PREAMBLE

The Faculty of Los Medanos College, in order to:

(1) coordinate and support their actions within the governance of Los Medanos College and to contribute to said governance; and

(2) to fully participate in the District Faculty Senates' Coordinating Council

do now establish this

CONSTITUTION OF THE FACULTY OF LOS MEDANOS COLLEGE

Article I

Name

The name of this organization shall be the Faculty Senate of Los Medanos College

Article II

Responsibilities

Section 1. Campus

The Academic Senate shall be the principal channel for the expression of Faculty views on policy and procedure in all matters that are essentially of concern between the Faculty and Administration at L.M.C.

Section 2. F.S.C.C.

The Faculty Senate shall be the channel for developing Faculty input to matters of district-wide concern as brought up either by the F.S.C.C. or by the chancellor. This may either be done through the representative on F.S.C.C. or through participation on district-wide ad hoc committees.

Article III

Organization of the Faculty Senate

Section 1. Membership

Members of the Faculty Senate shall be all regular certificated personnel whose principal duties do not require an administrative or
Article III
Organization of the Faculty Senate

supervisory credential.

Section 2. Officers

Officers of the Faculty Senate shall include a President, a Vice President, a Representative at Large, a Secretary, and a Representative to the A.S.C.C., who shall also serve as officers of the Faculty Senate Council.

Section 3. Meetings

General meeting of the Senate may be convened by the President of the Senate with the advise of the Senate Council, or by petition of at least ten percent (10%) of the Senators.

Article IV
Faculty Senate Council

Section 1. Membership

(a) Members of the Senate Council shall include:

1. The officers of the Faculty Senate,
2. The elected representative to the F.S.C.C.C.,
3. The elected representative to the F.S.C.C.C.‘s District-wide Standing Committees,
4. One representative from each of the areas, each to be elected by the Senators from the area.

(b) No provision is recognized for proxy voting.

(c) A quorum of the Faculty Senate Council shall be one more than 50%.

Section 2. Responsibilities of the Faculty Senate Council

(a) On the Los Medanos College Campus, the Senate Council shall:

1. advise the President of the Senate,
Article IV

Faculty Senate Council

2. recruit membership for District Committees, Ad hoc committees of the Senate and Senate Standing Committees such as the Professional Concerns Committee,

3. determine agendas for General Senate Meetings.

(b) The Faculty Senate Council shall act as the liaison body between Los Medanos Senators and the Faculty Senators' Coordinating Council in such a way that the Council will:

(1) advise the Senate of Los Medanos College of activities of the Faculty Senators Coordinating Council

(2) refer issues arising from Los Medanos College for the Faculty Senators' Coordinating Council, and

(3) coordinate communication between other Senators and Senate Councils of the C.C.C.D.

(4) advise the Senate representatives to the District Committees.

Section 3. Duties of Officers of the Faculty Senate Council

(a) The President:

(1) shall preside over meetings of the Senate Council and the Faculty Senate and shall conduct them according to Roberts Rules of Order.

(2) shall appoint ad hoc committees, with the advise and consent of the Senate Council,

(3) shall present the recommendations of the Senate Council and Faculty Senate to the administration and to the Governing Board of the College.

(b) The Vice President:

(1) shall be the Faculty's representative to the College Presidents' Administrative Council
Article IV

**Faculty Senate Council**

(2) shall assist the President and perform the duties of the President in his absence

(3) shall join with the President in his meeting with the College President.

Section 3. Duties of Officers of the Faculty Senate Council

(c) The Secretary:

(1) shall handle the correspondence of the Senate Council

(2) shall coordinate and maintain a record of all Senate matters

(3) shall assist in dissemination of materials from the Faculty Senates' Coordinating Council

(4) shall join with the President in his meeting with the College President.

(d) The Representative at Large:

(1) shall be the general representative to the F.S.C.C.

(2) shall attend all meetings of the F.S.C.C., reporting all actions to the LMC Senate Council

(3) shall join with the President in his meetings with the College President.

(e) The Representative to the A.S.C.C.C.:

(1) shall be the official delegate to the A.S.C.C.C.

(2) shall attend all meetings of the A.S.C.C.C. and report all actions to the LMC Senate Council.

Article V

**Elections**

Section 1. Election Board

(a) All elections shall be conducted by an election board, which
Article V

Elections

shall consist of three Senators appointed by the President, with the consent of the Council, for two-year terms expiring in successive years.

(b) The responsibility of the Election Board shall include:

(1) Designing and producing official nominating petitions,
(2) Designing and producing official ballots for all general elections and for all issues and proposals sent to the Faculty for a vote.

(c) This board shall be responsible for counting and declaring results for all Faculty votes.

Section 2. Terms, Eligibility

(a) Senate Officers and Senate Council members shall serve two-year terms

(b) All voting shall be by secret ballot

(c) Any Senator is eligible for the position of President, Vice President, Secretary, Representative at Large and Representative to A.S.C.C.C., or one of the five positions related to the F.S.C.C.

(d) the President of the Faculty Senate shall, in January of every year, declare dates for a general election to be held during February or March.

Article VI

Amendments

This constitution may be amended by sixty percent (60%) of the Senators voting, provided a petition requesting the proposed amendment signed by twenty percent (20%) of the Senate is presented to the President of the
Article VI

Amendments

Senate. Voting shall take place after discussion of the amendment has been provided for in a general meeting of the Senate, and shall be conducted according to the election procedures set forth in Article V.

Article VII

Changes in the Bylaws

The Bylaws for the Senate Council may be added to or changed by a two-thirds (2/3) vote of the Senate Council.

sm (5/29/75)
ACADEMIC SENATE COUNCIL
Council Goals: to increase the effectiveness of LMC's Academic Senate
: to increase faculty involvement in business of the Senate
The past president receives 0.100 release time.
The president receives 0.400 release time.

PRESIDENT
Chairs Senate Council
FSCC Representative
Plus the usual responsibilities of AS Prez

PAST-PRESIDENT
Chairs Curriculum Committee
Rep. to State Academic Senate
(ASCCC)

PRESIDENT-ELECT
Handles Senate correspondence
FSCC Representative
Attends conferences

CHAIRS OF STANDING COMMITTEES
(more AD HOC committees will probably form
due to AB 1725 mandates...)

CPG
MINI-GRANTS
RESEARCH
ACT
SODT
MATRICULATION
NIF
Other?

This academic senate council structure
was passed on April 25, 1988

The ACADEMIC SENATE, as a whole, meets on the third Monday of the month
from 3-4pm in Room 114. All full-time faculty will receive an agenda:
all who request will receive minutes. Copies will be posted by the mailboxes.

Aug. 1989
ACADEMIC SENATE COUNCIL 1989-90

President - Lois Yamakoshi
Past-president - Len Price
President-elect ........ to be elected in Spring 1990
Core Planning Group (CPG) - Jeff Frates
Mini-grants - Angel Juarez
Research - Gil Rodriguez
Advisory Committee for Tutoring (ACT) - Pat Gregorio
Staff and Organizational Team (SODT) - Kate Brooks
Matriculation - Jack Jackson
National Issues Forum (NIF) - Ed Rocks

FSCC - Faculty Senate Coordinating Council
ASCCC - Academic Senate of the California Community Colleges

Area B - The state is grouped into areas A,B,C, and D for
    ASCCC purposes. Los Medanos College is part of Area B.

The academic senate office is housed "behind" admissions.
Lois will try to be a mathematics instructor in the morning
and the academic senate president in the afternoon.
Please direct any comments to Lois' box 107 or by telephone
using ext. 389 (Math) or 328 (Senate office: Betty will
answer or a recording machine will be connected).
Lois' mathematics office is Room 260.

Eileen Valenzuela, student representatives oordinator, takes
minutes at the senate meetings and distributes such.
SENATE BY-LAWS

SENATE POLICY - 1990/1 Process for Dealing with issues and concerns

Rationale:
We need a method to deal with issues that concern the Senate. In recognition of others in the LMC community, or beyond, that may be impacted by the decision we make, we choose to communicate in this manner.

Process:
1. Initial presentation to the Academic Senate - When an issue/concern is raised, appropriate to Academic Senate concerns, the Proposer will prepare a brief summary (maximum two pages in 12 pt. or greater type) to inform all senators of the pertinent background and possible proposal(s) to resolve the issue/concern. Discussion takes place, in the Senate, until senators reach a decision by democratic process or consensus. This may take more than one Senate meeting, therefore a task force or an ad hoc committee may be appointed.

2. The Academic Senate Council writes a statement to the LMC college President. One or two Council members will write the document, stating the Senate's position and the rationale for such.

3. The College President forwards the document to the appropriate source.

4. The Academic Senate President (or designee) coordinates with the designated (appropriate) source and reports back to the Senate.

5. A follow-up report is given to the Academic Senate. The Academic Senate President (or designee) will state the result and/or invite the designated source to report the result at a Senate meeting.

established: May 20, 1991
revised:
SENATE POLICY-1990/1 Responsibilities of the Academic Senate Council

Rationale:
We need a clear delineation between the tasks that the Council can perform, on behalf of the Senate, and those tasks that the Senate, as a whole, must perform.

Process:
The following tasks are delegated to the Council:

A) Membership
Future models will be developed by the Council for Senate approval.

Fall, 1991, Academic Senate Council
President
Past President
President-Elect
Eight (8) members-at-large

B) Approve budget expenditures
1) The Academic Senate President will draft an initial budget for Council approval at the first Council meeting of a school year.
2) The Academic Senate President requests blanket approval of routine expenses:
   - mileage for Senators on committees
   - telephone bill
   - chargeback on printing expenses
   - refreshments
3) A simple majority vote, of the Council members present, approves a request.
4) The Academic Senate President needs some flexibility in making the budget work for the Senate. Therefore, we recognize that the Academic Senate President may need to disperse funds before the Council will reconvene. In such an event, the Academic Senate President will attempt to consult with as many Council members as possible before spending the monies and will notify the Council of such expenditures as soon as possible.

5) Funding for conferences - Any Academic Senator may request funds for his/her attendance at a conference sponsored or co-sponsored by ASCCC or FACCC.

C) Develop the criteria by which funds will be allocated. Only Senators may initiate a request for funds. The allocation of funds must be used for activities that include Senate involvement. When the funds impact non-Senators significantly, the Council will bring the funding request to the Senate for a 2/3 vote to spend such funds.

D) Attend an annual August flex workshop to prepare for the upcoming year. The Academic Senate President (or designee) will lead the workshop. Preparation includes information about summer activities that impact the Senate, and goals for the year.

E) The President-Elect, upon selection, will work with the President to set the agendas.

established: May 20, 1991
revised:
SENATE POLICY - 1990/1 Methods for Communication

Rationale:
We need to keep Senators informed.

Process:
Each President will notify, in writing, the Academic Senate as to the methods of communication that will be utilized during the year.

NOTE: During 1989-1991 the following methods of communication were utilized:

a) Write brief notes on the back of agendas (ie. board meetings, ASCCC, Area B)

b) Take an interest(s) survey (samples attached: Appendices A-D) of all Senators in August. Written material was placed in LRC I,II and IV. April Corioso periodically published a memo advertising the materials.

c) The Senate President and Past President or President Elect meet weekly with the College President.

d) The Senate office staff keeps an office calendar to guide the President and a Handbook to guide future clerical staff.

established: May 20, 1991

revised: