

LMC ACADEMIC SENATE BYLAWS

Amended September 28, 2015

SENATE MEETING PROCEDURES

All items on the Senate meeting agenda will be referenced as action (voting) items, discussion items, or information items. Information items usually entail a brief presentation with little or no follow-up discussion by the Senate members. Discussion items may involve a brief or lengthy presentation followed by extensive discussion by Senate members. Action items are agendaized for a Senate vote. Some items may be hybridized as discussion-action or information-action on the agenda.

Senate agendas must follow this format:

- Public comment (information)
- Senate announcements (information)
- Approval of minutes from previous meetings and consent agenda (action)
- Agenda reading and approval. (Information-action or discussion-action). Senate members may vote to modify or add to the agenda after a brief discussion period. Agenda modification requires approval of a majority of the quorum present at the meeting.
- Agenda items. (action, discussion, or information). By convention action items will usually be placed at the top of the agenda, followed by discussion items, and then information items.
- Suggestions for items for the next agenda (discussion)

The Senate President will usually introduce and moderate agendaized information items. Senate discussions will be moderated by the Senate Vice-President (or by the Senate President if the Vice-President is absent or has a conflict of interest). The presiding officer should try to keep Senate discussions or presentations to the time frame specified in the agenda, however an informal majority vote of the senators present may be taken to extend the time allowed for a particular item.

During Senate discussions the presiding officer 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 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.

SENATE VOTING PROCEDURES

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 Senate secretary of the Senate (or by the Vice-President if the secretary is absent for the vote).

Senate votes are a matter of public record and can be made by roll call or by paper ballots. All votes will be recorded by name by the Senate secretary. Records of every vote will be kept in the Senate office.

Votes on agenda items may normally only be taken during Senate meetings where a quorum of senators are present. A quorum is defined as a majority of the representative Senate membership. The quorum DOES NOT include the Senate President. The quorum MAY include the Senate Vice President or Secretary financial secretary ONLY IF they are also elected Senate representatives.

In the event of a tie vote, the Senate President will cast the deciding vote.

Most agenda items are passed by a simple majority of the Senate quorum, with the following exceptions:

- Modifying the Senate bylaws requires a two-thirds vote of the quorum
- Modifying a published Senate agenda (declaring an emergency action item) requires a two-thirds vote of the Senate membership, or a unanimous vote of the quorum if fewer than two-thirds of the members are present
- Removing a Senate officer requires a majority vote of the LMC faculty (After a discussion and rebuttal period as outlined below)
- Electing new Senate officers requires a majority vote of the 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 majority vote of the 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)

All Senate resolutions 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 with courtesy copies provided to all members of the LMC Shared Governance Council, the Classified Senate President, and the President of the Associated Student body.

APPROVAL AND MODIFICATION OF THE SENATE BYLAWS

Ratification of these new Senate bylaws may take place after at least two Senate discussion periods.

Suggestions for changes to the Senate bylaws should be made directly to members of the bylaws committee either during an agenda item discussion or between Senate meetings.

These new Senate bylaws 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, these Senate bylaws may be modified by a two-thirds vote of the Senate quorum when the bylaws have been agenda item.

ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATORS

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
- Biological Science
- Brentwood Faculty
- Child Development
- Computer Science/Business/Travel
- Counseling
- Journalism/ESL/Foreign Language/Speech
- English (not ESL)
- Library
- Math
- Music/Recording Arts
- P.E.
- Physical Science
- Public Safety (Admin Justice/Fire/EMS/Nursing)
- Social/Political Science
- Voc Tech (Welding/Automotive/Appliances/PTEC/ETEC)

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

These Senators will normally hold office for two academic years. Senators may be selected through any equitable procedure chosen by the Divisions or Departments they represent.

Both at-large and area-specific Senate representatives are elected to two year terms.

Senators may be re-elected to more than one term. No term limits apply.

Part-time faculty reps are elected by a majority vote of the LMC part-time faculty.

At-large faculty reps are elected by a majority vote of all LMC faculty (full and part time).

There is no "minimum vote" or quorum necessary for election of Senate representatives.

Any Senate representative may designate just one "proxy" to attend meetings and vote in their absence. The proxy must have the same employment status as the confirmed representative (i.e. only a part-time faculty member could be proxy for a part-time faculty representative).

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

The Senate Vice-President will oversee elections of senators, ensuring a “staggered” schedule of elections and facilitating constituency elections at the appropriate time. Senators who are not officers may not be recalled.

Part-time Senate reps shall be paid a stipend of no more than 500.00 per semester.

A senator may not receive a stipend if they have missed more than two Senate meetings during the semester.

ELECTION, TERMS, PAYMENT, AND REPLACEMENT OF SENATE OFFICERS

All Senate officers are elected to two year terms.

There are no term limits for the Senate ~~financial officer~~ ~~Senate secretary~~.

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

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

Elections for Senate President should occur early in the Spring semester, with the new President to assume their responsibilities during the following Fall semester. The Senate President-elect will be expected to spend the remainder of the Spring semester (post-election), and at least part of the summer, “shadowing” the outgoing President and learning their duties. The outgoing President is expected to spend some time training the President-elect in their new duties.

Elections for Senate Vice-President should occur early in the Fall semester. The Vice-President-elect is then expected to spend the remainder of the Fall semester, and a portion of the winter break, “shadowing” the outgoing VicePresident and learning their new duties. The outgoing Vice-President is expected to spend some time training the Vice-President-elect in their new duties.

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

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

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

The Senate ~~financial officer~~ ~~secretary~~ need not be an elected senator. The ~~financial officer~~ ~~secretary~~ may be any full or part time LMC faculty member. Candidates for ~~financial officer~~ ~~secretary~~ may give a brief five minute presentation to the Senate before the election, followed by a brief Q&A session. Each candidate may also provide all LMC faculty with an information sheet no more than one page long.

If the Senate President must be replaced due to resignation, recall, or incapacity before their term has expired the Vice-President will assume the duties of President until a new Senate President can be elected. Election of a new Senate President will occur as soon as feasible.

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

If the Senate ~~financial officer-secretary~~ must be replaced due to resignation, recall, or incapacity before their term has expired the Senate President and Vice-President will collectively assume the ~~financial secretarial~~ duties until a new ~~financial officer-secretary~~ can be elected. Election of a new Senate ~~financial officer-secretary~~ will occur as soon as feasible.

The Senate ~~financial officer-secretary~~ shall be paid a stipend each semester, not to exceed \$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. 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 Senate funds are available, the compensation of the Senate President and/or Vice-President may be augmented with an annual monetary stipend, in addition to the normal load factor.

RECALL OF SENATE OFFICER

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 immediately resign. Elections for a new officer should proceed as soon as new candidates can be identified.

If the recall vote fails then the targeted officer may 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.

DUTIES AND RESPONSIBILITIES OF ELECTED SENATORS

LMC academic Senate representatives are expected to perform the following duties:

Regularly attend Senate meetings.

Participate in senate task forces and committees.

Read Senate agendas, minutes, and written information disseminated by Senate officers.

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.

DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS AND CLASSIFIED SECRETARY

These are the normal duties of the Senate President:

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

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

To 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 a Senate representative, including district board meetings, box 2A meetings, DGC, "gang of seven" and other appropriate meetings.

To present recommendations of the academic Senate to the administration and governing board on academic, personnel, and professional matters.

To represent the Senate at meetings of the ASCCC, or to find another suitable representative to attend this meeting.

To serve as the official Senate delegate to the CCLC, or to find another suitable representative to attend this meeting. To report back to the Senate (during the announcements segment of the Senate meetings) any important developments at the district or state level that might significantly impact the educational environment at LMC.

To represent the Senate at the LMC graduation ceremony.

To submit candidates names for local, district, and statewide teaching awards.

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

To accept input from senators or other members of the LMC community regarding potential agenda items for the Senate.

To speak regularly with the Senate representatives serving on the Shared Governance Council about council agenda items that should be agendized for discussion in the academic Senate.

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

To assume as many of the duties of Senate Vice-President or **financial officer** ~~secretary~~ as possible in the event of the unexpected resignation, incapacitation, or recall of these officers.

To train the new Senate President-elect.

To supervise Senate office staff (non-faculty).

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

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

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

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

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

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

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

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

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

To assume the duties of Senate President, and some of the duties of the Senate **financial officer** ~~secretary~~, in the event of the unexpected resignation, incapacitation, or recall of these officers.

To train the new Senate Vice-President-elect.

These are the normal duties of the Senate financial officer-secretary:

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

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

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

~~To record attendance at every Senate meeting.~~

~~To record all Senate meetings and write the minutes of each meeting.~~

~~To record all Senate votes, including the votes of every individual senator.~~

~~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.~~

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

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

~~To give an annual update of the Senate budget, preferably at the beginning of the fall and spring semesters.~~

These are the normal duties of the Classified secretary:

To record attendance at every Senate meeting

To record all Senate meetings and write the minutes of each meeting

To record all Senate votes, including the votes of every individual senator

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

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

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

DUTIES AND RESPONSIBILITIES OF THE ACADEMIC SENATE COUNCIL

The academic Senate council members are the Senate financial officer-secretary, the Senate Vice-President, and the Senate President.

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 oversee the annual Senate budget and submit pay vouchers on behalf of the academic Senate.

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

At the end of each semester, the Senate council members will collectively and collaboratively establish the Senate meeting schedule for the following semester, after consultation with the appropriate LMC administrators.

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 two officers will decide the issue.

CONVOCAION OF THE WHOLE FACULTY

Senate members or 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

- 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-Secretary**

- 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**