

BYLAWS OF THE ACADEMIC SENATE  
OF THE  
PASADENA AREA COMMUNITY COLLEGE DISTRICT  
REVISED: April 2016

Adopted May1967

Amended/Ratified: 1967, 1969, 1970, 1977, 1982, 1983, 1984, 1991, 1994, 2016

PREAMBLE:

We the faculty of the Pasadena Area Community College District, in order to promote the best interest of higher education and the welfare of our profession; to ensure that the faculty assumes its legal role in the governance processes of our District; and to provide a forum for the faculty to discuss, debate, and formulate formal faculty opinions and resolutions both on academic and professional matters and on other issues of concern, hereby establish these Bylaws for the Academic Senate, formerly known as the Faculty Senate.

BYLAWS

ARTICLE 1—NAME

The official name of this organization shall be the Academic Senate of the Pasadena Area Community College District.

ARTICLE 2—PURPOSE

The Purpose of the Academic Senate of the Pasadena Area Community College District shall be to:

- 2.1 Represent the District’s faculty, as required by state regulations, in negotiations with the Board of Trustees or its designee in order to reach mutual agreement on all policies and procedures involving academic and professional matters as outlined in Title V;
- 2.2 Represent the faculty in the development and implementation of all college-wide policies and procedures of interest and concern to the faculty;
- 2.3 Strengthen the role that faculty plays in the District’s governance processes;
- 2.4 Participate in the process of developing the educational philosophy along with the objectives, plans, and budgets of the District;
- 2.5 Provide a forum for the faculty to discuss issues and to participate in a resolution process on all issues of concern and/or interest to the faculty that are outside the purview of collective bargaining;

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- 2.2 Represent the faculty in the development and implementation of all college-wide policies and procedures of interest and concern to the faculty;
- 2.3 Promote and maintain the role that faculty plays in the District’s governance processes;
- 2.4 Participate in the process of developing the educational philosophy, the objectives, plans, and budgets of the District;
- 2.5 Provide a forum for the faculty to discuss issues and to participate in a resolution process on all issues of concern and/or interest to the faculty that are outside the purview of collective bargaining;

- 2.6 Promote the development and maintenance of excellence in teaching within a framework of academic freedom, professional responsibility, and ethics;
- 2.7 Support the economic interests and welfare of the faculty on issues that are outside the purview of collective bargaining;
- 2.8 Assess and declare a position on existing and proposed legislation relative to the welfare of the District and the California Community College system.

ARTICLE 3—THE ACADEMIC SENATE

3.1 Membership

- A. **Regular Faculty are:** full-time tenured and tenure-track faculty and temporary full-time faculty who are not classified as supervisory or as management, have an assignment equivalent to 75 percent, or who have entered into a written agreement with the District for a reduced workload that may be less than 75%. Only regular faculty shall have the right to vote, except as noted in 3.1B.
- B. **Adjunct Faculty are:** Faculty who are not currently tenured or on tenure-track. Adjunct faculty shall have the right to elect up to 5 at-large voting members to the Academic Senate Board through the Adjunct Faculty Issues Committee. These members should preferably represent the diverse disciplines of the College and are elected for a period of one academic year. Adjunct faculty must have an assignment for one semester during the academic year for which they are elected
- C. **Honorary Members are:** Emeritus Faculty and individuals who have performed distinguished service for the District and/or the Academic Senate. The Academic Senate Board shall grant Honorary membership. Emeritus Faculty automatically become honorary members.

3.2 Elected Officers and Terms of Office

The elected officers of the Academic Senate shall include a President, Vice President, Secretary, and Treasurer. The regular faculty shall elect all officers—except Immediate Past President— for one-year terms. The term of office for all elected officers shall be July 1—June 30 or until a successor is elected. The Academic Senate office shall be made available to the new officers no later than July 1 of each year, and the newly elected President shall represent the Academic Senate at the Board of Trustees’ meetings beginning July 1 of each year. A vacancy in any office shall be filled in accordance with the Academic Senate Bylaws or Rules.

- 2.6 Promote the development and maintenance of excellence in teaching within a framework of academic freedom, professional responsibility, and ethics;
- 2.7 Support the economic interests and welfare of the faculty on issues that are outside the purview of collective bargaining;
- 2.8 Assess and declare positions on existing and proposed legislation relative to the welfare of the District and the California Community College system.

ARTICLE 3— THE ACADEMIC SENATE

3.1 Membership

- A. **Regular Faculty are** full-time tenured and tenure-track faculty, temporary full-time faculty, counselors and librarians who are not classified as supervisory or management, have the minimum qualifications for hire as specified by the Board of

*Full faculty discussion of  
“Regular Faculty” definition and  
exceptions would seem to be necessary*

- B. **Adjunct Faculty are:** Faculty members who are not tenured or who have not begun the tenure process. Adjunct faculty shall have the right to elect up to 5 voting members to the Academic Senate Board through the Adjunct Faculty Issues Committee. These members should preferably represent the diverse disciplines of the College and are elected for a period of one academic year. Adjunct faculty must have a teaching assignment for one semester during the year for which they are elected.
- C. **Honorary Members are:** Emeritus Faculty and individuals who have performed distinguished service for the District and/or the Academic Senate. The Academic Senate Board shall grant Honorary membership. Emeritus Faculty automatically become honorary members.

3.2 The Executive Committee

- A: **Membership:** The Executive Committee of the Academic Senate shall consist of the elected officers. Executive Committee members must retain their status as tenured regular faculty in order to continue in office.
- B: **Terms of Office:** The regular faculty shall elect all officers—except Immediate Past President for one-year terms. The term of office for all elected officers shall be July 1 to June 30 or until a successor is elected. The Academic Senate office shall be made available to the new officers no later than July 1 of each year, and the newly elected President shall represent the Academic Senate at the Board of Trustees’ meetings beginning July 1 of each year.
- C. **Vacancies:** A vacancy in any office shall be filled in accordance with the Academic Senate Bylaws or rules.

3.3 Immediate Past President

The President, only upon completion of his or her final elected term of office, shall serve for one year as Immediate Past President.

3.4 Eligibility and Term of Office

Each candidate for office must be tenured and have regular faculty status. The term of office for each elected officer shall be one year. No one may serve more than four consecutive terms of office.

3.5 The Executive Committee

- A. **Membership:** The Executive Committee of the Academic Senate shall consist of the elected officers and Immediate Past President, who shall serve as advisor to the Executive Committee. Executive Committee members must retain their status as tenured regular faculty in order to continue in office.
- B. **Duties and Responsibilities:** The Executive Committee shall follow the most current edition of *Robert’s Rules of Order, Newly Revised* and the *Ralph M. Brown Act* when conducting meetings. The Executive Committee shall implement actions taken by the Academic Senate Board, transact business, and perform other functions consistent with the intent, purposes, and provisions of the Bylaws and Senate Rules. During the times when the Academic Senate Board is not in session, the Executive Committee shall act on behalf of the Senate Board; the Academic Senate Board shall review such actions at its next regular meeting.

3.6 Financial Resources

Financial resources for the Academic Senate shall derive from three sources:

- A. **The District’s Operating Budget**, which is provided by the District and managed by the Academic Senate President under the direction of the College President.
- B. **The Academic Senate Savings Account**, which is supported by voluntary donations of members and friends of the Academic Senate on an annual basis either through payroll deduction or single contributions and managed by the Treasurer under the direction of the Academic Senate Board.
- B. **Fund Raisers**, which are conducted by the Academic Senate for the purpose of generating funds for scholarships and activities specified by vote.

- D. **Duties and Responsibilities:** The Executive Committee shall implement actions taken by the Academic Senate Board, transact business, and perform other functions consistent with the intent, purposes, and provisions of the Bylaws and Senate Rules. During the times when the Academic Senate Board is not in session, the Executive Committee shall act on behalf of the Senate Board, and the Academic Senate Board shall review such actions at its next regular meeting.

3.3 Elected Officers

- A. **Membership.** The elected officers of the Academic Senate shall include a President, Vice President, Secretary, and Treasurer. Each candidate for office must be tenured and have regular faculty status.
- B. **Terms of Office:** The term of office for each elected officer shall be one year. No one may serve more than four consecutive terms of office. The term of office for all elected officers shall be July 1-June 30 or until a successor is elected. The Academic Senate office shall be made available to the new officers no later than July 1 of each year, and the newly elected President shall represent the Academic Senate at the Board of Trustees’ meetings beginning July 1 of each year.

*Duties and Responsibilities of Officers: See Bylaws Article 10*

3.4 Financial Resources

Academic Senate financial resources derive from three sources:

- A. **The District’s Operating Budget:** provided by the District and managed by the Academic Senate President under the direction of the College President.
- B. **The Academic Senate Savings Account:** supported by voluntary donations of members and friends of the Academic Senate on an annual basis either through payroll deduction or single contributions and managed by the Treasurer under the direction of the Academic Senate Board.
- C. **Fund Raisers** are conducted by the Academic Senate for the purpose of generating funds for scholarships and activities specified by vote.

3.7 Meetings

General faculty meetings shall be called by the President of the Academic Senate when requested by a majority vote of the Academic Senate Board or by a petition signed by thirty (30) regular faculty of the Academic Senate.

ARTICLE 4—THE ACADEMIC SENATE BOARD

The Academic Senate Board shall be the legislative body of the Academic Senate and shall consist of representatives from each academic and vocational division as well as Counseling, the Library, Special Services, Health Services, Disabled Student Services, the Community Education Center (CEC), and the adjunct faculty. The President, Vice-President, Secretary, and Treasurer shall be considered at-large members of the Academic Senate Board and shall be counted in the forming of a quorum with the right to make motions and vote, except as noted in 4.3.

4.1 Functions

The functions of the Academic Senate Board shall be to:

- A. Serve as the advise and consent body for the Academic Senate;
- B. Provide direction for all Academic Senate Standing, Operational, and ad hoc committees, Senate representatives on college-wide committees, and faculty who propose recommendations for the Academic Senate Board’s consideration;
- C. Appoint faculty to represent the Academic Senate on all committees, including, but not limited to Senate Standing, Operational, ad hoc, college-wide, and administrative committees;
- D. Appoint representatives to consult with the Board of Trustees and/or its designee on all academic and professional matters and other matters of concern to the faculty;
- E. Approve recommendations for new policies and procedures for conducting the work of all elements of the Academic Senate;
- F. Approve all recommendations for modifications to existing policies and procedures used to conduct the work of all elements of the Academic Senate;
- G. Approve the attendance of the Academic Senate representatives to conferences, workshops, and the sessions of the Academic Senate for California Community Colleges;

3.5 Meetings

General faculty meetings shall be called by the President of the Academic Senate when requested by a majority vote of the Academic Senate Board or by a petition signed by ten per cent of the regular faculty of the Academic Senate.

ARTICLE 4—THE ACADEMIC SENATE BOARD

The Academic Senate Board shall be the legislative and representative body of the Academic Senate and shall consist of elected representatives from each academic and vocational division as well as from Counseling, the Library, Special Services, Health Services, Disabled Student Services, the Community Education Center (CEC), and the adjunct faculty. The President, Vice-President, Secretary, and Treasurer shall be considered at-large members of the Academic Senate Board and shall be counted in the forming of a quorum with the right to make motions and vote, except as noted in 4.3.

4.1 Functions

The functions of the Academic Senate Board shall be to:

- A. Serve as the “advise and consent” body for the Academic Senate;
- B. Provide direction for all Academic Senate Standing, Operational, and Ad Hoc committees, Senate representatives on college-wide committees, and faculty who propose recommendations for the Academic Senate Board’s consideration;
- C. Approve faculty to represent the Academic Senate on all committees, including, but not limited to Senate Standing, Operational, Ad Hoc, college-wide, shared governance and administrative committees. For the following bodies, representatives shall be selected by the faculty in each division: Curriculum and Instruction, Faculty Hiring Priorities Committee and the Academic Senate Board.
- D. Approve representatives to consult with the Board of Trustees and/or its designee on all academic and professional matters and other matters of concern to the faculty;
- E. Approve recommendations for new policies and procedures for conducting the work of all elements of the Academic Senate;
- F. Approve all recommendations for modifications to existing policies and procedures used to conduct the work of all elements of the Academic Senate;
- G. Approve the attendance of the Academic Senate representatives to conferences, workshops, and the sessions of the Academic Senate for California Community Colleges;

- H. Provide a forum for the Academic Senate to conduct its business in a timely and orderly fashion and in accordance with state laws that impact the role of the Academic Senate;
- I. Approve all expenditures from the Academic Senate savings account;
- J. Provide direction for the use of all revenues from approved fund raisers.

4.2 Eligibility To Serve As A Senator

Any tenured or third or fourth-year tenure track regular faculty member is eligible to serve on the Academic Senate Board. No more than one representative from a division may be a third or fourth-year faculty member, and a division having only one representative must have a tenured representative.

One member shall be elected in each division of the College for each fifteen members of the division or a major fraction thereof, each division having at least one representative to the Academic Senate Board. In addition, one part-time representative shall be elected to the Academic Senate Board by the Adjunct Faculty Issues Committee; this member shall not be a tenured faculty member.

In addition to the academic and vocational divisions, each of the following groups is defined as a division: College Library, Student Services, Health Services, Community Education Center, and Disabled Students Services. An alternate, elected by the division, may act in place of the elected senator when needed.

4.3 Presiding Officer

The President of the Academic Senate shall preside over the Academic Senate Board meetings. If the President is not able to preside, the Vice-President shall preside. The presiding officer shall not have the right to make motions and shall only vote in the event of a tie.

4.4 Meetings

Academic Senate Board meetings shall be held twice a month during the academic school year where the calendar permits, and all meetings shall be planned and implemented in accordance with the **Ralph M. Brown Act**. The Executive Committee of the Academic Senate may call a special meeting.

- H. Provide a forum for the Academic Senate to conduct its business in a timely and orderly fashion and in accordance with state laws that impact the role of the Academic Senate;
- I. Approve expenditures from the Academic Senate accounts;
- J. Provide direction for the use of all revenues from approved fund raisers.

4.2 Eligibility To Serve As A Senator

Any tenured or third or fourth-year tenure track regular faculty member is eligible to serve on the Academic Senate Board. No more than one representative from a division may be a third or fourth-year faculty member. A division having only one representative must have a tenured representative.

One member shall be elected in each division of the College for each fifteen members of the division or a major fraction thereof, each division having at least one representative to the Academic Senate Board. In addition, five part-time representatives shall be elected through the Academic Senate Board by the Adjunct Faculty Issues Committee; these members shall not be tenured faculty .

In addition to the academic and vocational divisions, each of the following groups shall be represented: a. College Library and Distance Education; b. Student Services (Counseling); c. Health Services and Disabled Students Services; d. Community Education Center

4.3 Alternates to the Academic Senate Board

An alternate senator, elected by their division, may act in place of the elected senator when needed.

- A. **Definition:** Alternate Senators must be regular faculty; they follow same procedures and terms of office as regular Senators.
- B. **Terms of Office:** Alternate senators serve one year, with no term limit.
- C. **Duties:** Alternate senators attend Senate Board meetings and other committee meetings when the regular Senator is absent. Alternate Senators may attend all Senate meetings but may not vote or participate when the regular Senator is present.

4.4 Presiding Officer

The President of the Academic Senate shall preside over the Academic Senate Board meetings. If the President is not able to preside, the Vice-President shall preside. The presiding officer shall not have the right to make motions and shall only vote in the event of a tie.

4.5 Meetings

Academic Senate Board meetings shall be held alternating weeks during the academic school year where the calendar permits. All meetings shall be planned and implemented in accordance with the **Ralph M. Brown Act**. The Executive Committee of the Academic Senate may call additional-meetings.



4.5 Quorum

A quorum shall consist of a simple majority of Academic Senate Board members or their alternates. When a quorum is lost, no action shall be taken. However, discussion may continue on items that require no action.

4.6 Agenda

The Academic Senate President in consultation with the Executive Committee shall prepare and post the agenda for each meeting in compliance with the ***Ralph M. Brown Act***. Officers, faculty, students, staff, and administrators may submit requests for items to appear on the agenda.

4.7 Parliamentary

The Academic Senate Board, at the beginning of each academic year, shall select the Parliamentarian. The Parliamentarian shall have thorough knowledge of the Academic Senate Bylaws and Rules as well as the most current edition of ***Robert’s Rules of Order Newly Revised***, and the ***Ralph M. Brown Act***.

4.8 Rules And Procedures

Where the Bylaws are silent, the most current edition of ***Robert’s Rules of Order Newly Revised*** or the ***Ralph M. Brown Act*** shall be used to determine the rules of procedure.

ARTICLE 5—COMMITTEES AND APPOINTMENTS

5.1 Academic Senate Committees

A. Committee Members

Membership on the Academic Senate Standing, Operational, and ad hoc committees shall be voluntary. All regular faculty are eligible for committee appointments. At the discretion of the Executive Committee, adjunct faculty may also be nominated for committee membership. Interested persons may obtain an application for nomination to serve on a committee from the Academic Senate office. The Academic Senate Board shall approve committee membership.

B. Standing Committees:

The Academic Senate shall establish the following Standing Committees for the purpose of investigating issues of either a legislative or academic and professional nature, and providing recommendations for the Academic Senate Board’s consideration.

- 1. Vocational Education Committee
- 2. The Committee on Academic Freedom and Professional Ethics
- 3. Planning and Budget Development Processes Committee

4.5 Quorum

A quorum shall consist of a simple majority of Academic Senate Board members or their alternates. When a quorum is lost, no action shall be taken, however, discussion may continue.

4.6 Agenda

The Academic Senate President in consultation with the Executive Committee shall prepare and post the agenda for each meeting in compliance with the ***Ralph M. Brown Act***. Officers, faculty, students, staff, and administrators may submit written requests to the President for items to appear on the agenda. Requests must be in a written form and submitted six days prior to the scheduled meeting to the President and to the Senate office.

4.7 Parliamentary

The Academic Senate Board, at the beginning of each academic year, shall select the Parliamentarian. The Parliamentarian shall have thorough knowledge of the Academic Senate Bylaws and Rules as well as the most current edition of ***Robert’s Rules of Order Newly Revised***, and the ***Ralph M. Brown Act***.

4.8 Rules And Procedures

Where the Bylaws are silent, the most current edition of ***Robert’s Rules of Order Newly Revised*** or the ***Ralph M. Brown Act*** shall be used to determine the rules of procedure.

ARTICLE 5—COMMITTEES AND APPOINTMENTS

5.1 Academic Senate Committees

The Academic Senate office will maintain a current list of Operational, Standing, and Ad Hoc Committees.

A. Committee Members

- 1. Membership on the Academic Senate Standing, Operational, and Ad Hoc committees shall be voluntary and applies toward contractual obligation for shared governance participation. All regular faculty and adjunct faculty are eligible for committee appointments. Interested faculty must apply to serve on a committee through the Academic Senate website. The Academic Senate Board shall vote to approve committee membership.
- 2. Conducting regular business of a committee outside of the regular contract period is at the discretion of the majority of the committee members.
- 3. Committee members may vote by proxy. The proxy vote will be in writing, with the identification of the committee member clearly stated and submitted to the Chair at least 4 hours prior to the meeting.

B. Standing Committees

The Academic Senate shall establish Standing Committees for the purpose of investigating issues of either a legislative or academic and professional nature, and providing recommendations for the Academic Senate Board’s consideration, such as:

- 1. Academic Freedom and Professional Ethics

- 4. Educational Policies Committee
- 5. Counseling and Library Faculty Issues Committee
- 6. Shared Governance Committee
- 7. Adjunct Faculty Issues Committee
- 8. Faculty Technology Committee

C. Operational Committees:

The Academic Senate shall establish the following Operational Committees for the purpose of performing the academic and professional duties and responsibilities of the Senate:

- 1. Executive Committee (the elected officers and Immediate Past President)
- 2. Academic Rank Committee (processes change of rank applications)
- 3. Scholarship Committee (processes scholarship applications)
- 4. Awards Committee
- 5. Equivalency Committee (grants requests for equivalency)
- 6. Bylaws, Rules, and Procedures Committee
- 7. Nominations and Elections Committee (conducts nominations/election of officers)
- 8. Faculty Development Committee
- 9. Distance Education

- D. Both the Standing and Operational Committees shall conduct business in accordance with the *Ralph M. Brown Act* and the most recent edition of *Roberts Rules of Order, Newly Revised*.

5.2 Academic Senate Appointments

- A. The Academic Senate’s representatives to both the College Coordinating Council and the Council on Academic and Professional Matters shall be the President, Vice President, and Secretary, with the Treasurer serving as an alternate on both councils.
- B. Curriculum and Instruction Chairperson
- The Academic Senate Board shall appoint the Curriculum and Instruction Committee Chairperson following an open selection process.
- C. Faculty Staff Development Officer
- The Academic Senate Board shall appoint the Faculty Staff Development Officer following an open selection process.
- D. Committee Chairpersons
- The chairperson of each committee shall be a tenured regular faculty member. The Academic Senate Board shall appoint chairpersons from recommendations presented by the President.

- 2. Adjunct Faculty Issues Committee
- 3. Calendar Committee
- 4. Distance Education Committee
- 5. Educational Policies Committee
- 6. Faculty Technology Committee
- 7. Shared Governance Committee

C. Operational Committees

The Academic Senate shall establish Operational Committees for the purpose of performing the academic and professional duties and responsibilities of the Senate, such as:

- 1. Academic Rank Committee
- 2. Bylaws, Rules and Procedures Committee
- 3. Equivalency Committee
- 4. Executive Committee
- 5. Faculty Development Committee
- 6. Learning Assessment Committee
- 7. Nominations and Elections Committee
- 8. Ralph Story/Unsung Hero Awards Selection Committee
- 9. Sabbatical Leave Committee
- 10. Scholarship Committee

- D. Ad Hoc Committees: The Academic Senate shall establish ad hoc committees as necessary.

E. The Standing, Operational, and Ad Hoc Committees will:

Post agendas 72 hours prior to meetings on the Academic Senate website; Allow for public comment; Take minutes; Act only on agendized items; Conduct business according to Robert’s Rules of Order. Standing, Operational, and Ad Hoc Committees can only be dissolved by two-thirds vote of the Academic Senate Board.

5.2 Academic Senate Appointments

- A. The Academic Senate’s representatives to both the College Coordinating Council and the Council on Academic and Professional Matters (CAPM) shall be the President, Vice President, and Secretary, with the Treasurer serving as an alternate on both councils.
- B. Curriculum and Instruction Chairperson
- The Academic Senate Board shall appoint the Curriculum and Instruction Committee Chairperson following an open selection process. Qualifications for appointment include two years participation on the C&I Committee.
- C. Faculty Staff Development Officer Chairperson
- The Academic Senate Board shall appoint the Faculty Staff Development Chairperson Officer following an open selection process.

E. Academic Senate Representatives on College-Wide Committees

Academic Senate representatives to College-wide committees shall be recommended by the President and approved by the Academic Senate Board. Such representatives shall maintain regular attendance at the committee meetings and shall represent the views of the Academic Senate as directed by the Academic Senate Board. Faculty representatives to college-wide committees shall report to the Academic Senate Board to receive directions and any advice the Board may give on particular issues.

F. Terms and Removal

The terms of all committee chairpersons, committee members, and representatives to college-wide committees and councils shall continue at the discretion of the Academic Senate Board. Appointees who fail or refuse to follow the directions of the Academic Senate Board shall be removed by a simple majority vote of the Academic Senate Board. Failure to maintain regular attendance at committee meetings shall be deemed a resignation on the part of the faculty member.

ARTICLE 6—ACTION

6.1 Initiative and Referendum

Upon presentation to the President of the Academic Senate of a petition signed by thirty (30) or more regular faculty requesting that a proposal affecting the Academic Senate or the College be submitted to a vote by regular faculty, the Academic Senate Board shall publicize such proposal in a memorandum to all regular faculty within one school week after its next scheduled meeting.

The memorandum shall ask for any written statements related to the proposal. The Academic Senate Board shall direct the President to submit the proposal along with a reprint of the statements received for vote by secret ballot of regular faculty within four school weeks after the publication of the proposal.

6.2 Action

If such a proposal of either of the above provisions is approved by a majority of the regular faculty who voted, the Academic Senate Board shall place the proposal into effect or seek to get it placed into effect.

D. Academic Senate Representatives on College-Wide Shared Governance and Hiring Committees

Academic Senate representatives to College-wide shared governance and hiring committees shall be recommended by the Academic Senate President and approved by the Academic Senate Board. Such representatives shall maintain regular attendance at the committee meetings and, with the exception of hiring committees, shall represent the views of the Academic Senate as directed by the Academic Senate Board. Faculty representatives to college-wide committees shall report to the Academic Senate Board to receive directions and any advice the Academic Senate Board may give on particular issues. The executive committee may request periodic reports.

E. Terms of Appointment and Removal

The terms of all committee chairpersons, committee members, and representatives to college-wide committees and councils shall continue at the discretion of the Academic Senate Board. Appointees who fail or refuse to follow the directions of the Academic Senate Board shall be removed by a simple majority vote of the Academic Senate Board. Failure to maintain regular attendance at committee meetings shall be deemed a resignation on the part of the faculty member and/or grounds for removal by the Academic Senate Board from the committee.

ARTICLE 6—ACTION BY MEMBERS

6.1 Initiative and Referendum

A. Upon presentation to the President of the Academic Senate during a regular semester (Fall or Spring) of a petition signed by at least ten percent of Regular Faculty requesting that an Initiative/Referendum affecting the Academic Senate or the College be submitted to a vote by Regular Faculty, the Academic Senate office shall distribute such Initiative/Referendum, along with a memorandum and explanations of the Initiative/Referendum process outlined in this bylaw, to all Regular Faculty within one week after the next Academic Senate Board meeting.

The memorandum shall ask for written statements (“Statements”) from Regular Faculty related to the Initiative/Referendum to be submitted to the Academic Senate Office no later than two weeks following the date of distribution. At the end of the two week Statement Period, the Academic Senate President shall distribute the Statements as written and submit the proposal for vote by secret ballot of Regular Faculty within four weeks after the closing of the Statement Period. Only Statements from identified Regular Faculty will be distributed.

B. The Academic Senate’s Nominations and Elections committee will validate petitions for Initiatives or Referendums, verify that the signatures comply with section 6.1A (above) and will conduct the voting process, if needed.

C. If an Initiative/Referendum made under Bylaw 6.1.A. is approved by a majority of the Regular Faculty who voted, the Academic Senate Board shall place the proposal into effect or seek to place it into effect within two weeks of its approval.



6.3 Recall of Officers

Upon presentation to the President of the Academic Senate of a petition signed by thirty (30) or more regular faculty requesting that an officer be recalled, the Senate Board shall publicize such a proposal in a memorandum to all regular faculty within one school week following its next scheduled meeting. The Academic Senate Board shall direct the President to submit the proposal along with a reprint of the statement received for vote by secret ballot of regular faculty within four school weeks after the publication of the proposal. If the recall is approved by a majority of the regular faculty who voted, the Academic Senate Board shall determine the process for filling the vacancy.

ARTICLE 7—AMENDMENTS

7.1 An amendment to these Bylaws may be proposed by a majority of the Academic Senate Board or by a petition signed by thirty (30) regular faculty. Such an amendment shall, without exception, require approval of two-thirds of the regular faculty who voted. At least one month shall intervene between introduction and final vote or ratification of the proposed amendment. This amendment shall be announced, along with statements related to it, in a bulletin sent to all regular faculty within one week of introduction.

6.2 Recall of Officers

Upon presentation to the President of the Academic Senate of a petition signed by at least ten percent of the Regular Faculty requesting that an officer be recalled, the Academic Senate’s Nominations and Elections committee will verify that the signatures are signed by at least ten percent of Regular Faculty, and will conduct the voting process, if needed.

The Academic Senate Board shall distribute such a proposal to all Regular Faculty within one week following its next scheduled meeting. The Academic Senate Board shall direct the President to distribute any comments as submitted related to the recall of a Senate officer and to submit the proposal for recall for vote by secret ballot of Regular Faculty within four weeks after the distribution of the proposal to the Regular Faculty. If the recall is approved by a majority of the Regular Faculty who voted, such officer shall be removed from office and the Academic Senate Board shall determine the process for filling the vacancy. In the case of the recall of the President, the petition shall be presented to the Vice-President, who shall perform the duties of the President listed above in this Section (6.2).

ARTICLE 7—AMENDMENTS TO THE BYLAWS

7.1 Amendments

- A. An amendment to these Bylaws may be proposed during a regular semester (Fall or Spring) by a majority of the Academic Senate Board or by a petition signed by at least ten percent of all Regular Faculty submitted to the Academic Senate President. The proposed amendment (“Proposal”) shall require approval of two-thirds of the Regular Faculty who voted.
- B. The Academic Senate’s Nominations and Elections committee will validate proofread petitions for amendment and check them for conflict with other bylaws, verify that the signatures are signed by at least ten percent of Regular Faculty, and will conduct the voting process, if needed.
- C. Within one school week of the introduction or receipt of the Proposal, the Academic Senate office shall send the Proposal as submitted, without commentary, by electronic—and/or campus—mail to all regular faculty with explanations of the process outlined in this bylaw. The Academic Senate President shall place the Proposal for discussion on the agenda for a meeting no later than four weeks following the introduction or receipt of the Proposal.
- D. The vote on the Proposal shall take place at least four weeks but no later than six weeks after the Proposal’s introduction or receipt by the Academic Senate.

7.2 If the Proposal is approved under 7.1, these Bylaws shall be amended accordingly.

ARTICLE 8— STANDING RULES AND PROCEDURES

8.1 Rules

The Academic Senate of the Pasadena Area Community College may adopt rules to establish procedures and other provisions for implementing the intent and purpose of these Bylaws. In cases not provided for in the rules, the procedures contained in the most current edition of **Robert’s Rules of Order, Newly Revised** or the **Ralph M. Brown Act** shall govern the meetings of the Academic Senate Board, the Standing, and Operational Committees.

8.2 Adoption

Board members present at an Academic Senate Board meeting shall, by two-thirds vote, adopt Senate Rules.

8.3 Amendments

An amendment of the rules may be proposed by a majority vote of the Academic Senate Board or by a petition signed by twenty (20) regular faculty. Such an amendment to the rules shall require either approval of a majority of the regular faculty who voted or approval of two thirds of the voting members of the Academic Senate Board. At least one month shall intervene between introduction and final vote or ratification of the proposed amendment. This amendment shall be announced, along with statements related to it, in a bulletin sent to all regular faculty within one week of introduction.

8.4 Rules and Procedures for Nominating and Electing Officers:

The chair of the Nominations and Elections Committee shall determine the nomination period for the four elected officers. Candidates seeking office must complete an **Intent to Seek Office** form, which they may obtain from the Academic Senate Office. The form must be completed and submitted to the chairperson of the Nomination and Elections Committee by the specified deadline date.

The names of all candidates who have turned in an **Intent to Seek Office** form by the deadline date shall be announced at the Academic Senate Board meeting that immediately follows the deadline date for self-nomination. At that time, nominations shall submit balloting procedures, including the length of the balloting period, to the Academic Senate Board for approval. Candidates for office who wish to do so may submit a one-page platform statement to the Nominations and Elections Committee chairperson by the date specified. All statements shall be duplicated and sent out with the ballots, which shall also have a space for write-in candidates.

ARTICLE 8— STANDING RULES AND PROCEDURES

8.1 Rules

The Academic Senate of the Pasadena Area Community College may adopt rules to establish procedures and other provisions for implementing the intent and purpose of these Bylaws. In cases not provided for in the rules, the procedures contained in the most current edition of **Robert’s Rules of Order, Newly Revised** or the **Ralph M. Brown Act** shall govern the meetings of the Academic Senate Board, the Standing, and Operational Committees.

8.2 Adoption

Board members present at an Academic Senate Board meeting shall, by two-thirds vote, adopt Senate Rules.

8.3 Amendments

An amendment of the rules may be proposed by a majority vote of the Academic Senate Board or by a petition signed by twenty (20) regular faculty. Such an amendment to the rules shall require either approval of a majority of the regular faculty who voted or approval of two thirds of the voting members of the Academic Senate Board. At least one month shall intervene between introduction and final vote or ratification of the proposed amendment. This amendment shall be announced, along with statements related to it, in a notice sent to all regular faculty within one week of introduction.

ARTICLE 9— SELECTION OF ACADEMIC SENATE OFFICERS

9.1 Rules and Procedures for Nominating and Electing Officers:

The chair of the Nominations and Elections Committee shall determine the nomination period for the four elected officers. Candidates seeking office must complete an Intent to Seek Office form, which they may obtain from the Academic Senate Office. The form must be completed and submitted to the chairperson of the Nomination and Elections Committee or their designee by the specified deadline date.

The names of all candidates who have turned in an Intent to Seek Office form by the deadline date shall be announced at the Academic Senate Board meeting that immediately follows the deadline date for self-nomination. At that time, nominations shall also be taken from the floor of the Academic Senate Board meeting. Nominations from the floor shall officially close at the adjournment of the meeting.

Prior to the election, the chairperson of the Nominations and Elections Committee shall submit balloting procedures, including the length of the balloting period, to the Academic Senate Board for approval. Candidates for office who wish to do so may submit a one-page platform statement to the Nominations and Elections Committee chairperson by the date specified. All statements shall be duplicated and sent out with the ballots, which shall also have a space for write-in candidates.

Election results should be presented to the Academic Senate Board prior to the Spring Session of the Academic Senate for California Community Colleges so that the newly elected officers may attend the session.

8.5 Vacancies

Except in the case of the Vice President succeeding to the Presidency, the Academic Senate Board shall determine the process for filling vacancies on the Executive Committee.

Candidates to fill a vacancy on the Executive Committee may be recommended by the Executive Committee and/or nominated from the floor of an Academic Senate Board meeting.

8.6 Duties and Responsibilities of Elected Officers

- A. The President shall:
1. Establish the time and place for all meetings of the Academic Senate Board and the Executive Committee;

2. Prepare the agenda for all Academic Senate Board meetings in consultation with the Executive Committee;

3. Prepare the agenda for Executive committee meetings;

4. Preside over all Academic Senate Board and Executive Committee Meetings;

5. Represent and serve as the spokesperson for the Academic Senate to the Board of Trustees, the administration, and the other constituent groups on campus and in the community as directed by the Academic Senate Board;

6. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;

7. Recommend expenditures from the savings account to the Academic Senate Board;

8. Recommend for the Academic Senate Board’s approval, a candidate for the position of Parliamentarian;

9. Perform all functions that are normally thought to be within the realm of the presiding officer which are not denied by the Bylaws, Senate Rules or Procedures.

The chair of the Nominations and Elections Committee shall schedule a meeting for the ballots to be tallied by the members of this committee. There will be at least one full-time faculty observer who is not a member of the committee, during the tallying of the vote. The Academic Senate President will be notified of the results of the election by the Chair. The Academic Senate President shall notify all of the candidates of the outcome of the election.

9.2 Vacancies

Except in the case of the Vice President succeeding to the Presidency, the Academic Senate Board shall determine the process for filling vacancies on the Executive Committee.

Candidates to fill a vacancy on the Executive Committee may be recommended by the Executive Committee and/or nominated from the floor of an Academic Senate Board meeting.

ARTICLE 10— DUTIES AND RESPONSIBILITIES

10.1 Elected Officers

- A. The President shall:
1. Establish the time and place for all meetings of the Academic Senate Board and the Executive Committee;

2. Prepare the agenda for all Academic Senate Board meetings in consultation with the Executive Committee;

3. Prepare the agenda for Executive Committee meetings;

4. Preside over all Academic Senate Board and Executive Committee Meetings;

5. Represent and serve as the spokesperson for the Academic Senate to the Board of Trustees, the administration, and the other constituent groups on campus and in the community as directed by the Academic Senate Board;

6. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;

7. Recommend expenditures from the savings account to the Academic Senate Board;

8. Recommend for the Academic Senate Board’s approval, a candidate for the position of Parliamentarian;

9. Perform all functions that are normally thought to be within the realm of the presiding officer which are not denied by the Bylaws, Senate Rules or Procedures.

10. By the close of the president’s term, the president shall prepare a summary report for the incoming president .

- B. The Vice President shall:
  - 1. Act in the absence of the President;
  - 2. Succeed to the Presidency in the event of an unexpected vacancy in that office;
  - 3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 4. Perform such functions as the President assigns to assist in carrying out the purpose and policies of the Academic Senate.
- C. The Secretary shall:
  - 1. Prepare and distribute minutes of all Academic Senate Board meetings;
  - 2. Maintain a file of all records (minutes, reports, etc.) and official documents of the Academic Senate except those placed in the keeping of others, such as records stored in the College archives;
  - 3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
- D. The Treasurer shall:
  - 1. Keep the accounts, books, tax status, and other financial records up-to-date and in good order;
  - 2. Give oral and/or written financial reports of the status of the Academic Senate's finances as required or requested by the Academic Senate Board;
  - 3. With the approval of the President, make all properly authorized payments, which are not inconsistent with the Bylaws, the Senate Rules or the Procedures, and which do not threaten the solvency of the Academic Senate;
  - 4. Take responsibility for recruiting donations for the savings account;
  - 5. Take responsibility for all contracts for services provided by organizations outside of the Academic Senate;
  - 6. Serve as alternate faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 8. Perform such functions as the President assigns in carrying out the purposes and policies of the Academic Senate Board.

- B. The Vice President shall:
  - 1. Act in the absence of the President;
  - 2. Succeed to the Presidency in the event of an unexpected vacancy in that office;
  - 3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
- C. The Secretary shall:
  - 1. Prepare and distribute minutes of all Academic Senate Board meetings;
  - 2. Maintain a file of all records (minutes, reports, etc.) and official documents of the Academic Senate except those placed in the keeping of others, such as records stored in the College archives;
  - 3. Serve as faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
- D. The Treasurer shall:
  - 1. Keep the accounts, books, tax status, and other financial records up-to-date and in good order;
  - 2. Give oral and/or written financial reports of the status of the Academic Senate's finances as required or requested by the Academic Senate Board;
  - 3. With the approval of the President, make all properly authorized payments, which are not inconsistent with the Bylaws, the Senate Rules or the Procedures, and which do not threaten the solvency of the Academic Senate;
  - 4. Take responsibility for requesting donations to the savings account;
  - 5. Take responsibility for all contracts for services provided by organizations outside of the Academic Senate;
  - 6. Serve as alternate faculty representative on the Committee on Academic and Professional Matters and on the College Coordinating Council;
  - 7. Perform such functions as the President assigns in carrying out the purposes and policies of the Academic Senate Board.



8.7 Duties and Responsibilities of Immediate Past President

- A. Serve for one year as advisor to the Executive Committee and the Academic Senate Board in any capacity that the Executive Committee determines is appropriate.
- B. Prepare a report on the activities of the Academic Senate under his/her administration and the status of those activities.

8.8 Duties and Responsibilities of Senators

- A. Regularly attend meetings of the Academic Senate Board and vote on issues to represent the interests of the divisions/areas that elected them;
- B. Bring issues from their divisions/areas to the Academic Senate Board;
- C. Solicit input from their division/area faculty on issues before the Board.

8.9 Duties and Responsibilities of Chairpersons

- A. Regularly hold committee meetings;
- B. Regularly report to the Executive Committee.

10.2 Advisors, Representatives and Chairpersons

A. Immediate Past President shall:

- 1. Serve for one year as advisor to the Executive Committee and the Academic Senate Board in any capacity that the Executive Committee determines is appropriate.
- 2. Prepare a report on the activities of the Academic Senate under his/her administration and the status of those activities.

B. Senators shall:

- 1. Regularly attend meetings of the Academic Senate Board and vote on issues to represent the interests of the divisions/areas that elected them;
- 2. Bring issues from their divisions/areas to the Academic Senate Board;
- 3. Solicit input from their division/area faculty on issues before the Board.

C. Chairpersons of Academic Senate Subcommittees shall:

- 1. Regularly Hold committee meetings;
- 2. Regularly Report to the Executive Committee.
- 3. Any change in faculty status or resignation from the committee must be made immediately known to the Committee Chair so that a replacement can be sought.