

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

11 **SECTION 3.**

12 The Academic Senate shall receive and consider matters referred to it by the governing board,
13 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 who
17 are designated either as probationary or tenured faculty in the official records of the college.

18 **SECTION 2.**

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

22 **SECTION 3.**

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

26 **SECTION 4.**

27 A full-time academic employee shall be considered a member of the electorate on the campus on
28 which the greater percentage of assignment has been made. If a full-time academic employee is
29 assigned for an equal amount of time on both campuses, the employee shall be considered a
30 member of the electorate of the Pacific Coast Campus. A full-time academic employee assigned
31 to an extension campus or to teach more than 50% online shall be considered a member of the
32 electorate of the Pacific Coast Campus.

33 **SECTION 5.**

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

37 **ARTICLE III. MEMBERSHIP AND ATTENDANCE**

38 **SECTION 1.**

39 The Academic Senate shall be composed of thirty-six elected full-time faculty members of the
40 electorate. Twelve members are to be elected each year in the spring semester. In addition, there
41 shall be two associate senators appointed by the CHI President in accordance with Article IV. In
42 addition, the chair of the Committee on Curriculum and Instruction and the Faculty Professional
43 Development Coordinator shall serve on the Academic Senate as voting members for the duration

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44 of their terms of office. The immediate past president shall be an ex-officio member of the
45 Academic Senate, but without a vote, unless also serving as an elected member.

SECTION 2.

47 The elected members of the Academic Senate from each campus shall be chosen by a
48 democratic process through secret ballot by a plurality of the electorate who vote on the campus
49 which they represent.

SECTION 3.

51 The number of members on the Academic Senate from each campus shall be in proportion to the
52 number of members of the electorate on each campus.

SECTION 4.

54 The elected members of the Academic Senate shall be members of the electorate and may stand
55 for election during the second semester of the second year of full-time employment with the
56 college and thereafter.

SECTION 5.

58 A full-time academic employee with a partial assignment in the classroom and a partial
59 assignment in an administrative capacity shall not be eligible for election as a senator. If
60 assignment to an administrative capacity occurs during a senator's term of office, the senator
61 shall resign and be replaced by the first alternate from the most recent election's list of alternates.

SECTION 6.

63 The term of office for members of the Academic Senate shall be for three years beginning on the
64 first day of the fall semester each year. Newly elected members of the senate shall be invited to
65 attend the final senate meeting of the spring semester. They shall have no vote until their terms
66 begin but shall be entitled to vote for those Senate officers who are elected at the last spring
67 meeting of the academic year.

SECTION 7.

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

ARTICLE IV. ASSOCIATE MEMBERS

SECTION 1.

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

SECTION 2.

86 The CHI President shall appoint two faculty representatives to serve as associate senators. These

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87 representatives shall be part-time academic employees of the college.

88 SECTION 3.

89 Associate senators shall be full voting members of the Academic Senate. Terms of associate
90 senators shall be three years and shall begin at the start of the spring semester following election
91 in the fall.

92 SECTION 4.

93 If an associate senator is no longer able to serve, the CHI President will appoint a new faculty
94 representative to the complete that person's term.

95 ARTICLE V. OFFICERS AND EXECUTIVE COMMITTEE

96 SECTION 1.

97 The Academic Senate shall choose from among its own members an executive committee which
98 shall include a president, an assistant president, a secretary/treasurer, two LAC representatives,
99 one PCC representative, and one legislative liaison. The executive committee shall also include
100 the president-elect, the chair of the Committee on Curriculum and Instruction, the Faculty
101 Professional Development Coordinator, and the past president of the Senate as members.
102

103 SECTION 2.

104 New and continuing members of the Senate shall elect the officers of the executive committee
105 during the last Senate meeting of the spring semester. The term of each officer shall vary
106 according to the duties performed by that office. The past president, the chair of Committee on
107 Curriculum and Instruction, and the Faculty Professional Development Coordinator shall be ex-
108 officio members of the executive committee. The chair of the Committee on Curriculum and
109 Instruction, and the Faculty Professional Development Coordinator shall serve as officers for the
110 length of their terms. All other officers shall serve a term of two years beginning on July 1st and
111 continuing for the length of a two-year term. Officers, including the president, may serve for no
112 more than two consecutive terms in any one office. The president-elect becomes the president
113 on July 1st and continues for the length of the two-year term. If there is no president-elect, an
114 election will be held for president at the last meeting of the spring semester. Once in office, the
115 president serves for two full academic years, to include the summer, fall, winter, and spring terms.
116 When the president has indicated that s/he is completing his or her last full academic year as
117 president, the spring election will include the position of president-elect. The president-elect will
118 be an ex-officio member of the executive committee during the following academic year.

119 SECTION 3.

120 The assistant president or designee from the senate shall conduct the election of officers and
121 representatives of the senate in accordance with the senate bylaws. The assistant president
122 appoints the Academic Senate representatives for tenure review committees in consultation with
123 CCA and the Academic Senate president.

124 SECTION 4.

125 The assistant president shall temporarily fulfill the responsibilities of the president if the president
126 is unavailable to serve.

127 SECTION 5.

128 In the event that an officer or representative of the Academic Senate shall resign or become
129 unable or ineligible to serve, the Senate shall elect a successor to serve the unexpired portion of
130 the term.

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131 **SECTION 6.**

132 A recall election for any elected officer can be initiated by a petition signed by over 50% of the voting body
133 of the Senate. The petition should be submitted to the Academic Senate administrative assistant. A special
134 meeting will be set up for the senators to discuss the petition. At the end of that meeting senators will
135 vote on the removal of the officer being recalled.

136 **ARTICLE VI. MEETINGS**

137 **SECTION 1.**

138 The Academic Senate shall hold at least sixteen Senate meetings during the school year on a
139 schedule established annually and distributed to all members of the electorate before the first
140 senate meeting of the school year. All meetings of the Academic Senate shall be conducted in
141 accordance with the requirements of the Ralph M. Brown Act (Brown Act) which is found in
142 California Government Code Sections 54950-54963.

143 **SECTION 2.**

144 An agenda containing the date, time, place, and items of business of all regular meetings shall be
145 sent through campus electronic mail to the full-time faculty, president and board of directors of
146 the hourly instructors' bargaining unit, administration, and Board of Trustees seventy-two hours
147 in advance. The agenda shall be posted online. Special meetings require at least two day notice.

148 **SECTION 3.**

149 Special meetings of the Academic Senate may be called by the president of the senate or by
150 petition of one-third of the elected members of the senate. In the absence of a quorum at any
151 special meeting, if one-third of the elected members are present, the members present may
152 constitute themselves as an interim committee of the senate for the purpose of making
153 recommendations, but any such recommendations shall be subject to ratification by the senate at
154 the next regular meeting.

155 **SECTION 4.**

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

158 **SECTION 5.**

159 The Academic Senate may be called into closed session in accordance with the requirements of
160 the Brown Act. Only elected senators, associate senators, the immediate past president, and legal
161 counsel shall be present at a closed session.

162 **SECTION 6.**

163 Meetings of the electorate may be called by a vote of two-thirds of the members of the Academic
164 Senate or by a petition signed by a majority of the electorate (as defined in Article II, Section 4).

165 **SECTION 7.**

166 A majority of the elected members of the Academic Senate shall constitute a quorum. In order for
167 the senate to conduct business, a quorum must be present.

169 **SECTION 8.**

170 In matters of procedure not otherwise provided for, Robert's Rules of Order, latest edition, shall
171 be the official guide. The president of the Senate may appoint certain Senate members to serve
172 as parliamentarian or alternate parliamentarian. The appointments shall be subject to confirmation
173 by the Senate. The term of the parliamentarian shall coincide with the term of the Academic

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174 Senate president.

175 ARTICLE VII. ITEMS OF BUSINESS

176 SECTION 1.

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

179 SECTION 2.

180 All items of business to be brought to a vote shall be published on an agenda issued with the call
181 for the meeting, except that items of business may be placed on the agenda at any meeting by a
182 two-thirds vote of the members of the senate present in accordance with the criteria for exigent
183 circumstances outlined in the Brown Act. When possible, written handouts on items of business
184 will be distributed before or during the meeting.

185 SECTION 3.

186 The members of the electorate may submit in writing concerns and recommendations to the
187 Academic Senate through any member of the senate or directly to the president of the Senate.
188 For this purpose, the president of the Senate shall survey all members of the electorate once a
189 year about concerns and recommendations of general interest to the electorate.

190 SECTION 4.

191 The recommendations of Senate taskforces shall be presented to the Academic Senate for action
192 and forwarding through proper channels.

193 SECTION 5.

194 The Academic Senate shall consider action items using the written resolution and motion process.
195 Resolutions shall be presented to the Senate in writing for first and second reading. Only in
196 exceptional circumstances shall the Senate act on a resolution at first reading. At second reading,
197 all resolutions will be attached to the Senate meeting agenda and distributed per Article VI,
198 Section 2.

199 SECTION 6.

200 Any item of business which has been passed by the Academic Senate shall be by a vote of a
201 simple majority of senators present.

202 SECTION 7.

203 Any recommendation which the Academic Senate has considered and has failed to pass shall be
204 referred to the electorate upon the petition of ten percent of the electorate.

205 SECTION 8.

206 Any recommendation referred to the electorate by the Academic Senate and approved by a
207 majority of those voting shall be forwarded in writing by the Academic Senate to the administration
208 and/or the governing board as the recommendation of the electorate. The manner in which the
209 recommendation was forwarded shall be reported at the next regular meeting of the Senate and
210 shall be reflected in the minutes of that meeting.

211 SECTION 9.

212 The findings, views, and recommendations of the Academic Senate shall be presented in writing
213 to the governing board through regularly established administrative channels. However, the
214 Senate, after consultation with the administration, may present such findings, views, and
215 recommendations directly to the governing board in accordance with Title 5, the Education Code,

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216 and established college policies and procedures.

217 SECTION 10.

218 As soon as possible after ratification by the Senate, minutes of the Academic Senate meetings
219 shall be distributed to senators, full-time faculty, administrators, Board members, president of the
220 hourly instructors' bargaining unit, and president of the Associated Student Body. The minutes
221 shall be posted on the Academic Senate website.

222 ARTICLE VIII. BYLAWS CHANGES

223 SECTION 1.

224 The Academic Senate is empowered to adopt bylaws and standing rules not inconsistent with this
225 constitution by a vote of two-thirds of the elected members.

226 ARTICLE IX. AMENDMENTS

227 SECTION 1.

228 Amendments to this Constitution may be proposed by a vote of two-thirds of the elected members
229 of the Academic Senate or by a petition signed by ten percent of the electorate.

230

231 SECTION 2.

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

234 SECTION 3.

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

237 Changes approved for first reading on May 6, 2016.

238 Changes approved for second reading on May 20, 2016.