

Las Positas College Academic Senate Bylaws – *revised May 23, 2025*

ARTICLE I—PREPARATION FOR ACADEMIC SENATE MEETINGS

- A. Items for the published agenda shall be submitted in writing to the Academic Senate President (the President) by the end of day, 4 business days prior to the scheduled meeting.
- B. The published agenda, significant items of business, and related information shall be disseminated by the President at least 72 hours prior to a meeting.

ARTICLE II—OPERATING RULES OF ACADEMIC SENATE MEETINGS

- A. The Senate shall follow Robert’s Rules of Order and publish its proceedings.
- B. Discussion at a meeting, for both Senators and guests, shall be limited to discussion items listed on the agenda.
- C. The President may entertain added agenda items at the beginning of Senate meetings.
- D. The Senate shall determine when a motion shall be submitted to a referendum of the faculty by a majority vote of a quorum. Referenda concern matters that affect college policy and require a majority vote on secured ballots, which include pro and con arguments for passage.
- E. Voting on a significant item of business shall take place at a meeting subsequent to the one at which it was discussed. Emergency action items may be added to the agenda at the discretion of the President.
- F. Voting on main motions, amendments, and resolutions shall be recorded by the recording secretary by a tally of yes, no, abstentions. A roll call vote may be requested by any member of the Senate at any time.
- G. These Operating Rules may be suspended by a majority vote of the Senators present in order to move into a Closed Session with no minutes. No action may be taken during a Closed Session.
- H. A quorum is fifty (50) percent or more of the representative Senate.

ARTICLE III—ACADEMIC SENATE MINUTES

- A. All meetings shall be recorded, except for Closed Sessions.

- B. Unapproved draft minutes shall be distributed to Senators 72 hours before the next Senate meeting. Minutes shall be approved at the next regular Senate meeting.
- C. Approved minutes shall be available to all regular and contract faculty, the administration and the Board of Trustees.
- D. A Senator's name is generally included in the minutes when the Senator introduces a significant new point. Minor additions and restated points are usually summarized in the minutes without including Senators' names. The representative Senate has the final responsibility to approve the minutes when the Senate is satisfied that the minutes accurately reflect the actions and discussion of the meeting.

ARTICLE IV—INTERNAL AND EXTERNAL FUNCTIONS

- A. When the Academic Senate considers its rules and procedures, a Parliamentarian may be appointed by the President with the concurrence of a majority of the Senators present at the first meeting.
- B. Delegates to the State-wide Academic Senate shall be appointed by the President with the concurrence of a majority of the Senators present.
- C. Appointments to specific committees of the Senate and standing college committees, district committees, and task forces shall be made by the President with the approval of a majority of the Senators present.
- D. Standing Senate subcommittees and task forces shall operate under the rules that govern the Senate.
- E. The Senate shall send a representative to all regular meetings of the Board of Trustees.
- F. The Senate shall present its views and recommendations to the Board of Trustees through regularly established channels.

ARTICLE VI—OFFICERS OF THE SENATE

Section 1: Duties of Officers

- A. Senate President
 - a. The Senate President shall preside over meetings of the senate. In addition, the President is responsible for:
 - i. Representing the opinions, votes and/or referendum results of the Senate to the administration, to other committees, and to the Board of Trustees.
 - ii. Reporting to the Senate on all matters of academic and professional concern to the faculty.
 - iii. Setting agendas.

- iv. Attending meetings of the Board of Trustees.
 - v. Being familiar with the statutory context in which the Senate operates.
 - vi. Advocating for faculty interests.
 - vii. Promoting an effective relationship between the Board of Trustees and the Senate.
 - viii. Maintaining contact with the Academic Senate for California Community Colleges.
 - ix. Developing Senate participation and leadership.
 - x. Fostering communication.
 - xi. Working to secure resources to ensure Senate success.
 - xii. Participating in the hiring process to assure the appointment and retention of qualified academic personnel.
 - xiii. Serving as the Academic Senate for California Community Colleges representative for Las Positas College.
 - xiv. Serving or appointing others to serve on college and district committees as provided by the shared governance structure or requested by the chancellor or administrators.
 - xv. Working to ensure that board policies and procedures, particularly those governing curriculum and hiring processes, are adhered to both at the district and campus level.
 - xvi. Serving as the major conduit for district-wide information that must reach faculty in a timely manner.
 - xvii. Advising the district on the Senate's position on present and emergent policy matters.
 - xviii. Appointing a Legislative Specialist as needed.
 - xix. Appointing a Parliamentarian with the concurrence of the majority of the Senate.
 - xx. Presiding over the Executive Committee and serving on other committees as provided by the shared governance structure.
 - xxi. Other duties as needed.
- b. In the absence of the Senate President, the duties of that office shall be discharged by the Vice President. If the Vice President is unable to discharge these duties, they shall be discharged in the following order: Secretary, then Treasurer.

B. Senate Vice President

- a. The Senate Vice President assumes the duties of the President when the President is absent or leaves the chair.
 - b. When acting in the place of the President, the Vice President has all the powers, duties, responsibilities, and privileges of the President.
 - c. The Vice President assists the President, as needed, in assuming and delegating tasks and duties.
 - d. The Vice President serves on the Executive Committee.
- C. Senate Secretary
- a. The Secretary conducts Senate personal correspondence as necessary.
 - b. The Secretary assists in drafting Senate resolutions, statements, and amendments to the Senate Constitution and Bylaws.
 - c. The Secretary works in consultation with the President to perform other duties as needed.
 - d. The Secretary serves on the Executive Committee.
- D. Senate Treasurer
- a. The Treasurer is responsible for the collection, safekeeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.
 - b. The Treasurer shall report on the finances of the organization as necessary.
 - c. The Treasurer works in consultation with the President to perform other duties as needed.
 - d. The Treasurer serves on the Executive Committee.

Section 2: Duties of Senators

- A. Senators shall attend meetings of the Senate.
- B. Senators shall report on and carry out Senate business in Division meetings, and present at Senate meetings items of interest and concern to the Senate.
- C. Senators shall read Senate minutes and agenda prior to Senate meetings.
- D. Senators shall serve on Senate task forces.
- E. Senators may serve on Senate subcommittees and ad hoc committees.

Section 3: Recall of Officers

- A. Recall of a Senate officer shall be initiated by:
 - a. A fifty percent vote of the total Senate.

OR

- b. A recall petition signed by forty percent of the full-time (contract or regular) faculty.
- B. A Senate officer shall be removed by a vote of sixty percent of the total number of votes in the previous elections.
- C. A recall vote shall take place no less than ten working days nor more than fifteen working days after step A.a. or A.b. above.
- D. A new Senate officer shall be selected in accordance with the provisions of Article VIII Section 4.
- E. A recall petition for an officer may be considered ninety days after that Senate officer has taken office.

ARTICLE VII—EXECUTIVE COMMITTEE

Section 1: Duties of Executive Committee

- A. The Executive Committee shall:
 - a. Assist in preparation of Senate agendas.
 - b. Assist in implementing Senate decisions, policies, and recommendations for awards.
 - c. Draft Senate resolutions.
 - d. Conduct Senate referenda.
 - e. Announce its meetings to the faculty at least seventy-two hours in advance in accordance with the Brown Act.

ARTICLE VIII—ELECTION PROCEDURES

The following procedures shall be followed for each yearly election of Las Positas College Academic Senate Officers:

Section 1: Election Committee Selection

- A. Two or more members of the full-time faculty (contract or regular) who are not candidates for offices shall be appointed by the President to an election committee, with the approval of the Senate. The committee may include one part-time representative who is not a candidate for office.

Section 2: Election Committee Procedure

- B. The election committee shall canvas the eligible faculty to develop a slate of officer candidates, actively teaching in the election semester.
- C. The Election Committee shall present the slate of officer candidates at the third to last Senate meeting of the academic year, unless the Senate votes to change this date. Officer

nominations may be made from the floor at this meeting, and the nominated candidates must give consent to be placed on the ballot.

- D. The election committee shall prepare a secure ballot which allows for write-in candidates for each office.
- E. Candidates may make their views known via an email to all faculty, to be distributed by the election committee one week prior to the ballot distribution.
- F. The election of officers shall take place prior to the last Senate meeting.

Section 3: Election tabulating procedure

- G. Only part-time faculty who are currently teaching or taught in the previous semester, summer session, or winter intersession are eligible to vote. Full-time faculty who also have part-time assignments shall have only one vote.
 - i. Votes must be submitted by the date and time established by the election committee.
 - ii. At the appointed time the votes will be tabulated votes by the Election Committee in the presence of the administrative assistant to the Senate. Candidates may be present during the tabulation and have the right to review the votes.
- H. Officers shall be elected by the majority of valid votes. The election committee will report the election results to the Senate.
- I. If no candidate for a given position receives a majority of valid votes, a run-off election shall be held between the candidates who receive the first and second highest number of votes.

Section 4: Filling Vacated Offices

- J. Should an office be vacated, the Senate President (or the Senate Vice President if the office of President is vacated) shall appoint a new officer who must be confirmed by a majority vote of the Senate membership present at the meeting following the new officer nomination announcement.

Las Positas College Academic Senate Bylaws approved by faculty vote: September 24, 1989

Revised: November 5, 1990; November 13, 1992; April 9, 2003; September, 24 2008; March 13, 2019; **May 23, 2025**