



# The Academic Senate of Orange Coast College By-Laws

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## Article 1

### Membership and Elections

**Section 1. The Electorate.** The Electorate shall consist of the Faculty, as defined in Article I of the Constitution, and the Senate shall be elected from the members of this body.

**Section 2. Composition of the Senate.** The Senate shall be composed of a Senator from each Division, the Library, and Student Services; nine Senators-at-Large, all elected from the regular and contract Faculty; and up to three voting Senators-at Large from the Part-time Faculty. There shall be included within the membership of the Academic Senate, a non-voting student who shall be appointed by the SGOCC. The student representative may designate for the record his/her support or opposition to any matter prior to the official Senate vote. A designation shall be recorded in the Senate meeting minutes. Such student shall have the right to attend all meetings of the Senate except those meetings prohibited by Education Code 72023.5 (a) (2) or when the Senate is in closed session.

**Section 3. Division Senators.** Divisions are responsible for conducting their own elections of division senators. The Senate will conduct elections of division Senators if the division requests the assistance of the Senate. No later than week eight (8) of the spring semester, each eligible division senator will inform the division dean that their term is expired; a call for candidates will be sent out for one week. An election will be held if there is more than one candidate. Divisions will report the results by April 16<sup>th</sup>. Divisions shall be responsible for filling vacant seats when they arise. In such cases, divisions shall report to the Senate the results of their elections of replacement Senators. The Senate President shall report the results of division elections for regular or replacement Senators during the President's report/announcements at the next Senate meeting.

**Section 4. Senators-at-Large.** Each eligible Division may nominate not more than two (2) candidates from the regular and contract Faculty for Senator-at-Large. After the division senator elections results but no later than April 16 or the first duty day thereafter, the President of the Senate shall call an election of regular and contract Faculty to determine the Senators-at-Large. Voting shall be by secret ballot. Senators shall be seated in the order of popular votes received.

Permanent vacancies that occur prior to the next election will be replaced by the Senate President appointing a Faculty member for the remainder of the term from the alternate list of unelected nominees in order of popular votes received and seeking a majority endorsement from the Senate body. If the list has been depleted, an election will be held using procedures approved by the Senate. For temporary vacancies, a Senator may designate a substitute from the same constituency which they represent who will serve as if elected. If an extended absence of more than three (3) meetings is anticipated, the Senate shall hold an election or appoint a substitute who will serve until the original member is able to return. Individuals who resign or are otherwise unable to complete their term of office will be replaced through a new Senate election or an appointment process.

**Section 5. Part-Time Senators-at-Large.** Candidates from the part-time members of the Faculty shall receive notice after completion of the division senator elections, but no later than April 16<sup>th</sup> or the first duty day thereafter, that they may nominate themselves for one of three part-time voting Senator-at-Large positions. All interested nominees shall attend the designated meeting to present themselves and be endorsed by the Senate for a one-year term of office. Vacancies that may occur prior to the next election shall be filled by appointment and endorsement of the Senate.

## **Section 6. Vacancies**

- a. **Permanent Vacancies.** A permanent vacancy is established when a Senator submits a letter of resignation to the Senate President, is unable to complete the term of office, is absent for three (3) consecutive meetings without prior consent of the President of the Senate, or who becomes ineligible to hold membership in the Senate. Permanent vacancies shall be filled as provided in Sections 3, 4, and 5.
- b. **Temporary Vacancies.** Temporary vacancies occur when the President declares a Senator is on approved temporary leave. Then the Senate shall conduct an election to fill the seat for the duration of the leave as per Sections 3, 4, and 5; or, in lieu of an election, the Senator may designate a substitute from the same constituency which they represent who will serve as if elected.

**Section 7. Tenure of Office.** Approximately one-third (1/3) of the regular and contract Senate membership shall be elected each year; and each elected member shall serve for a term of three years except for the following changes for the 2016-2017 election cycles only:

- a. Effective for the 2016 Senator-at-Large election only, all five newly elected Senators-at-Large shall draw lots to determine which two shall serve two-year terms in order to re-establish the required one-third (1/3) election process as noted above; the remaining three shall serve three-year terms.
- b. Effective for the 2017 Division Senator election only, all six newly-elected Division Senators shall draw lots to determine which two shall serve two-year terms in order to re-establish the required one-third (1/3) election process as noted above; the remaining four shall serve three-years terms.

## **Section 8. Recall and Removal of Senators.**

- a. **Division Senators.** A Division may replace its Senator at any time upon the majority vote of the regular and contract Faculty of the Division at a special election called by petition of one-third (1/3) of the regular and contract Faculty of that Division.
- b. **At-large Senators.** The Faculty-at-large may replace an at-large Senator at any time upon the majority of votes of the regular and contract Faculty at a special election called by petition of one-third (1/3) of the regular and contract Faculty.

# **Article II**

## **Officers and Committees**

### **Section 1. Officers of the Senate.**

- a. The Senate shall be organized annually during the week following the Spring break. The first order of business of the organizational meeting of the Senate shall be the election of officers except the immediate Past President. The officers shall consist of President, Vice President, Secretary, and Parliamentarian, and the immediate Past President. The President, only upon completion of his/her

final elected term of office, shall serve as immediate Past President for one semester or one year only if they are an elected Senator. If the immediate Past president is no longer a Senator, they may remain as an advisor to the Executive Board.

**b. Election of Officers.** The Senate officers shall be elected by the Senate from the Senate membership. The officers shall be elected by a simple majority of votes cast by a written, secret ballot, and they shall take office on July 1 of the year elected and serve until June 30 of the following year. The term for the office of President shall be for one year with no more than three years in succession.

**c. The President shall:**

1. Preside over all Senate meetings and Executive Board meetings.
2. Represent and act as spokesperson for the Academic Senate and the Executive Board
3. Along with the Executive Board:
  - (a) be responsible for establishing the time and place for all Executive Board meetings.
  - (b) be responsible for the preparation of the agenda for all Senate meetings and Executive Board meetings.
  - (c) be responsible for establishing and administering the annual Senate budget and reporting all yearly expenditures to the Senate body in a printed report.
4. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the by-laws, Senate rules, or Executive Board rules and not prohibited by the Senate body.

**d. The Vice President shall:**

1. Act as President in the absence of that officer.
2. Succeed to the Presidency in the event of a vacancy in that office.
3. Attend specific committee meetings to represent the Senate as assigned by the Executive Board or the Senate.
4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

**e. The Academic Senate Secretary shall:**

1. Be responsible for all minutes of the Senate meetings.
2. Distribute electronically the approved minutes to the faculty, College President, Chancellor, Board of Trustees, the CCCD Internal Audit Director, the Academic Senate Presidents of Coastline Community College and Golden West College, and the faculty union Presidents.
3. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

**f. The Parliamentarian shall:**

1. Act as President in the absence of both the President and Vice-President.
2. Rule on parliamentary procedures as prescribed in the latest edition of Robert's Rules of Order, Revised or such other rules or procedures as may be adopted by the Senate.

**g. The Immediate Past President may:**

1. Attend meetings of the Executive Board as a non-voting member for one semester or one year following their last service as Senate President.
2. Perform such functions as the President may assign to assist in carrying out the purposes and policies of the Academic Senate.

**h. Non-voting Members of the Senate and the Executive Board:** The Curriculum Committee Chair and the Professional Development Institute Committee Chair shall be non-voting members of the Senate and Executive Board.

**Section 2. Committees.** The Senate shall create committees when it deems them necessary. Each Senate committee shall establish bylaws approved by the membership of the committee and the Senate. Committees will submit a report to the Senate at least once yearly in either written or oral form.

## **Article III**

### **Meetings and Senate Procedures**

**Section 1. Regular Meetings of the Senate.** During the school year a regular meeting of the Senate shall be held at least once a month but not more than twice a week at a time and place designated by the Senate.

**Section 2. Special Meetings of the Senate.** The President may call a special meeting of the Senate or Faculty at their discretion. Upon written petition signed by three (3) or more Senators, the President shall call a special meeting of the Senate to be held within one week after receipt of such petition. Written notice of special meetings shall be given to all members of the Senate at least two regular school days prior to the meeting and shall contain a general statement of the business to be brought before such meeting.

**Section 3. Quorum.** A quorum for the conduct of an Academic Senate meeting shall be twelve (12) members.

## **Article IV**

### **The Executive Board**

**Section 1. Composition of the Executive Board.** The officers of the Senate, the Curriculum Committee Chair, and the Professional Development Institute Committee Chair shall constitute the members of the Executive Board.

**Section 2. Responsibilities of the Executive Board.** The Executive Board shall be responsible for establishing and administering the Senate budget, creating the agenda for Senate meetings, and acting for the Senate when school is not in session including after the last official Senate meeting of the semester before school is out of session. The Executive Board shall be subject to the orders of the Senate and none of its acts shall conflict with action taken by the Senate. All official action taken by the Executive Board shall be reported to the Senate at the next official meeting of the Senate. The meetings of the Executive Board shall be open.

**The Executive Board shall:**

- a. Allocate additional duties to each officer as required.
- b. Meet no fewer than five times each semester.
- c. Implement policies adopted by the Senate; develop procedures; perform other functions that are not inconsistent with the intent, purposes, and provisions of the By-laws and directions of the Senate.

**Section 3. Executive Board Meeting Time.** The Executive Board will meet following each Senate meeting in the Faculty House unless otherwise agreed on.

## **Article V**

### **Amendments of By-Laws**

**Section 1.** Amendments to these By-Laws may be proposed by the Executive Board or by a petition signed by one-third (1/3) or more of sitting Senators.

**Section 2.** These By-Laws may be amended by a two-thirds (2/3) majority of the Senate.

## **Article VI**

### **Election Procedures**

The Senate will conduct electronic elections of senators as specified in these by-laws.

- a. Any faculty member may request to vote with a paper ballot. In such instances, the faculty member should request a paper ballot from the Senate President. The paper ballot must be requested and submitted during the period of electronic voting as determined by the Senate President. The Senate President will announce the dates of the election period at a Senate meeting.
- b. The Senate will conduct elections for division Senators if the division requests the assistance of the Senate. Otherwise, the division will conduct its own elections and report the results to the Senate. The Senate President shall report to the Senate the results of division elections during the President's report/announcements at the next Senate meeting.
- c. The Senate will conduct elections for senators-at-large through the electronic procedures adopted by the Senate. 1. To win the Senator-at-Large seat, a candidate must receive more votes than the other candidate(s). 2. If a candidate for Senator-at-Large runs unopposed, the Senate may elect the candidate by acclamation at a Senate meeting.

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Adopted December 12, 1989.

Amended August 5, 2005; February 2, 2010; April 17, 2012; April 12, 2016; May 27, 2025.