent to the President Elect or Vice President. This message must be sent via MiraCosta College email.
2. The resignation and its effective date shall be official once the Chair of the Elections Subcommittee has verified the message and replied to the Academic Senate member or officer via MiraCosta College email. A simultaneous copy of the reply will be sent to the Academic Senate President (or President Elect or Vice President, if the officer resigning is the Academic Senate President).
3. Once a resignation message has been verified, it is not possible to rescind this resignation.

M. Constituent Groups of the Academic Senate (Article 4, Sec. II, Bylaws)

1. All Academic Senate members shall represent specific groups of faculty constituents. Academic Senate officers shall not represent specific groups of constituents, but will instead represent the entire faculty.
2. Full-time Faculty Constituent Groups: Constituent groups of approximately equal size shall be created and shall consist of full-time faculty members.
 - a) Full-time faculty members may elect to join one of the constituent groups by informing the Academic Senate President. The Academic Senate President may assign new full-time faculty members to the constituent groups and may also reassign full-time faculty members to constituent groups in order to keep the several groups approximately equal in size.
 - b) Following the election of the Academic Senate, the Academic Senate President, in consultation with the Academic Senate, shall assign each full Academic Senate member to represent one of the constituent groups. Such assignment shall automatically make the Academic Senate member a member of the constituent group they represent.
3. Associate Faculty Constituent Groups: Constituent groups for associate faculty will receive information in a format determined by the collective of associate faculty

Senators. Information will be distributed to all associate faculty from the collective. Associate faculty constituents will be divided into groups by the first letter of their last name. Associate faculty Senators will be assigned a constituent group to receive feedback. Associate faculty may contact the Senator of their constituent group or any other associate faculty Senator to provide input on matters of the Academic Senate.

N. Terms of Office for Academic Senate Members (Article 7, Bylaws)

1. Each member of the Academic Senate, with the exception of the President Elect, Vice President, and Superintendent/ President or their delegate, shall serve two years with approximately half of the members being elected each year.

O. Placing of Items on the Agenda of the Academic Senate (Article 6, Sec. I.E, Bylaws)

1. Faculty members may submit items to be included on the Academic Senate agenda. An item may be placed on the agenda by contacting the Academic Senate Administrative Assistant for an "Agenda Item" form (also available on the Academic Senate website). This form is to be filled out and returned to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. Each agenda item may have documentation. If appropriate, documentation must be submitted to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. If appropriate documentation is not submitted in a timely manner, the Academic Senate President may delay the agenda item until information is provided.

P. Subcommittees of the Academic Senate (Article 10, Bylaws)

1. All full-time and associate faculty members are eligible to serve on subcommittees of the Academic Senate.
2. Subcommittees or taskforces may be established as required to perform necessary Academic Senate functions. The purview of such committees shall be internal to the Academic Senate and shall not duplicate the functions or assignments of college committees.
3. The Academic Senate President shall maintain an accurate and current membership list of both subcommittees and taskforces of the Academic Senate.
4. Taskforces (ad hoc groups) may be created by the Academic Senate President with the concurrence of the Academic Senate. Taskforces serve at the pleasure of the Academic Senate President and Academic Senate. During the first two weeks of May for each taskforce, the Academic Senate President shall disband the taskforce or recommend the committee's conversion to a subcommittee (see P.5.).
5. Taskforces may be created by the Academic Senate President with the concurrence of the Academic Senate. The Academic Senate President shall disband the taskforce during the first two weeks of May or direct the taskforce to continue as a subcommittee.
6. The Academic Senate President shall assign faculty members to the subcommittees of the Academic Senate, including the chairs. Those assignments shall be subject to approval by the Academic Senate.
7. Each subcommittee shall draft its mission, functions, and membership (i.e., number of faculty, ex-officio, resource members, and other representative members) to be approved by the Academic Senate within one month of the subcommittee's creation. The committee chair or designee shall present the proposed mission and functions to the Academic Senate. The mission, functions, and membership of each subcommittee shall be posted on the Academic Senate website within two weeks of receiving Academic Senate approval. Any revisions to a subcommittee's mission, functions, and/or membership (e.g.,

composition or voting rights) shall be brought to the Academic Senate for approval in April (see P.8.).

8. In April of each year, the Academic Senate President or designee shall request and gather from the chair of every subcommittee and taskforce a report of the group's accomplishments and work over the past academic year, along with the group's projected agenda items for the next academic year. At this time subcommittee chairs are encouraged to submit any proposed revisions to committee status, mission, membership, terms of service, or functions.
9. All Academic Senate Subcommittees 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.