

THE BYLAWS OF THE ACADEMIC SENATE OF LONG BEACH CITY COLLEGE

1 **ARTICLE I. ELECTION PROCEDURES**

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3 **SECTION 1.**

4 Twelve senators are to be elected each year. Prior to the election, the assistant
5 president shall determine the percentage of the electorate from each campus. The
6 percentage from each campus shall then be used to calculate how many of the thirty-six
7 members of the Senate shall be from each campus, based on Article III, Section 3 of the
8 Constitution. The number of Senate members to be elected from each campus shall
9 then be determined using this information combined with the number of senators from
10 each campus whose terms are expiring.

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12 **SECTION 2.**

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

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19 **SECTION 3.**

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21 Separate ballots shall be prepared for the LAC and PCC campuses. The names of
22 candidates shall be listed on the ballots by campus and in random order and their
23 departments shall be shown after their names. Each member of the electorate may vote
24 for as many candidates as there are Academic Senate vacancies to be filled from the
25 voting member's campus. Tie votes shall be resolved by random selection. Voting shall
26 be by secret ballot. Absentee ballots shall be sent to all members of the electorate on
27 leave and will be counted if returned before the conclusion of the voting period.

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29 **SECTION 4.**

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

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37 **SECTION 5.**

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

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41 **SECTION 6.**

42 The assistant president of the Academic Senate (1) conducts the elections for members
43 of the Senate, department heads, Curriculum Committee representatives, and the voting
44 on any matter referred to the electorate; and (2) appoints the Academic Senate
45 representatives for tenure review committees in consultation with CCA and as the
46 designee of the Academic Senate President.

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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 ELECTIONS

SECTION 1.

Associate senators shall be nominated at large by the part-time faculty through a call for nominees from the assistant president of the Academic Senate during the fall semester. If a vacancy occurs before a scheduled election, and there are no remaining alternates, an appointment may be made by the executive committee in consultation with the president of the hourly instructors' bargaining unit to fill the vacancy until the next election.

SECTION 2.

Part-time faculty eligible to run for associate senator shall be employed as faculty at Long Beach City College during the semester of voting.

SECTION 3.

The two candidates for associate senator who have the highest number of votes shall be declared associate senators. All remaining candidates shall become alternates in order according to the vote totals tallied for each candidate.

SECTION 4.

Associate senators may remain on the Senate if not employed as faculty at Long Beach City College for one semester but will be replaced by an alternate if not so employed for two consecutive semesters.

ARTICLE III. ACADEMIC SENATE COMMITTEES AND THE ACADEMIC COUNCIL

SECTION 1.

Through committees, either joint or separate, the 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 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 Senate.

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SECTION 3.

99 The Executive Committee of the Academic Senate shall be composed of the president,
100 immediate past president, assistant president, secretary/treasurer, legislative liaison, two
101 LAC representatives, one PCC representative, the chair of Faculty Professional
102 Development and the chair of the Committee on Curriculum and Instruction. The
103 immediate past president shall be a non-voting member of the executive committee. The
104 immediate past president shall be a voting member of all other committees to which the
105 Executive Committee is appointed.

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SECTION 4.

108 The elected members of the Executive Committee of the Senate shall be chosen by the
109 new and continuing members of the Senate. Written nominations for officers and
110 representatives to serve on the executive committee shall be solicited from the new and
111 continuing Senators after the results of Senate elections have been announced. The
112 slate of nominees for Executive Committee positions shall be provided to Senators no
113 later than five (5) days before the voting occurs.

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115 Voting shall occur at the last meeting of the spring semester. Ballots for each position
116 shall allow for write-in candidates and nominations shall be taken from the floor. Voting
117 shall proceed in the following order of positions: president, assistant president,
118 secretary, treasurer, PCC representative, LAC representatives (2). The results of each
119 ballot will be announced before the next balloting commences.

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SECTION 5.

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

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SECTION 6.

127 The Executive Committee shall serve on the Academic Council.

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SECTION 7.

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

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SECTION 8.

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

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SECTION 9.

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

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SECTION 10.

144 The executive committee may establish policies and procedures for its own governance
145 provided they are not inconsistent with this constitution.

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SECTION 11.

The standing committees of the Academic Senate shall be the Committee on Curriculum and Instruction, the Vocational Education Committee, the Equivalency Committee for Minimum Qualifications for Hire, the Committee on Committee Memberships, the Commencement Committee, and the Faculty Professional Development Committee.

SECTION 12.

Policies governing the standing committees of the Academic Senate shall be subject to approval by the Senate. Standing committees of the Senate shall determine the procedures for conducting their business; however, they must function within the framework of democratic procedures, which shall include keeping minutes of all meetings. All Academic Senate committee members shall have specified terms of three years in duration unless indicated otherwise in regulations and bylaws.

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

All other chairs and subcommittee chairs are appointed by the Executive Committee of the Academic Senate, or elected by its subcommittees and can serve no more than two consecutive terms.

SECTION 13.

Chairs of standing committees, or their representatives, shall report as necessary at Senate meetings, but not less than four times an academic year.

SECTION 14.

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

SECTION 15.

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

ARTICLE IV. MEETINGS

SECTION 1.

All meetings of the Academic Senate will be open to the faculty and to the public, except for sessions designated closed to consider current or anticipated litigation, evaluation of public employees, matters involving information which must be kept confidential, or other matters as permitted by law. An opportunity will be provided for public comment. Guests are not required to identify themselves.

SECTION 2.

All votes taken at Senate meetings (including elections of officers) will be public votes.

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195 **SECTION 3.**

196 The president of the Senate may appoint certain Senate members to serve as
197 parliamentarian or alternate parliamentarian. The appointments shall be confirmed by
198 the Senate.

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200 *Draft approved by the Academic Senate on April 23, 2010 and May 14, 2010.*