

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 approves faculty appointments to all LMC and Districtwide shared governance committees and administrator hiring committees, as well as faculty nominations for college, district and statewide awards and recognition. 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 COR's, new LMC Courses and Course Prerequisites. The Curriculum Committee may, along with the Academic Senate, approve standards of course 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 members 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 agendized 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 and/or Senate Finance Officer are also elected Senate area representatives.

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. In that case the Senate Financial Officer will cast the tie-breaking vote unless the Financial Officer has already voted as a Senator or as an alternate. 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:

- Modifying the Senate Bylaws requires a two-thirds affirmative vote of the quorum present on the day of the vote.
- 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.
- All current LMC faculty (full time and adjunct) 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.

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

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

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

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

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

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

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

During the second or third read of a Senate action item there must be a motion and a second from two active Senate voting members to begin the discussion/voting process. After the motion to vote is seconded there will be a question/comments period during which the item is discussed by the membership and meeting guests. Once there are no more questions/comments, or when the time period allotted for discussion has expired, the presiding Senate Officer may call for a vote.

The faculty members who made or seconded the motion to 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.

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 seventeen different LMC departments or groups of departments listed below:

- Arts & Humanities/Philosophy/Drama
- Behavioral Science

- 212 • Biological Science
- 213 • Brentwood Faculty
- 214 • Child Development
- 215 • Computer Science/CNT/Business/Travel
- 216 • Counseling
- 217 • English (not ESL)
- 218 • Journalism/ESL/World Language/Speech
- 219 • Library
- 220 • Mathematics
- 221 • Music/Recording Arts
- 222 • P.E./Athletics/Kinesiology
- 223 • Physical Science
- 224 • Public Safety (Fire/EMS/Nursing)
- 225 • Social/Political Science/ADJUS
- 226 • Vocational Tech (Welding/Automotive/Appliances/PTEC/ETEC)

227

228 **Section II.** In addition to the Senators described above, three Senators who are adjunct LMC
 229 faculty members (one from Career and Technical Education, one from Liberal Arts and
 230 Sciences, and one from student services) will be chosen to represent part-time faculty interests.
 231 Two additional full-time Senators will be chosen "at large". One of these faculty will represent
 232 Career and Technical Education, and the other will be chosen from Liberal Arts and Sciences.

- 233 • At-large CTE (Adjunct)
- 234 • At-large Liberal Arts and Sciences (Adjunct)
- 235 • At-large Counseling/Library (Adjunct)
- 236 • At-large CTE (Full-Time)
- 237 • At-large Liberal Arts and Sciences (Full-Time)

238

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
 241 vote of full-time faculty in the represented area.

242 Open elections for each Senate membership position should be held every two years, within the
 243 appropriate represented areas, regardless of whether the current serving Senate member
 244 wishes to step down or not.

245 A member of the Senate Council is responsible for keeping track of Senator terms and ensuring
 246 that at-large elections take place.

247 Individual departments are responsible for making sure that internal elections take place and
 248 should be prepared to provide documentation of those elections.

249 Senators may be re-elected to more than one term. No term limits apply.
250 At-large adjunct faculty representatives are elected by a majority vote of all adjunct LMC faculty
251 in the represented area.
252 At-large full time faculty representatives are elected by a majority vote of all full-time LMC
253 faculty in the represented area.
254 There is no “minimum vote” or quorum necessary for election of Senate representatives.
255 Representatives need only obtain a majority of the members of their group who choose to vote
256 to be seated.

257

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 adjunct faculty member could be proxy for an adjunct 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 Adjunct 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.

271

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 There are no term limits for the Senate Financial Officer.

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

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

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

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

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

288

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 Only Full Time Faculty may be elected Senate President, but the Senate Vice President and
295 Finance Officer positions may be held by any current Full Time or Adjunct LMC faculty member.

296 The Senate President, Vice-President, and Senate Financial Officer 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 Candidates for Senate Financial Officer may give a brief five-minute presentation to the Senate
306 before the election, followed by a brief Q&A session. Each candidate may also provide all LMC
307 faculty with an information sheet no more than one page long.

308 All elections for Senate President, Vice President, and Finance Officer shall close no less than 5
309 working days before the next regularly scheduled Senate meeting.

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

312 No current Senate officer who is a candidate for an open Senate officer position may be
313 involved in the tabulation, certification or announcement of the election results.

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

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

326 If the Senate Financial Officer must be replaced due to resignation, recall, or incapacity before
327 their term has expired the Senate President and Vice-President will collectively assume the
328 Senate Financial Officer's duties until a new Financial Officer can be elected. Election of a new
329 Senate Financial Officer will occur as soon as feasible.

330

331 **Section IV.** The Senate Financial Officer shall be paid a stipend each semester, not to exceed
332 \$500.00 per semester.

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.

The Senate Vice President shall be given a 0.15 load for each semester they serve, unless the position is filled by an adjunct instructor. An adjunct Senate Vice President would be paid a stipend equivalent to 0.15 of their full-time, equivalent to faculty load.

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

If adequate funds are available, the compensation of the Senate President and/or Vice President and/or Curriculum Committee Chair may be augmented with an annual monetary 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

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

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

383

384 **ARTICLE VIII**

385 **DUTIES AND RESPONSIBILITIES OF ELECTED SENATORS**

386 **Section I.** LMC academic Senate representatives are expected to perform the following duties:

387 Regularly attend Senate meetings.

388 Participate in Senate task forces and subcommittees.

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

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

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

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

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

398 Read and understand the Constitution and Bylaws of the LMC academic Senate.

399 Understand the LMC shared governance structure currently in place.

400 Participate in the annual Senate review and evaluation.

401 Contribute to the Senate unit plan.

402

403 **ARTICLE IX**

404 **DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS AND THE ADMINISTRATIVE** 405 **ASSISTANT**

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

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

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

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

412 To attend district meetings as the LMC Academic Senate representative, including CCCCCD
413 Governing Board meetings, FSCC meetings, DGC meetings, and the District Consultation
414 Council meetings.

415 To present, as appropriate, recommendations of the LMC Academic Senate to the college
416 administration, SGC, DGC, district Chancellor, UF leadership and/or the CCCCCD Governing
417 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 Strategic Enrollment
433 Management committee, in order to ensure that all important college initiatives are brought to
434 the attention of the Academic Senate representatives during Senate meetings.

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

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

439 To participate in the Box 2A ranking process for new full time faculty hires.

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

442 To actively participate in the College Accreditation Process.

443 To train the new Senate President-elect.

444 To communicate regularly with Senate Administrative Assistant and the Senate Finance Officer
445 about the Senate budget and other administrative requirements of the Senate.

446

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
453 SEM). 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

459 ratified by the Senate, or to solicit Senate input on important subcommittee or task force
460 decisions.

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

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

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

466 To assume the duties of Senate President in the event of the unexpected resignation,
467 incapacitation, or recall of the President, until such time as the President returns or a new
468 President can be elected. This extra work would be supported with a commensurate increase in
469 compensation.

470 To train the new Senate Vice-President-elect.

471

472 **Section III. These are the normal duties of the Senate Financial Officer:**

473 To work with the Senate council to establish the agenda for each Senate meeting.

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

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

477 To maintain parliamentary duties at all senate meetings which can include: tracking time,
478 maintaining order, and monitoring the chat room for guests or senate officers at Brentwood.

479 To maintain and organize the Senate budget and work with the Administrative Assistant on
480 the budget and spending for senate meetings and professional and pedagogical conferences..

481 To make survey and data requests to the Senior Dean of Planning and Institutional
482 Effectiveness on behalf of the Academic Senate and Senate Council.

483

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

485 To attend all Senate Council Meetings where the Senate Agendas are set

486 To record attendance at every Senate meeting

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

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

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

491 To maintain and organize the records in the Senate office, including minutes, agendas, votes,
492 and official documents distributed during Senate meetings.

493 To help faculty applying for Senate funds successfully complete the required paperwork,
494 including submission of leave requests, pay vouchers, etc.

495 To keep track of Senate expenditures and reconcile these with the annual Senate budget.

496 To give a biannual update of the Senate budget, preferably at the beginning of the fall and

497 spring semesters.

498 It is estimated that this position requires a minimum of 12 hours/week.

499

500 **DUTIES AND RESPONSIBILITIES OF THE ACADEMIC SENATE COUNCIL**

501

502 **ARTICLE X**

503 **Section I.** The Academic Senate Council members are the Senate Financial Officer the Senate
504 Vice-President, the Senate President and the Senate Administrative Assistant.

505

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

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

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

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

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

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

524 **ARTICLE XI**

525 **SENATE SUBCOMMITTEES AND TASK FORCES**

526 **Section I.** The Academic Senate membership may, by a majority vote, establish a Senate
527 subcommittee of task force to work on an important Senate issue or project. Senate
528 subcommittees are created to work on long term or ongoing Senate issues that are likely to last
529 more than one Academic year. Senate subcommittee meetings should include published
530 Agendas and Minutes and these subcommittees should have a designated committee chair
531 responsible for convening the meetings at regular publicized times. Senate task forces are
532 usually created to work on short term issues that can be completed in less than one Academic
533 year. These groups do not need to conform to Brown Act meeting rules and may meet
534 informally to complete their work.

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

539 **ARTICLE XII**

CONVOCATION OF THE WHOLE FACULTY

Section I. Senate members r 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**