

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

1 ARTICLE I. NAME AND PURPOSE

2 SECTION 1.

3 The name of this organization shall be the Academic Senate of Long Beach City College.

4 SECTION 2.

5 The academic senate shall serve as the official body representing the faculty of Long Beach
6 City College to make recommendations to the administration and the governing board with
7 respect to academic and professional matters. The academic senate shall engage in joint
8 agreements with the district and participate in the design and implementation of shared
9 governance of the college in accordance with the Education Code, Title 5, and any college
10 policies related to the role of the academic senate in shared governance.

11 SECTION 3.

12 The academic senate shall receive and consider matters referred to it by the governing
13 board, the administration, senate committees, and the electorate.

14 ARTICLE II. ELECTORATE

15 SECTION 1.

16 Full-time academic employees of the college shall be defined as those academic employees
17 who are designated either as probationary or tenured faculty in the official records of the
18 college.

19 SECTION 2.

20 Full-time academic employees who are assigned in an administrative position less than 50%
21 shall be voting members of the electorate. Full-time academic employees who are assigned
22 in an administrative position 50% or more shall not be considered voting members of the
23 electorate.

24 SECTION 3.

25 The term "campus" is defined for the purposes of this constitution to mean the principal
26 locations of instruction in the college, namely the Liberal Arts Campus (LAC) and the Pacific
27 Coast Campus (PCC).

28 SECTION 4.

29 A full-time academic employee shall be considered a member of the electorate on the
30 campus on which assignment is full-time or on which the greatest percentage of assignment
31 has been made. If a full-time academic employee is assigned for an equal amount of time
32 on both campuses, the employee shall be considered a member of the electorate of the
33 Pacific Coast Campus. A full-time academic employee assigned to an extension campus
34 shall be considered a member of the electorate of the Pacific Coast Campus.

35 SECTION 5.

36 The official records of the college immediately prior to an election shall be the basis for
37 establishing qualifications for membership in the electorate in accordance with the
38 provisions of this article.

39 ARTICLE III. MEMBERSHIP AND ATTENDANCE

40 SECTION 1.

41 The academic senate shall be composed of thirty-six elected full-time faculty members of
42 the electorate. Twelve members are to be elected each year in the spring semester. There

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

43 shall be two associate senators elected from and by the part-time academic employees in
44 accordance with Article IV. In addition, the chair of the Committee on Curriculum and
45 Instruction shall serve on the academic senate as a voting member for the duration of the
46 chair's term of office on the committee. Also, the immediate past president shall be an ex-
47 officio member of the academic senate, but without a vote, unless also serving as an elected
48 member. Finally, the Faculty Professional Development Coordinator shall either be an
49 elected senator, or will stand for a special election designed specifically to give the faculty at
50 Long Beach City College the opportunity to approve his or her appointment to this position.

51 **SECTION 2.**

52 The elected members of the academic senate from each campus shall be chosen by a
53 democratic process through secret ballot by a plurality of the electorate who vote on the
54 campus which they represent.

55 **SECTION 3.**

56 The number of members on the academic senate from each campus shall be in proportion
57 to the number of members of the electorate on each campus.

58 **SECTION 4.**

59 The elected members of the academic senate shall be members of the electorate and may
60 stand for election as senator during the second semester of the second year of full-time
61 employment with the college and thereafter.

62 **SECTION 5.**

63 A full-time academic employee with a partial assignment in the classroom and a partial
64 assignment in an administrative capacity shall not be eligible for election as a senator.

65 If assignment to an administrative capacity occurs during a senator's term of office, the
66 senator shall resign and be replaced by the first alternate from the most recent election's list
67 of alternates.

68 **SECTION 6.**

69 The term of office for members of the academic senate shall be for three years beginning on
70 the first day of the fall semester each year. Newly elected members of the senate shall be
71 invited to attend the final senate meeting of the spring semester. They shall have no vote
72 until their terms begin but shall be entitled to vote for those senate officers who are elected
73 at the last spring meeting of the academic year.

74 **SECTION 7.**

75 Whenever an elected member of the senate has been absent (excused or non-excused)
76 from three consecutive regular meetings of the senate or has been absent from six meetings
77 during the academic year, the academic senate shall request that the academic senate
78 secretary/treasurer conduct an investigation of the circumstances. The academic senate
79 may declare the position vacant by a two-thirds vote of the members present and voting. A
80 member of the senate who takes a leave of absence from the college for a semester or
81 longer or whose position has been declared vacant by the senate shall be replaced by the
82 first alternate from the most recent election's list of alternates. The alternate will serve the
83 remainder of the member's term. If no alternate is available to serve, an election for an
84 alternate will occur. Alternates will be chosen or elected from the appropriate campus.

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

85 **ARTICLE IV. ASSOCIATE MEMBERS**

86 **SECTION 1.**

87 Part-time academic employees shall be defined as those academic, non-administrative
88 persons who are not full-time academic employees of the college but who have an hourly
89 assignment to teach one or more classes or to serve as part-time counselors, librarians,
90 campus nurses, or learning center academic employees.

91 **SECTION 2.**

92 The part-time faculty shall elect, by a democratic process, through secret ballot, a total of
93 two representatives at large to the academic senate to serve as associate senators. These
94 representatives and all persons voting in such elections shall be part-time academic
95 employees of the college.

96 **SECTION 3.**

97 Associate senators shall be full voting members of the academic senate. Terms of associate
98 senators shall be three years and shall begin at the start of the spring semester following
99 election in the fall.

100 **SECTION 4.**

101 The first alternate from the most recent election may serve in the absence of an associate
102 senator. If an associate senator is no longer able to serve, the first alternate from the most
103 recent election will complete that person's term.

104 **ARTICLE V. OFFICERS AND EXECUTIVE COMMITTEE**

105 **SECTION 1.**

106 The members of the academic senate shall choose from among their own members an
107 executive committee which shall include a president, an assistant president, a
108 secretary/treasurer, two LAC representatives, one PCC representative, and one legislative
109 liaison to communicate to the academic senate regarding actions of the State Academic
110 Senate for California Community Colleges, California State Legislature and of the Board of
111 Governors of the California Community Colleges. The executive committee shall also
112 include the president elect and the chair of the Committee of Curriculum and Instruction as
113 voting members, and the Faculty Professional Development Coordinator and the past
114 president of the senate as non-voting members.

115 **Section 2.**

116 New and continuing members of the senate shall elect the officers of the executive
117 committee during the last senate meeting of the spring semester. The term of each officer
118 shall vary according to the duties performed by that office. The past president, the chair of
119 Committee of Curriculum and Instruction, and the Faculty Professional Development
120 Coordinator shall be ex-officio members of the executive committee. All other officers,
121 except the president and president elect, shall serve a term of one year beginning in the
122 fall and continuing until the next election date. Officers, including the president, may serve
123 for no more than three consecutive terms in any one office. The president elect becomes
124 the president on the first day of the spring semester and continues until the last day of the
125 same semester unless reelected. Once reelected, the president serves for a full academic
126 year. When the president has indicated that he or she is completing his or her last full
127 academic year as president, the spring election will include the position of president elect.
128 The president elect will be a member of the executive committee during the following fall

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

129 semester and assume the position of the president on the first day of the following spring
130 semester.

131 **Section 3.**

132 The assistant president or designee from the senate shall conduct the election of officers
133 and representatives of the senate in accordance with the senate bylaws.

134 **Section 4**

135 The assistant president shall temporarily fulfill the responsibilities of the president if the
136 president is unavailable to serve.

137 **SECTION 5.**

138 In the event that the outgoing president is unable to serve between the end of the spring
139 semester and the beginning of the fall semester, the term of the incoming president shall
140 commence at the end of the spring semester.

141 **SECTION 6.**

142 In the event that an officer or representative of the academic senate shall resign or become
143 unable or ineligible to serve, the senate shall elect a successor to serve the unexpired
144 portion of the term as soon as possible after the vacancy becomes known.

145 **ARTICLE VI. MEETINGS**

146 **SECTION 1.**

147 The academic senate shall hold at least sixteen senate meetings during the school year on
148 a schedule established annually and distributed to all members of the electorate before the
149 first senate meeting of the school year. All meetings of the academic senate shall be
150 conducted in accordance with the requirements of the Ralph M. Brown Act (Brown Act)
151 which is found in California Government Code Sections 54950-54963.

152 **SECTION 2.**

153 An agenda containing the date, time, place, and items of business of all regular meetings
154 shall be sent through campus electronic mail to the full-time faculty, president and board of
155 directors of the hourly instructors' bargaining unit, administration, and Board of Trustees
156 seventy-two hours in advance. The agenda shall be posted at each campus library. Special
157 meetings require at least two days notice.

158 **SECTION 3.**

159 Special meetings of the academic senate may be called by the president of the senate or by
160 petition of one-third of the elected members of the senate. In the absence of a quorum at
161 any special meeting, if one-third of the elected members are present, the members present
162 may constitute themselves as an interim committee of the senate for the purpose of making
163 recommendations, but any such recommendations shall be subject to ratification by the
164 senate at the next regular meeting.

165 **SECTION 4.**

166 The academic senate may be called into closed session in accordance with the
167 requirements of the Brown Act. Only elected senators, associate senators and the
168 immediate past president shall be present at a closed session.

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

169 **SECTION 5.**

170 All meetings shall be open to members of the full-time and hourly faculty, the campus
171 community and the public.

172 **SECTION 6.**

173 Meetings of the electorate may be called by a vote of two-thirds of the members of the
174 academic senate or by a petition signed by a majority of the electorate.

175 **SECTION 7.**

176 A majority of the elected members of the academic senate shall constitute a quorum. In
177 order for the senate to conduct business, a quorum must be present.

178 **SECTION 8.**

179 In matters of procedure not otherwise provided for, Robert's Rules of Order, latest edition,
180 shall be the official guide. A member of the senate shall serve as a parliamentarian
181 appointed by the senate president and confirmed by the senate. The term of the
182 parliamentarian shall coincide with the term of the academic senate president.

183 **ARTICLE VII. ITEMS OF BUSINESS**

184 **SECTION 1.**

185 Members of the college shall submit to the president of the senate all items of business
186 which they wish to be considered at any meeting.

187 **SECTION 2.**

188 All items of business to be brought to a vote shall be published on an agenda issued with
189 the call for the meeting, except that items of business may be placed on the agenda at any
190 meeting by a two-thirds vote of the members of the senate present. When possible, written
191 handouts on items of business will be distributed before or during the meeting.

192 **SECTION 3.**

193 The members of the electorate may submit in writing concerns and recommendations to the
194 academic senate through any member of the senate or directly to the president of the
195 senate. For this purpose, the president of the senate shall survey all members of the
196 electorate once a year about concerns and recommendations of general interest to the
197 electorate.

198 **SECTION 4.**

199 The recommendations of senate ad hoc committees shall be presented to the academic
200 senate for action and forwarding through proper channels.

201 **SECTION 5.**

202 The academic senate shall consider action items using the written resolution and motion
203 process. Resolutions shall be presented to the senate in writing for first and second reading.
204 Only in exceptional circumstances shall the senate act on a resolution at first reading. At
205 second reading, all resolutions will be attached to the senate meeting agenda and
206 distributed per Article VI, Section 2.

207 **SECTION 6**

208 Any item of business which has been passed by the academic senate shall be by a vote of a
209 simple majority of senators present.

THE CONSTITUTION OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

210 **SECTION 7.**

211 Any recommendation which the academic senate has considered and has failed to pass
212 shall be referred to the electorate upon the petition of ten percent of the electorate.

213 **SECTION 8.**

214 Any recommendation referred to the electorate by the academic senate and approved by a
215 majority of those voting shall be forwarded in writing by the academic senate to the
216 administration and/or the governing board as the recommendation of the electorate. The
217 manner in which the recommendation was forwarded shall be reported at the next regular
218 meeting of the senate and shall be reflected in the minutes of that meeting.

219 **SECTION 9.**

220 The findings, views, and recommendations of the academic senate shall be presented in
221 writing to the governing board through regularly established administrative channels.
222 However, the senate, after consultation with the administration, may present such findings,
223 views, and recommendations directly to the governing board in accordance with Title 5, the
224 Education Code, and established college policies and procedures.

225 **SECTION 10.**

226 As soon as possible after ratification by the senate, minutes of the academic senate
227 meetings shall be distributed to senators, full-time faculty, administrators, Board members,
228 president of the hourly instructors' bargaining unit, and president of the Associated Study
229 Body. The minutes shall be posted on the academic senate website and posted in the library
230 on both campuses for a minimum of two weeks for the hourly instructor electorate to read.

231 **ARTICLE VIII. BYLAWS CHANGES**

232 **SECTION 1.**

233 The academic senate is empowered to adopt bylaws and standing rules not inconsistent
234 with this constitution by a vote of two-thirds of the elected members.

235 **ARTICLE IX. AMENDMENTS**

236 **SECTION 1.**

237 Amendments to this Constitution may be proposed by a vote of two-thirds of the elected
238 members of the academic senate or by a petition signed by ten percent of the electorate.

239 **SECTION 2.**

240 Amendments to this Constitution shall become effective when ratified by two-thirds of the
241 members of the electorate voting on the amendments.

242 **SECTION 3.**

243 Proposed amendments shall be distributed to all members of the electorate at least ten
244 working days prior to the date set for voting on them.

245

246 *Draft approved by the Academic Senate on March 9, 2007.*

247 *Constitution ratified by faculty on April 20, 2007.*