

LMC ACADEMIC SENATE BYLAWS

ARTICLE I

ROLE AND PURVIEW OF THE LMC ACADEMIC SENATE IN SHARED GOVERNANCE

Section I: The Academic Senate is the legally mandated body that creates, evaluates and/or approves policies and procedures relating to Academic and Professional matters of concern to college faculty. The LMC Academic Senate is a representative group wherein each Senator is responsible for representing the views of a particular group of LMC faculty. The current purview of the LMC Academic Senate includes, but is not limited to, approving new statewide certificate programs, new academic programs, new ADT's and new academic departments at the college. These may include both credit and non-credit departments, programs, ADT's or certificates. The Academic Senate is also expected to be apprised of, and weigh in on, any LMC program discontinuance actions being considered by LMC management.

The Academic Senate confirms all faculty service/membership to Districtwide Shared Governance Councils/Committees, LMC Shared Governance Council (SGC) and its Subcommittees, Senate subcommittee, and administrator/management hiring committees through the statement of interest process stated with these Bylaws. Committee chairs and management hiring committee chairs are to connect with the Senate Vice President to relate openings of seats a full-semester prior and provide timelines of service and duties as appropriate. Service terms on governance committees are two years. The Academic Senate also nominates faculty for college, district, and statewide awards and recognitions.

The Senate President is involved in the hiring of faculty into temporary college release time or coordinator positions. The Academic Senate will also be involved in creating and/or approving new collegewide Academic initiatives that require cross discipline pedagogical or COR changes. The Academic Senate must approve any changes to LMC General Education or AA Degree or Graduation requirements. Finally, the Academic Senate approves changes to the charges and position papers of the LMC Teaching and Learning group (TLC) and the LMC Curriculum Committee.

Section II: The LMC Academic Senate is co-equal with the LMC Curriculum Committee in that both groups may make recommendations directly to the SGC (Shared Governance Committee), the college President, the UF (United Faculty) leadership or to the Chancellor and District Board. The LMC Curriculum Committee has a different purview from the Academic Senate. The Curriculum Committee approves all new local certificates, new or revised CORs, new LMC Courses, and Course Pre-requisites. The Curriculum Committee may, along with the Academic Senate, approve standards of scholarship that apply to all or a substantial number of LMC courses.

Section III: Depending on the specific issue being approved, LMC Academic Senate recommendations may be forwarded to the SGC (Shared Governance Council), the College President, the DGC (District Governance Council) or directly to the District Chancellor and Governing Board for consideration.

Section IV: Any college business that would normally require formal Academic Senate

appointments or approval that must, on an urgent basis, be completed when Senate is not

in session (such as during the summer or winter breaks) requires consultation with, and approval of the Academic Senate President.

ARTICLE II

SENATE MEETING PROCEDURES

Section I. All items on the Senate meeting agenda will be referenced as one of the following: public comment, announcements, consent items, action (voting) items, discussion items, or report/information items. Report/Information items usually entail a brief presentation with little or no follow-up discussion expected by Senate members. Discussion items may involve a brief or lengthy presentation followed by extensive discussion by Senate members. Action and consent items are agendaized for a Senate vote.

Section II. Senate agendas must follow this format:

Academic Senate meetings will start with a call to order by the presiding officer who is the Senate President or the Vice-President if the President is absent.

Public comment (information)

Senate announcements (information)

Approval of minutes from previous meetings (action)

Agenda reading and approval (action)

Reports from the Senate President, LMC managers, and Shared Governance Committee members. (information)

Agenda action items. By convention consent items will usually be placed at the top of the action agenda, followed by second or third read action items, then first read action items.

(action)

Discussion topics (discussion)

Suggestions for items for the next agenda (discussion)

Senate President or presiding Senate Officer calls the meeting closed

Section III. The Senate President will normally lead Senate meetings and discussions, although the Senate Vice-President may take this role if the President is absent or has a conflict of interest.

The presiding Senate Officer should try to keep Senate discussions or presentations to the time frame specified in the agenda. A simple majority vote of the Senators present may be taken to extend the time allowed for a particular item by up to 15 minutes.

During Senate discussions the Senate Officer moderating the discussion will establish an order of speakers after a call for questions or opinions. Senate members must then wait their turn to speak. When a Senate member speaks they may provide relevant information, they may ask a question, or they may voice an opinion. Questions may be addressed to presenters or to other Senate members. Direct questions may be answered immediately, without regard to the established speaker order, but "back-and-forth" discussion between individual Senate members will be discouraged or cut off by the presiding officer. Opinions or information offered by Senators during discussion may provoke other opinions or questions, but responses to opinions will follow the speaker order established by the presiding officer.

During discussions, only one Senate member should be allowed to speak at one time. The Senate Officer moderating a discussion may cut off a Senate member if the officer feels the senator has spoken for too long, if their language becomes rude or inappropriate, or if they are speaking out of turn.

ARTICLE III

SENATE VOTING PROCEDURES

Section I. Senate votes will be conducted by the Senate President or by the highest-ranking Senate officer in attendance. Senate votes will be tabulated by the Administrative Assistant of the Senate (or by the Senate Vice-President if the Administrative Assistant is absent for the vote).

Senate votes are a matter of public record and can be made by roll call, raised hands, zoom chat posts directed to everyone in the meeting or by signed paper ballots. All votes will be recorded by name by the Senate Administrative Assistant. Records of every vote will be kept in the Senate office.

Votes on agendized action items may only be taken during Senate meetings where a quorum of senators are present. A quorum is defined as a simple majority of the active representative Senate membership. Open and unfilled Senate positions do not count when determining a Senate quorum. The quorum DOES NOT include the Senate President. The quorum MAY include the other Senate Officers ONLY IF the Senate Vice President is also elected as a Senate area representative.

If there are not enough Senators present to reach a legal quorum no votes of any kind may be taken at the meeting, although information items, discussions and reports may still be presented.

For normal Senate agenda item, a yes vote of more than 50% of the total number of faculty present at the meeting approves the item. This assumes that the number of faculty present constitutes a legal quorum. If some faculty abstain during the vote then an item passes if there are more "yes" faculty votes than "no" votes. This is true even if the total number of yes votes is less than half the number of voting members present.

In the event of a tie vote, the Senate President will cast the deciding vote. If the President is absent, the Vice President will cast the tie-breaking vote unless the Vice President has already voted as a Senator or alternate. If no one breaks the tie, the motion does not pass, and Senators have the option to bring the item back at a future meeting. No Senator or Council member shall cast more than one vote.

Section II. Most agendized action items are passed by a simple majority of the Senate quorum, with the following exceptions:

- 1) Modifying the Senate Bylaws requires a two-thirds affirmative vote of the quorum present on the day of the vote.
- 2) Modifying a published Senate agenda (declaring an emergency action item) requires a two-thirds affirmative vote of the Senate quorum, or a unanimous vote of the quorum if fewer than two-thirds of the total active Senate membership is present. An exception to this rule is that moving or removing an item on the Senate agenda requires only a majority affirmative vote of the Senators present.
- 3) All current LMC faculty (Full-Time and Part-Time) are allowed to vote in a recall election. Removing a Senate officer by recall requires a simple majority of the voting LMC faculty to support the recall (After a Senate discussion and rebuttal period as outlined below), with no minimum number of total votes required to certify the recall.

- 128 4) Electing new Senate officers requires a simple majority of the voting LMC faculty (Vote
129 taken between meetings). A minimum of fifty faculty votes - with at least thirty-five full-time
130 faculty votes - must be recorded to validate the election.
- 131 5) Modifying the Senate Constitution requires a simple majority vote of the voting LMC faculty
132 (Vote taken between meetings after convocation of the whole faculty). A minimum of 50
133 faculty votes - with at least thirty-five full-time faculty votes - must be obtained to validate the
134 change.

135

136 Section III. There will normally be three types of Senate voting items: Consent items (detailed in
137 Section V), official college/district documents or policies that require Senate approval, and new
138 Senate resolutions or recommendations.

139 Official college/district documents or policies should be presented to Senate council in time to
140 be placed on the agenda as a first read item.

141 New Senate resolutions or recommendations should be presented in written form to the Senate
142 council in time to be placed on the agenda as a first read item. During the first or second read
143 the resolution may be amended or modified, and the amended resolution voted on during the
144 second or third read. Resolutions newly developed during a Senate discussion or Senate
145 consideration of other voting items shall be brought back in writing for a first read during the
146 following Senate meeting unless the issue is time sensitive then the written portion can be
147 submitted during Second Read.

148 All new Senate resolutions that require Senate formal approval will be in writing and will begin
149 with the phrase: "Be it resolved that the LMC Academic Senate approves (or recommends)..."

150 Approved Senate resolutions pertaining to academic and professional matters will be forwarded
151 to the LMC President and the LMC Shared Governance Committee. When appropriate, courtesy
152 copies should be provided to the United Faculty Executive Board, the Classified Senate
153 President, and the President of the Associated Student body.

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155 Section IV. Per usual procedure Senate agenda items that require a Senate vote have a first
156 reading during one meeting and then a second reading during the following Senate meeting.
157 Normally a vote would not be taken until the second reading. Senators may, by a simple
158 majority, vote to waive the first reading of an agenda item so they can proceed to a vote during
159 the first read meeting. This is not normal procedure and should only be done for very non-
160 controversial agenda items as this process may prevent Senators from discussing the item with
161 their constituencies before voting. If there is no voting motion made during a second or third read of
an agenda item, that item shall be tabled and removed from the agenda with the possibility of
coming back to the Senate during another meeting or a following semester.

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164 During the second or third read of a Senate action item there must be a motion and a second
165 from two active Senate voting members to begin the discussion/voting process. After the
166 motion to vote is seconded there will be a question/comments period during which the item is
167 discussed by the membership and meeting guests. Once there are no more
168 questions/comments, or when the time period allotted for discussion has expired, the presiding
Senate Office may call for a vote. The faculty members who made or seconded the motion to a
vote may also withdraw their motion to stop the voting process for that meeting. The agenda item
may then be re-introduced at a later Senate meeting.

Section V. Senate votes to approve faculty for committee appointments or awards nominations will normally be placed on the Consent Calendar. Faculty volunteering for committee appointments (including hiring committees) will be expected to submit an official “statement of interest” in advance of the meeting during which their names will appear on the agenda. This statement should include the candidate’s position at the college, why they are interested in the position, and any relevant college/work/personal experience they have that they feel makes them a good candidate for the position. Faculty nominating other faculty for awards should submit a written statement in support of their nominee. If more faculty are nominated or volunteer for a position than can be selected for that position the names of all candidates will be removed from the Consent Calendar and a special Senate vote will be held to determine which of the candidates may fill that position. This vote will require each Senate voting member to select from the list of nominees/volunteers just the number of candidates that the Senate is allowed to approve to fill the position. For example, if there is a district committee that requires just two LMC faculty but there are four qualified LMC faculty volunteers, each voting Senate member would then select just two faculty names from among the four volunteers. At the end of the vote, the Senate Administrative Assistant would tabulate all votes to determine the two faculty members with the most Senate votes and these two members will be approved to fill the open positions on the committee.

After confirmation, the Academic Senate Vice-President will inform the new representative and the committee chair of Senate’s consent for the faculty member to fill an open seat for the specified two-year term. The VP will update the Senate website and request that the committee update theirs as well. It is the shared responsibility of the faculty member, the committee chair (or designee), the Senate VP and Administrative Assistant to attend to the two-year service cycle that is established as an inclusive practice that works to ensure diversity and to build experience, relevancy, and responsiveness; provides transparency for our faculty community regarding access to and turn-taking participation in governance; promotes new interest and shared accountability. Staggering terms of faculty representatives is a “best practice” for continuity and mentorship. The faculty member who is in their fourth semester of their committee services, and who wants to continue serving, can recommit to the committee through the self-nomination and statement of interest submission process; however, this ability cannot exclude other faculty wanting to serve access and opportunity.

All faculty wishing to join a committee in a new semester need to submit their statement of interest and self-nomination by the last meeting of the current semester.

Limited Time Assignment (LTA) - aka, reassigned time - position descriptions that include committee service among the duties and responsibilities do not override or superseded these Bylaws, neither do any charges or positions put into place by any governance body. To be considered a voting member of a governance committee (or management hiring committee), all faculty, including those working in an LTA with committee service listed among their duties, follow

the consent confirmation process stated in the Bylaws. Faculty members with reassigned time duties of committee attendance, acting as an additional voice, are free to attend and participate in discussions without taking on an open membership seat as serving in a voting capacity. Faculty working in an LTA with committee chairperson responsibilities should understand that chairs of committees are not voting members, excluding the General Education Committee, Distance Education Committee, and the Teaching and Learning Committee in which all faculty members, including the committee chairs, are voting members; Senate confirmation in these cases is not required.

Senate confirmed faculty who volunteer to represent all of us on a committee take on the responsibilities of:

- 1) attending each committee meeting
- 2) actively participating and taking notes on committee agenda items
- 3) sharing/reporting out to the Academic Senate and at our meetings, when asked on a rotating basis, on general committee happenings
- 4) connecting with the Academic Senate Council as warranted to agendize 10+1 policy, practice, procedure, and decision-making items for Discussion or First Readings to inform and to secure representatives' time and provide them with the opportunity to consult with their constituent groups, provide input, give feedback, and ask and have questions answered.

ARTICLE IV

APPROVAL AND MODIFICATION OF THE SENATE BYLAWS

Section I. Ratification of new Senate Bylaws may take place after at least two Senate discussion periods.

The first official Senate Bylaws document must be ratified by vote of the whole faculty after a convocation has been held. The ratification procedure will be as described in the Senate position paper dated 10/30/2000.

Once ratified, the Senate Bylaws may be modified by a two-thirds vote of the Senate quorum when the bylaws have been agendized as an action item.

Any LMC faculty member may suggest Bylaws changes directly to the Senate President. If it is the will of Senate members a Senate Bylaws task force may be convened to develop/consider major changes to the Senate Bylaws.

ARTICLE V

ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATORS

Section I. One Senator will be selected from among the full-time faculty in each of the eighteen different LMC departments or groups of departments listed below:

Biological Science

Brentwood Faculty

Child Development

Computer Science/CNT/Business

- 214 Counseling
- 215 English
- 216 Ethnic Studies and Social Justice Studies
- 217 Journalism/ESL/World Languages/Speech
- 218 Library
- 219 Mathematics
- 220 Music/Recording Arts
- 221 P.E./Athletics/Kinesiology
- 222 Physical Science
- 223 Public Safety (Fire/EMS/Nursing)
- 224 Social/Political Science/ADJUS
- 225 Vocational Tech (Welding/Automotive/Appliances/PTEC/ETEC)

229 Section II. In addition to the Senators described above, two Senators who are part-time LMC faculty
230 members will be chosen to represent all part-time faculty interests.
231
232 Two additional full-time Senators will be chosen "at large." One of these faculty will represent
233 Career and Technical Education, and the other will be chosen from Liberal Arts and Sciences:
234
235 At-Large Part-Time Faculty Member
236 At-Large Part-Time Faculty Member
237 At-Large CTE Full-Time
238 At-Large Liberal Arts and Sciences (Full-Time)

239 The normal term for all voting Senate members is two years.
240 Except for at-large Senate positions, elections of voting Senate members will be carried out by a
vote of full-time faculty in the represented area.
241 Open elections for each Senate membership position should be held every two years, within the
appropriate represented areas, regardless of whether the current serving Senate member wishes to
step down or not.
242 A member of the Senate council is responsible for keeping track of Senator terms and ensuring that
at-large elections take place.
243 Individual departments are responsible for making sure that internal elections take place and should
be prepared to provide documentation of those elections.
244
245 Senators may be re-elected to more than one term. No term limits apply.
246
247 At-large part-time faculty representatives are elected by a majority vote of all Part-Time LMC
248 faculty.

254 At large full-time faculty representatives are elected by a majority vote of all full-time LMC faculty in
the represented area.

255 There is no “minimum vote” or quorum necessary for election of Senate representatives.
256 Representatives need only obtain a majority of the members of their group who choose to vote
257 to be seated.

258 Section III. Any Senate representative may designate just one “proxy” to attend meetings and
259 vote in their absence. The proxy must have the same employment status as the confirmed
260 representative (i.e. only an Part-Time faculty member could be proxy for an Part-Time faculty
261 representative).

262 If a Senator resigns, retires, or becomes incapacitated before the expiration of their term, then a
263 new Senator shall be elected by the appropriate constituency as soon as possible.

264 The Senate Vice-President will oversee elections of senators, ensuring a “staggered” schedule
265 of elections and facilitating constituency elections at the appropriate time.

266 Senators who are not officers may not be recalled.

267 Part-Time Senate reps shall be paid a stipend of no more than 500.00 per semester from Senate
268 funds.

269 A paid Senator may not receive a stipend if they have missed more than two Senate meetings
270 during the semester.

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272 **ARTICLE VI**

273 **ELECTIONS, TERMS, PAYMENT, AND REPLACEMENT OF SENATE OFFICERS**

274 Section I. All Senate officers are elected to two-year terms.

275 The Senate President and Vice-President may only serve at most two consecutive terms.

276 All faculty may vote for members of the Senate Council and this vote shall be by secret ballot
277 option.

278 Elections for Senate President and Vice-President should occur during different semesters.

279 If the timeline is not staggered, the Senate officers can bring to the Senate body a motion to extend
280 either the Senate President or Senate Vice-President term by one additional semester to
281 ensure that voting between the Senate officers occurs during different semesters.

282 The Senate President-elect will be expected to spend at least 12 hours during the semester of
283 their election “shadowing” the outgoing President and learning their duties. If possible, this time
284 may be compensated at the President Elect’s OER rate. The outgoing President is expected to
285 spend some time training the President-elect in their new duties. The Vice-President-elect is
286 expected to spend at least 6 hours “shadowing” the outgoing Vice President and learning their new
287 duties. If possible, this time may be compensated at the Vice- President Elect’s OER rate. The
288 outgoing Vice-President is expected to spend some time training the Vice-President-elect in their
289 new duties.

291

290 Section II. Candidates for Senate President and Vice-President should be elected Senate
291 representatives including elected alternates. If no Senate representative or officer is willing to
292 become a candidate for a vacant Senate President or VP position, then other willing LMC
293 faculty members may be considered for either of these positions.

294

295 Only Full-Time Faculty may be elected Senate President, and the Senate Vice President position
may be held by any current Full-Time or Part-Time LMC faculty member.

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295

296 The Senate President, and Vice-President will be elected by an
297 anonymous vote of ALL Faculty members (by a paper or e-mail/electronic vote taken between
298 Senate meetings). A minimum of fifty faculty members must vote to validate the election of a
299 Senate officer. At least thirty-five of the voting faculty must be full-time faculty. The candidate
300 who receives the highest vote total wins the election.

301 Candidates for either Senate President or Vice-President must be allowed to give a fifteen-
302 minute oral presentation to the Senate before the election if they so choose, followed by a brief
303 Q&A session. Each candidate may also provide all LMC faculty with an information sheet no
304 more than two pages long, including testimonials.

305 All elections for Senate President and Vice President shall close no less than 5
306 working days before the next regularly scheduled Senate meeting.

307 The Senate Vice President and Administrative Assistant shall normally work together to
308 tabulate, certify, and announce election results.

309

314 The election results shall be announced during the first or second scheduled Senate meeting
315 after the close of the election.

316

317 Section III. If the Senate President must be replaced due to resignation, recall, or incapacity
317 before their term has expired the Vice-President will assume the duties of President until a new
318 Senate President can be elected. Election of a new Senate President will occur as soon as
319 feasible. The Interim Acting Senate President shall receive commensurate compensation in the
320 form of a stipend or load for the extra work they have to do.

321 If the Senate Vice-President must be replaced due to resignation, recall, or incapacity before
322 their term has expired the Senate President will assume as many of the Vice-President's duties
323 as they are able until a new Vice-President can be elected. Election of a new Senate Vice-
324 President will occur as soon as feasible.

325

326 Section IV. The Senate President will be given 1.0 load for each semester they serve. The 1.0 load will
be given as 100% reassigned time, unless otherwise negotiated between the Senate President and
the College President.

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328 The Senate Vice-President shall be given a 0.20 load for each semester they serve.

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330 The Curriculum Committee Chair's position is presently 0.25 load. However, based on College
331 funding or appropriate Senate funding, an additional 0.15 will be added to the Curriculum
332 Committee Chair's reassigned time.

333 If adequate funds are available, the compensation of the Senate President and/or Vice

334 President and/or Curriculum Committee Chair may be augmented with an annual monetary
335 stipend or extra load in addition to the normal load factor.

ARTICLE VII

RECALL OF SENATE OFFICER

Section I. Any Senate officer may be subjected to a recall vote. The recall vote is initiated by a petition for recall that is signed by at least 20 LMC faculty members. The petition must include the names of at least 15 full-time faculty members. The petition may be initiated by any LMC faculty member (including Senate members), and must be clearly titled PETITION FOR THE RECALL OF (Senate Officer's Name).

Once a recall petition with at least 20 faculty names and signatures is submitted to the Senate Council, the Council will place a recall discussion on the agenda of the next Senate meeting.

A recall vote MAY NOT occur until after a recall discussion and rebuttal period has taken place during a Senate meeting. During the recall discussion period the people who support recall shall present their case for recall to the Senate membership. The individual facing recall (along with any supporters) shall then present their case against the recall. Each side will be given no more than half an hour to make their case. After these presentations there will be a question and answer period that may last up to half an hour. During this time Senate members (and members of the public) may question each side and receive a verbal response.

Once the presentations and Q&A period have been completed, recall ballots will be distributed to all LMC faculty members within 48 hours. Faculty will have one week to complete and return their ballots. Secret, numbered ballots shall be used for the recall vote. Faculty need not state their name on their recall ballot.

The recall ballot will be printed with the following: DO YOU SUPPORT THE RECALL OF (OFFICER NAME) FROM THE POSITION OF (THE OFFICER'S SENATE TITLE)? The ballot will then have two check boxes, one marked YES and the other marked NO. The only other writing on the ballot shall be the ballot number, the ballot due date, and the appropriate location to return the completed ballot.

The officer facing recall MAY NOT preside over or tabulate the recall vote. Senate officers who are not facing recall (or any other Senate designee) will distribute, collect, and count the recall ballots, and ensure that only one completed ballot corresponding to each original ballot number is returned.

There is no minimum vote total (no quorum) required for the recall vote.

If a simple majority of all the votes submitted favor recall, then the recall vote is successful and the officer facing recall must resign, effective at the end of the semester during which the recall

vote was taken. Elections for a new officer should proceed as soon as new candidates can be identified.

If the recall vote fails, then the targeted officer will not be required to face another recall election until the following semester. In other words, there may be only one recall election per officer per semester.

ARTICLE VIII

DUTIES AND RESPONSIBILITIES OF ELECTED SENATORS

Section I. LMC Academic Senate representatives are expected to perform the following duties:

Regularly attend Senate meetings.

Participate in Senate task teams and subcommittees.

Read Senate agendas, minutes, and written information disseminated by Senate officers before each upcoming Senate meeting.

Select an appropriate voting proxy in the event of their absence.

Disseminate relevant Senate information on a regular basis to the faculty they represent, either in person, by e-mail, or by paper mail.

Solicit opinions and input from the members of their constituency before Senate votes that may be of interest to faculty in their service area.

Speak respectfully to other senators, Senate guests, and Senate officers during Senate meetings.

Read and understand the Constitution and Bylaws of the LMC Academic Senate.

Understand the LMC shared governance structure currently in place.

Participate in the annual Senate review and evaluation.

Contribute to the Senate unit plan.

ARTICLE IX

DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS AND THE ADMINISTRATIVE ASSISTANT

Section I. **These are the normal duties of the Senate President:**

To work with the Academic Senate Council (ASC) to establish the agenda for each Senate meeting.

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

To chair Senate meetings, according to the agenda format described above. This includes keeping the agenda on schedule and calling for agendized votes.

To attend district meetings as the LMC Academic Senate representative, including CCCCD Governing Board meetings, FSCC meetings, DGC meetings, and the District Consultation Council Meetings.

To present, as appropriate, recommendations of the LMC Academic Senate to the college administration, SGC, DGC, district Chancellor, UF leadership and/or the CCCCD Governing Board.

418 To represent the LMC Academic Senate at statewide meetings of the ASCCC, such as Area B
419 and the Statewide Plenary, or to find another suitable Senate representative to attend these
420 meetings.

421 To report back to the Senate (during the information/reports segment of the Senate meetings)
422 any important developments at the district or state level that might significantly impact the
423 educational environment at LMC.

424 To represent the Academic Senate at the LMC graduation ceremony.

425 To submit the names of candidate the LMC Academic Senate approves for local, district, and
426 statewide teaching awards.

427 To meet regularly with top LMC administrators and report back to the Senate any potential
428 administrative changes that may significantly impact the educational environment at LMC.

429 To call for and accept input from Senators or other members of the LMC community regarding
430 potential agenda items for the Senate meetings.

431 To regularly attend important LMC shared governance committee meetings, particularly
432 meetings of the SGC, Planning committee, IDEA committee and the Enrollment Strategy and
433 Planning Committee in order to ensure that all important college initiatives are brought to
the attention of the Academic Senate representatives during Senate meetings.

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

436 To assume as many of the duties of Senate Vice-President as possible in the event of the
unexpected resignation, incapacitation, or recall of these officers.

437 To participate in the Box 2A ranking process for new Full-Time faculty hires.

438 To evaluate and sign important college documents that require the Senate President's signature,
including new program/certificate approval documents and faculty equivalency forms.

439 To actively participate in the College Accreditation Process.

440 To train the new Senate President-elect.

441 To communicate regularly with Senate Administrative Assistant about the Senate budget and other
administrative requirements of the Senate.

447 **Section II. These are the normal duties of the Senate Vice-President:**

448 To work with the Senate council to establish Senate agendas for each meeting.

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

450 To help moderate Senate discussions with the President. This includes establishing the order of
451 speakers and monitoring chat postings during online or Hy-Flex Senate meetings

452 To regularly attend at least one key LMC shared governance committee (such as Planning or The
Enrollment Strategy and Planning Committee). not

453 Ideally the Vice President will regularly attend the meetings of a committee that does not
454 include a Senate representative. The Vice President would be expected to report the major
455 initiatives of this committee to the Senate members.

456 To attend the FSCC meetings along with the Senate President.

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

459 To monitor faculty membership of all LMC Senate/Governance Committees and solicit faculty
volunteers to serve on committees that have open faculty seats.

459 To oversee the election of Senate officers, unless a conflict of interest exists.

460

- 461 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.
- 462 To maintain parliamentary duties at all Senate meetings, which can include: tracking time, maintaining order, and monitoring the chat room for guests or Senate officers at Brentwood.
- 463 To maintain and organize the Senate budget and work with the Administrative Assistant on the budget and spending for senate meetings and professional and pedagogical conferences.
- 464 To make survey and data requests to the Senior Dean of Planning and Institutional Effectiveness on behalf of the Academic Senate and the Senate Council.
- 465 To assume the duties of President in the event of the unexpected resignation, incapacitation, or recall of the President, until such time as the President reutrnts or a new President can be elected. This extra work would be supported with a commensurate increase in compensation.
- 476 To train the new Senate Vice-President-elect.

477 Section IV. These are the normal duties of the Academic Senate Administrative Assistant:

478 To attend Senate Council Meetings where the Senate agendas are set.

479 To record attendance at every Senate meeting

480 To record all Senate meetings and write the Minutes of each meeting

481 To record all Senate votes, including the votes of every individual Senator

482 To copy and distribute the Senate agenda and any ancillary Senate information sheets to all members of the academic Senate in advance of each meeting, according to Brown Act Law.

ARTICLE X

DUTIES AND RESPONSIBILITIES OF THE ACADEMIC SENATE COUNCIL

Section I. The Academic Senate Council members are the Senate President, the Senate Vice-President, and the Senate Administrative Assistant.

These three officers are expected to meet at least once before the first Senate meeting of the semester, at least once between each Senate meeting during the semester, and at least once after the final Senate meeting of the semester.

During their meetings the Senate council members will collectively and collaboratively establish the agenda for the following Senate meeting. The specific agenda items should be substantially based on requests made by Senate representatives or other members of the LMC community during or between Senate meetings. There will also be some regularly scheduled agenda items such as awards and confirmation of appointments to Senate task force committees.

The Senate Council members will collectively and collaboratively write a rough draft of the annual Senate self-study (evaluation report), to be presented to the elected Senate representatives for editing and ratification.

The Senate Council members will collectively and collaboratively write a rough draft of the Senate unit plan, to be presented to the elected Senate representatives for editing and ratification.

The Senate Council will maintain and regularly update the academic Senate web site.

If a significant disagreement should occur during a Senate Council meeting, the issue in dispute may be resolved by a vote of the officers. The majority vote of the officers present will decide the issue.

ARTICLE XI

SENATE SUBCOMMITTEES AND TASK FORCES

Section I. The Academic Senate membership may, by a majority vote, establish a Senate subcommittee of task force to work on an important Senate issue or project. Senate subcommittees are created to work on long term or ongoing Senate issues that are likely to last more than one Academic year. Senate subcommittee meetings should include published agendas and minutes and these subcommittees should have a designated committee chair responsible for convening the meetings at regular publicized times. Senate task forces are usually created to work on short term issues that can be completed in less than one Academic

year. These groups do not need to conform to Brown Act meeting rules and may meet informally to complete their work.

All Senate subcommittees and task forces given a charge or working on behalf of the Academic Senate shall give at least a biannual (once a semester) report to the Senate. Any recommendation made by a Senate subcommittee or task force must be approved by a majority vote of the whole Senate body before becoming an official Senate recommendation or policy.

ARTICLE XII

CONVOCACTION OF THE WHOLE FACULTY

Section I. Senate members officers may request convocation of the whole faculty for the following reasons:

To discuss and approve changes to the Academic Senate Constitution (a.k.a. the Senate Position Paper).

To solicit faculty input before a Senate vote on extremely important academic matters that are likely to affect many or all instructors across many or all academic disciplines.

A convocation of the whole faculty will be called if ALL Senate officers agree to call the meeting, or if the Senate quorum approves a resolution to do so. The Senate President will chair the convocation of the whole faculty. Convocations of the whole faculty are NOT to be used to establish regular Senate agenda items. Any LMC faculty member interested in adding items to the Senate agenda may make this request to their Senate representative, or to a Senate officer.

DATES OF CHANGES MADE TO BYLAWS

- 1/29/24: Revised Bylaw under section titled "Section III. These are the normal duties of the Financial Officer" and "Section IV: These are the normal duties of the Academic Senate Administrative Assistant."
- 10/7/19: Revised Bylaw,
- 09/28/15: Revised Bylaw, replacing "Secretary" with "Financial officer". Major edits to descriptions for Financial Officer and Classified Secretary.
- 03/25/09: Revised Bylaw under section titled **Election Terms, Payment and Replacement of Senators**. Deleted section stating that Full-Time Senators receive a stipend of \$100.00 per semester. Full-Time Senators will no longer receive a stipend of \$100.00 per semester as of the date of the revision.
- 04/30/12: Revised Bylaw under section titled **ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATE OFFICERS** to read: release time of .6 to the President; .15 to the VP and a stipend to the Financial Officer.
- 06/13/2013: Move Senate representation (departments and areas) from Constitution to Bylaws Section **ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATORS**
- 11/25/2013: Remove "Area-specific senators are elected by a majority vote of the full-time faculty in their area." from Bylaws Section **ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATORS**