

FALL 2024

**By-Laws of the Academic Senate of Saddleback College**

**Preamble**

It is the purpose of the Saddleback College Academic Senate to make recommendations with respect to academic and professional matters.

**Academic Policy**

The State of California has provided that its institutions of higher education shall be jointly governed by the administration and the faculty. The Board of Trustees (the Board) must consult collegially with the faculty through the Academic Senate in these academic and professional areas:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

To consult collegially means to—

1. Rely primarily upon the advice and the judgment of the Academic Senate, or
2. Reach mutual agreement with the Academic Senate.

The law requires that the Board shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level. These opinions are to be given every reasonable consideration.

It is the right of the Academic Senate to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

Where the Board must rely primarily on the advice of the Academic Senate, and such recommendation is not accepted, the reasons for the Board's decision must be in writing and must be based on a clear and substantive rationale which puts the explanation for the decision in accurate, appropriate, and relevant context.

**Article I. Definitions**

*Associate Faculty* - An individual who holds a part-time academic appointment at Saddleback College and who does not hold a full-time administrative appointment in the SOCCCD.

*Executive Board* - The Executive Board includes the officers of the Academic Senate  
President  
President Elect  
Vice President  
Recorder  
Past President

*Faculty* - An individual who holds a full-time academic appointment at Saddleback College and who does not hold a full-time administrative appointment in the SOCCCD.

*Representational Area*

The following academic schools, divisions or units of Saddleback College are Representational Areas:

- Arts, Media, Performance and Design
- Business and Industry
- Counseling and Support Services
- Extended Learning
- Health and Wellness
- Humanities and Social Sciences
- Kinesiology and Athletics
- Instructional Support and Teaching Innovations
- Science, Technology, Engineering, and Math

*Senator* - A representative of a Representational Area.

*State Senate* - The Academic Senate of the California Community Colleges.

*Officer* - Officers of the Academic Senate are the President, President Elect, Vice President, Recorder and Past President.

*Ex-Officio Member* - A non-voting member of the Academic Senate from another constituency group.

*Year* - The academic year, beginning the day after Graduation Day of the previous year, and ending on Graduation Day of the current year.

**Article II. Composition of the Senate**

**Section 1. Faculty**

Each Representational Areas shall be entitled to one Senator for each 8 (or portion thereof) fulltime faculty members.

Each Representational Area shall be entitled to one Alternate for each 8 (or portion thereof) fulltime faculty members, to a maximum of four.

**Section 3. Associate Faculty**

The Associate Faculty shall elect four at-large Senators.

**Section 4. Officers**

Each Officer shall be a voting member of the Senate.

**Section 5. State Senate**

Any Saddleback College faculty member who holds an office with the Academic Senate for California Community Colleges (ASCCC) shall be a voting member of the Academic Senate.

**Section 6. Ex-Officio Members**

The Faculty Association, the California Schools Employees Association, the Classified Senate, and the Associated Student Government each may send one non-voting member to the Senate.

## **Article III. Officers**

### **Section 1. Term**

The President, President- Elect, and Past President will serve for a two-year term. The term for the Vice President and the Recorder shall be one year. All officer terms will begin on the day after Commencement and conclude on Commencement Day of that academic year.

All officers are expected to be actively involved in supporting the College's Mission, Vision, and Values.

### **Section 2. President**

The President shall—

- A. be the primary representative of the Academic Senate.
- B. represent the Academic Senate at the Fall and the Spring meetings of the State Academic Senate and of the Regional Academic Senate.
- C. prepare the agenda for the Academic Senate meeting in consultation with the Executive Board.
- D. chair the meetings of the Academic Senate.
- E. monitor the publishing and archiving of agendas and minutes.
- F. assign Executive Board to serve pertinent district and college committees relative to academic and professional matters.

### **Section 3. President Elect**

The President-Elect shall—

- A. facilitate the Full-time Faculty Hiring Prioritization Committee.
- B. serve in place of the President should the President be absent.
- C. succeed to the office of President at the conclusion of the President's term.
- D. serve on pertinent district and college committees as representatives of the Academic Senate at the direction of the Senate President.
- E. attend the Fall and the Spring meetings of the State Academic Senate if possible.

### **Section 4. Vice President**

The Vice President shall—

- A. serve on pertinent district and college committees, including those related to DEIA, as representatives of the Academic Senate at the direction of the Senate President.
- B. attend the ASCCC Fall and the Spring Plenary meetings and Faculty Leadership Institute if possible.
- C. conduct elections, regular and special, for Officers, unless the Vice President at Large is a candidate. In such a case, the President shall appoint a Senator who is not a candidate to conduct the election.

### **Section 5. Recorder**

The Recorder shall—

- A. monitor all committee appointments of the Academic Senate.
- B. take minutes of the Senate meetings.
- C. ensure that minutes are archived and published.
- D. serve on pertinent district and college committees as representatives of the Academic Senate at the direction of the Senate President.
- E. attend the ASCCC Fall and the Spring Plenary meetings and Faculty Leadership Institute if possible.

## **Section 6. Past President**

The Past President shall -

- A. serve in place of the President should the President and the President-Elect be absent.
- B. serve as Parliamentarian during and for meetings of the Academic Senate.
- C. serve on pertinent district and college committees as representatives of the Academic Senate at the direction of the Senate President.
- D. attend the Fall and the Spring meetings of the State Academic Senate if possible.

## **Article IV. Faculty Rights**

Under the By-Laws of the Academic Senate, the Faculty have to right to—

- A. vote for the Academic Senator(s) and Alternates from the Faculty member's representational area.
- B. vote for the Academic Senate Officers.
- C. speak during the public comments period of a meeting of the Academic Senate.
- D. inspect the Academic Senate records.
- E. recall a Senator by a three-fourths majority vote of the Faculty of the representational area.
- F. volunteer to serve on committees of the Academic Senate, subject to availability.

## **Article V. Election of Senators and Alternates**

### **Section 1. Elections**

The qualifications for the election of Academic Senators and Alternates shall be—

For Senator – One must be a full- or part-time Faculty member of Saddleback College in order to serve as a Senator in the Academic Senate.

For Alternate – One must be a full- or part-time Faculty member of Saddleback College in order to serve as an Alternate.

For At-Large Senator – One must be an Associate Faculty member of Saddleback College who has a current teaching assignment at Saddleback College in order to run for the office of At-Large Senator representing the Associate Faculty.

Term – The term for Academic Senators and Alternates shall be for one year, commencing on the first day of instruction in the fall semester of an academic year and continuing through to the first day of instruction of the following academic year. If elected as a replacement, the term shall be for the balance of the Academic Senate term in which elected.

Election – Faculty from each Representational Area shall provide guidelines for the election of Senators. Deans are not permitted to appoint senators or bias the senator selection processes.

Recall – Each Representational Area shall provide written guidelines for the election of Senators.

Disqualification – Each Representational Area shall provide guidelines for the recall of Senators.

Removal – The Senate may remove a Senator or Alternate by three-fourths majority vote.

Notice – The President shall send notice of any vacancy resulting from removal by the Senate to the Dean of the affected Representational Area within three days.

Replacement – The Representational Area may replace any Senate vacancy by vote of the Representational Area pursuant to section C above. The term of office shall be for the balance of the Year.

## **Article VI. Rights of Senators and Alternates**

### **Section 1. Rights of Senators**

- A. Senators have a right to speak and to ask questions at Academic Senate meetings.
- B. Senators have the right to participate at Academic Senate meetings by voting, making motions, and offering amendments to legislation under consideration.
- C. Senators have the right to serve on Academic Senate committees.
- D. Senators have the right to propose agenda items for Academic Senate meetings. Such items must be submitted at least eight days prior to the Academic Senate meeting at which it will be placed in the New Business section of the agenda. Such items must be proposed by two Senators.

### **Section 2. Rights of Alternates**

- A. Alternates have the right to speak and to ask questions at Academic Senate meetings.
- B. If there is an absent Senator, an Alternate may serve in place of the absent Senator at an Academic Senate meeting. The Alternate does not need a written proxy. If more than one Alternate is available, and they cannot decide who shall so serve, the President shall decide.
- C. Alternates have the right to serve on Academic Senate committees.

## **Article VII. Elections and Replacements of Officers**

### **Section 1. Qualifications and Terms**

- A. Qualifications. A Faculty member must be a tenured full-time faculty member of Saddleback College and must have served on the Senate for one year in order to serve as an Officer of the Academic Senate. One must continue to be a Faculty member to serve as an Officer. One may not run for nor hold two offices simultaneously.
- B. Term. The term for President, President Elect and Past-President shall be for two years.
- C. Term. The Term for Vice President and Recorder shall be for one year.
- D. President. The President-Elect succeeds to the office of President upon the completion of the President's term of office.
- E. Past-President. The President, upon completion of his/her term of office, succeeds to the office of Past President. If the Past President is unwilling or unable to fulfill this role the position may be replaced with any full-time faculty in good standing which have served as Academic Senate President in the Past. This position may be filled in alignment with Section 2 below.
- F. Replacements. If elected as a replacement, the term shall be for the balance of the original term.

### **Section 2. Elections**

- A. Election. The President shall hold an election where all faculty have an opportunity to vote.  
. The candidate with the most votes wins (a majority is not required, nor is a run-off required). If no more than 1 faculty member submits their name for consideration, no formal vote is required. Write-in candidates are not allowed.
- B. Timing. Candidates for office must notify the President by March 1. The election shall be held no earlier than April 1 and shall conclude no later than May 1. Ballots must be received for a period of two weeks.
- C. Candidates' Statement. The President shall post Candidate Statements (200 word maximum) on the Academic Senate website at least one week prior to the beginning of the election.

D. Open Positions. In the event that elections results do not result in an officer position being filled, the incoming President may recommend a replacement to be filled immediately upon approval of the Academic Senate at or before the final Academic Senate meeting of the year.

### **Section 3. Removal and Recall**

A. Removal. An officer may be removed from office by a three-fourths majority vote of the Senators of the Senate.

B. Replacement. In the event that an Officer is no longer a Faculty member, resigns, or is removed, the President shall notify all faculty members by e-mail within one week of the vacancy and election process. Nominations will be accepted for one week. The election will be held one week after the close of nominations. Ballots will be accepted for one week. The candidate receiving the most votes shall be elected. The term shall be for the remainder of the original term.

C. Short-term Replacement. In the event that an Officer is no longer a Faculty member, resigns, or is recalled, and less than three months remains on the term, then the President shall appoint a replacement.

D. Recall. An officer may be recalled where a petition requesting the recall is submitted with the signatures of twenty Faculty members to the President. The petition must nominate at least one qualified replacement. The President shall notify all faculty members by e-mail within one week of the receipt of the petition, explaining the recall and election process. Nominations will be accepted for one week. The election will be held one week after the close of nominations. Ballots will be accepted for one week. The officer will be recalled by a two-thirds majority vote of the votes cast. The candidate with the most votes will succeed the officer if so recalled.

F. Emergency Replacement. In the event that any vacancy occurs where the above procedures cannot be performed, the Senate shall fill the vacancy by ballot at the next Senate meeting. Such person shall serve until replaced by special election to be held no later than October 1.

### **Section 4. Resignations and Vacancies**

A. Resignations. Officers may resign by submitting a signed written resignation to the President, effective the date stated in the resignation. The resignation is effective upon receipt if no date is stated.

B. President. If there is a vacancy in the office of the President, then the first person willing and able from the following list shall become Acting President until replaced pursuant to these By-Laws: President Elect, Past President, Vice President.

C. Recorder. If there is a vacancy or absence in the office of the Recorder, then the President shall appoint a Senator to perform the duties of the Recorder until a replacement is obtained or the Recorder returns.

## **Article VIII. Meetings**

### **Section 1. Schedule**

The Academic Senate shall meet the first and third Wednesday from 2 pm to 4 pm during the fall and spring semesters. Adjustments to the first and third Wednesdays may be made in order to account for holidays and semester start and end dates. The Academic Senate Executive Board will remain in contact over the summer. Since the Senate Executive Board gatherings are not required to

follow Brown Act, there will be no delegation of authority or voting done by the Senate Executive Board during these gatherings, either during the academic year or during the summer.

### **Section 2. Length**

The Academic Senate shall meet for two hours. Unfinished business shall be continued to the next meeting.

### **Section 3. Quorum**

A majority of the Senators and Officers of the Academic Senate shall constitute a quorum during the fall and spring semesters.

### **Section 4. Procedure**

Meetings shall follow Robert's Rules of Order, except where contradicted by these By-Laws. The Parliamentarian shall decide Points of Order and all procedural questions, including questions pertaining to the By-Laws. The opinion of the Parliamentarian is non-appealable.

### **Section 5. Chair**

The Chair of the meeting shall be the President. The Chair shall not vote, except to break ties.

### **Section 6. Floor**

No person shall speak without being recognized by the Chair. Once a person has the floor, such person may ask questions, including follow-up questions, so long as the person is not being repetitious, for up to two minutes. The Chair may allow the person to continue if, in the Chair's opinion, it serves the advancement of the discussion and is not unfair to others waiting to speak. Otherwise, the Chair shall terminate the speaker's turn, who will then be placed at the end of the line for those wishing to speak. The Chair may participate in the discussion in the same order as other members of the meeting.

### **Section 7. No Closure**

As the Academic Senate is a representative body, no discussion shall be closed until every Senator who desires to be heard on a subject has been heard.

### **Section 8. Agenda Items**

Any agenda item submitted by two Senators and/or officers must be placed on the Agenda as long as the agenda item was submitted eight days prior to the Academic Senate meeting. The primary submitter shall be allowed to introduce and to explain the legislation.

### **Section 9. Special Meetings**

A. The President may call a special meeting under any circumstances that complies with the Brown Act.

B. Five Senators may request a special meeting. Such a request may be made by e-mail, phone message, or memo, as long as the communication names the five Senators who are making the request. Such request shall be followed up by written memorandum signed by the five Senators as soon as reasonably possible.

C. Such request shall be submitted to the President. The President shall then call a special meeting as soon as legally possible, sending notice by e-mail and phone call.

### **Section 10. Attendance**

Attendance shall be recorded for all meetings of the Academic Senate.

### **Section 11. Voting Record**

Records of voting shall be reasonably reflected in the Minutes.

### **Section 12. Compliance**

Meetings of the Academic Senate shall comply with the Brown Act and any other required open meeting laws.

### **Section 13. Minutes**

Minutes may be corrected or amended by majority vote at the first subsequent meeting, or by three-fourths majority vote at the second subsequent meeting.

## **Article IX. Committees**

### **Section 1. Eligibility**

All faculty, full and part-time, are eligible to serve on Academic Senate standing committees.

### **Section 2. Membership**

Membership on committees shall be approved by majority vote.

### **Section 3. Standing Committees**

The creation of a Senate standing committee shall be brought forth to Academic Senate through the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees and shall be approved by majority vote.

### **Section 4. Ad Hoc Committees**

The Senate may create ad hoc committees. Such committees shall terminate upon completion of their task or at the conclusion of the year unless specifically authorized to have a longer duration.

### **Section 5. Committee Chairs**

Committee Chairs shall be selected by the members of the committee. Committee Chairs shall serve until the conclusion of the current academic year. Exceptions to this process are discussed in Article XI below.

### **Section 6. College/District Committees**

The Senate shall approve at least annually any faculty member serving on a College or District committee.

In the event more faculty express an interest in serving on a college or district-wide committee than is allowed by the respective committee by-laws, an effort to informally resolve the issue will be made by the Senate Executive Board (based on faculty expertise, diversity of college representation or other similar factors). If this fails to resolve the issue, the full Senate body will vote to determine who serves on the committee.

### **Section 7. Resignation**

A faculty member may resign from a committee at any time.

### **Section 8. Removal**

The Senate may remove a faculty member from any committee by two-thirds majority vote.

### **Section 9. By-Laws**



Upon committee approval, Senate standing committees shall have by-laws per the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees form at the next Senate meeting for discussion and approval.

**Section 10. Approval**

Committees forward recommendations to the Senate, who may approve, disapprove, modify, or return for further consideration.

**Section 11. Modification/Review Process**

Senate standing committees shall undergo an annual modification/review process by using the Committee One-Sheet for New/Modified Committee Review – Academic Senate Standing Committees form.

**Article X. Amendments**

**Section 1. Submission**

Senators and Officers have the right to propose amendments to these By-Laws. Such amendments must be submitted in writing at least eight days prior to the Academic Senate meeting at which it will be placed on the agenda. Such proposed amendments must be signed by two Senators and/or Officers.

**Section 2. First Reading**

The proposed amendment shall be placed under New Business on the agenda of the next meeting as an information item. The Senator who submitted the proposed amendment shall explain the amendment. No discussion or debate will be allowed.

**Section 3. Consideration**

The proposed amendment will then be placed under Old Business for the following meeting. At that meeting, the proposed amendment shall be discussed.

**Section 4. Approval**

The proposed amendment may not be voted on for approval earlier than the second meeting after the first reading. The amendment must be approved by a two-thirds majority vote. The amendments shall not take effect until the next academic year.

**Article XI. Appointment of Academic Senate Faculty Chair/Coordinator Positions**

In consultation with the Vice President of Instruction or the Dean of Instructional Support and Teaching Innovations, the AS Executive Board shall appoint faculty members from applicants to serve Academic Senate Coordinator Positions, which include: Curriculum Chair(s), Education, Planning and Assessment Coordinator, Flex Coordinator, Honors Chair, Student Learning Outcomes Coordinator, Program Review Coordinator and Teaching and Innovations Coordinator. If a member of the Academic Senate Executive Board applies to be a candidate for one of these positions, that person should recuse themselves from the selection process.

**Article XII. Transition**

Section 1. Effective Date November 6, 2024

Approved April 19, 2023

Approved October 04, 2023

Approved November 6, 2024