**Academic Senate Vice President**

**Term Beings Fall 2020, ends Spring 2022**

**Reassigned Time: 0.15**

**VICE PRESIDENT:**

**These are the normal duties of the Senate Vice-President:**

To work with the Senate council to establish Senate meeting times and dates and to set the agenda for each meeting.

To co-author a rough draft of the annual Senate evaluation report and unit plan.

To moderate Senate discussions. This includes establishing the order of speakers and cutting off speakers, if necessary, to maintain order and keep to the allotted time frame.

To serve on some district committees (i.e. matriculation, diversity, etc.) at the request of the Senate President.

To sit in on, or meet regularly with the chairs of, all academic Senate task forces and subcommittees, including the curriculum committee.

To inform the other members of the Senate council of requests by Senate subcommittee chairs for time on the agenda to discuss proposals that must be ratified by the Senate, or to solicit Senate input on important subcommittee decisions.

To oversee the election of Senate representatives and ensure that these elections occur on schedule.

To read and uphold the Senate constitution, the Senate bylaws, the current LMC governance model, applicable Brown act rules, and Title V laws and regulations.

To assume the duties of Senate President, and some of the duties of the Senate Financial Officer, in the event of the unexpected resignation, incapacitation, or recall of these officers.

To train the new Senate Vice-President-elect.

Candidates for Senate President and Vice-President should be elected Senate representatives. If no Senate representative or officer is willing to become a candidate for a vacant Senate President or VP position, then any willing LMC faculty member may be considered for either of these positions.

Candidates for this position will be given 15 minutes to provide an oral presentation to the senate.