

THE BYLAWS OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

ARTICLE I. ELECTION PROCEDURES

SECTION 1.

Twelve senators are to be elected each year. Prior to the election, the assistant president shall determine the percentage of the electorate from each campus. The percentage from each campus shall then be used to calculate how many of the thirty-six members of the Senate shall be from each campus, based on Article III, Section 3 of the Constitution. Regardless of the calculated percentage, a minimum of four senators will represent either the Pacific Coast Campus (PCC) or the Liberal Arts Campus (LAC).

SECTION 2.

Any member of the electorate may nominate any member of the electorate (self-included) on the campus represented by the nominating member as a candidate for election to the Academic Senate. The electorate is defined in the Constitution of the Academic Senate Article II. Each nominee shall be given an opportunity to accept or decline the nomination before the election.

SECTION 3.

Separate ballots shall be prepared for LAC and PCC. The names of candidates shall be listed on the ballots by campus and in random order. Each member of the electorate may vote for as many candidates as there are Academic Senate vacancies to be filled from the voting member's campus. Tie votes shall be resolved by a vote of the current Senate members. Voting shall be by secret ballot. Every effort will be made to issue an absentee ballot to all members of the electorate on leave and will be counted if returned before the conclusion of the voting period.

SECTION 4.

The candidates who have the highest number of votes shall be declared elected to the available positions. All remaining candidates shall become alternates for their respective campuses in order according to the vote totals tallied for each candidate. When a senator resigns or takes a leave of absence the remainder of that person's term will be filled by the first alternate from the appropriate campus.

SECTION 5.

The electoral process shall begin early enough so that the winning candidates may be notified before the final Senate meeting of the spring semester.

SECTION 6.

The assistant president of the Academic Senate (1) conducts the elections for members of the Academic Senate, department heads, Curriculum Committee representatives, and the voting on any matter referred to the electorate; and (2) appoints the Academic Senate representatives for tenured and probationary faculty evaluation committees in consultation with Long Beach City College Faculty Association (LBCCFA) and as the designee of the Academic Senate President.

SECTION 7.

The Academic Senate is empowered to establish additional rules and regulations not inconsistent with the provisions of its constitution to govern the election of its members and the voting on any matters referred to the electorate.

ARTICLE II. ASSOCIATE SENATOR APPOINTMENTS

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SECTION 1.

Under the direction of the assistant president, the Certificated Hourly Instructors (CHI) President shall put out a call to all CHI members currently working at LBCC to solicit interest in participation on the Academic Senate and shall appoint two representatives at large to the Academic Senate to serve as associate senators. These representatives shall be part-time academic employees of the college.

SECTION 2.

Part-time faculty eligible for consideration as associate senator shall be employed as faculty at LBCC during the semester of appointment.

SECTION 3.

If an associate senator is no longer able to serve or no longer has an assignment at LBCC, the CHI President shall appoint a replacement to serve the remainder of the former appointee's term. Associate senators will follow the attendance requirements as stated in Article III Section 7 of the Academic Senate Constitution.

ARTICLE III. ACADEMIC SENATE COMMITTEES AND THE COLLEGE PLANNING COMMITTEE

SECTION 1.

Through committees, either joint or separate, the Academic Senate shall engage in collegial consultation with the District Governing Board or such representatives as it may designate. The processes and procedures for collegial consultation shall be governed by the Education Code, Title 5, and any college policies relating to the role of the Academic Senate in shared governance. The appointment of faculty members to serve on college-wide committees, self-study committees, councils or task forces to deal with academic and professional matters, shall be made by the Academic Senate President and in consultation with the Superintendent President via a process determined by the Academic Senate President and be subject to ratification by the Academic Senate.

SECTION 2.

Committees of the Academic Senate shall be standing committees or task forces. A standing committee shall be an ongoing committee of the Academic Senate. A task force shall be a group formed for a specific assignment or purpose and shall be dissolved upon completion of the task. The charge, composition and reporting structure of these groups will be formulated and approved by the Academic Senate.

SECTION 3.

The Executive Committee of the Academic Senate shall be composed of the president, assistant president, secretary/treasurer, legislative liaison, two LAC representatives, one PCC representative, the chair of Faculty Professional Development and the chair of the Committee on Curriculum and Instruction. The immediate past president may serve in an advisory role to the Executive Committee.

SECTION 4.

The elected members of the Executive Committee of the Academic Senate shall be chosen by the new and continuing members of the Academic Senate. Written nominations for officers and representatives to serve on the Executive Committee shall be solicited from the new and

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100 continuing Senators after the results of Academic Senate elections have been announced. The
101 slate of nominees for Executive Committee positions shall be provided to Senators no later than
102 three (3) days before the voting occurs.

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104 Voting shall occur at the last meeting of the spring semester. Ballots for each position shall allow
105 for write-in candidates and nominations shall be taken from the floor based on open positions.
106 Voting shall proceed in the following order of positions: president, assistant president,
107 secretary/treasurer, legislative liaison, PCC representative, LAC representatives (2). The results
108 of each ballot will be announced before the next balloting commences.

109 110 **SECTION 5.**

111 The Executive Committee shall be charged with the responsibility of assuring that appointments
112 are made to all Academic Senate committees except as otherwise specified in College
113 Regulations or by written agreement with the Academic Senate.

114 115 **SECTION 6.**

116 The Executive Committee shall serve on the College Planning Committee, Academic Council,
117 Hiring Priorities Committee, and meetings requiring Academic Senate representation. The
118 Executive Committee shall act on behalf of the Academic Senate during intersessions and
119 calendared recesses/holidays.

120 121 **SECTION 7.**

122 The president of the Academic Senate or assistant president as the president's designee shall
123 oversee the work of all Academic Senate committees.

124 125 **SECTION 8.**

126 Unless otherwise directed by the Academic Senate, the Executive Committee shall designate
127 each committee formed as a taskforce, and the Academic Senate shall determine whether
128 members include administrators, classified staff, or students.

129 130 **SECTION 9.**

131 The president of the Academic Senate shall be a non-voting member of all Academic Senate
132 committees, except as designated by the policies and procedures of the standing committees.

133 134 **SECTION 10.**

135 The Executive Committee may establish policies and procedures for its own governance
136 provided they are not inconsistent with the constitution of the Academic Senate.

137 138 **SECTION 11.**

139 The standing committees of the Academic Senate shall be the Committee on Curriculum and
140 Instruction, the Career and Technical Education Committee, the Equivalency Committee for
141 Minimum Qualifications for Hire, the Committee on Consultation and Governance, the
142 Institutional Research Advisory Committee, the Student Record Processes Committee, the
143 Academic Senate Appointment Committee, the Study Abroad Committee, the Honors
144 Committee, and the Faculty Professional Development Committee.

145 146 **SECTION 12.**

147 Policies governing the standing committees of the Academic Senate shall be subject to approval
148 by the Academic Senate. Standing committees of the Academic Senate shall determine the
149 procedures for conducting their business; however, they must function within the framework of

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150 democratic procedures, which shall include keeping minutes of all meetings. All Academic
151 Senate committee members shall have specified terms of three years in duration unless filling a
152 vacated senator's term or indicated otherwise in regulations and/or charge.

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154 Chairs or positions jointly selected through shared governance hiring procedures that fall outside
155 the appointment process include those for Assessment and Student Learning Outcomes, Faculty
156 Professional Development, Honors, & Study Abroad.

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158 All other chairs and subcommittee chairs are recommended by the Executive Committee and
159 appointed by the Academic Senate, or elected by its subcommittees and can serve no more
160 than two consecutive terms or as specified by the regulations and/or charge.

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162 **SECTION 13.**

163 Chairs of standing committees, or their representatives, shall report a minimum of once a year
164 or as requested by the Academic Senate.

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166 **SECTION 14.**

167 All official actions, reports, or recommendations of taskforces and committees shall be reported
168 to the Academic Senate by the chair of the committee, or a representative chosen by the chair.

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170 **SECTION 15.**

171 The Academic Senate shall keep an official record of specific charges, composition, date
172 charged, and reporting structure of each committee or task force and any modifications given to
173 a committee or task force by the Academic Senate.

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175 **SECTION 16.**

176 The process for recall and removal of an elected officer is found in Article V, Section 6 of the
177 Academic Senate Constitution.

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179 **ARTICLE IV. MEETINGS**

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181 **SECTION 1.**

182 All meetings of the Academic Senate will be open to the faculty and to the public, except
183 for sessions designated closed to consider current or anticipated litigation, evaluation of public
184 employees, matters involving information which must be kept confidential, or other matters as
185 permitted by law.

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187 **SECTION 2.**

188 All votes taken at Academic Senate meetings (including elections of officers) will be public votes.
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190 **SECTION 3.**

191 The president of the Academic Senate may appoint certain Academic Senate members to
192 serve as parliamentarian or alternate parliamentarian. The appointments shall be confirmed
193 by the Academic Senate. The term of parliamentarian shall coincide with the term of the
194 Academic Senate President.

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196 *Amended and approved by the Academic Senate on October 12, 2018.*