BYLAWS OF THE ACADEMIC SENATE

**OF THE**

**PASADENA AREA COMMUNITY COLLEGE DISTRICT**

**REVISED: 2004**

## Adopted May1967

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

### ARTICLE 7—AMENDMENTS

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.

# 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.

**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 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.

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 and has the responsibility to notify all of the candidates of the outcome of the election.

Election results should be presented to the Academic Senate Board prior to the Spring Plenary 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;

1. 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.** Signature on documents?

##### 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;

1. 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;

1. 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 eliciting 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 Elected Officers**

**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;

##### 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.

##### 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. (from Article 5.1A.2)

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