



1900 Pico Boulevard
Santa Monica, CA 90405
310.434.4611

Bylaws

Table of Contents

Article 1	<u>Definitions</u>	3
Article 2	<u>Membership</u>	4
Section 2.1	Members	4
Section 2.2	Tenure of Office	4
Section 2.3	Voting	4
Article 3	<u>Duties, Responsibilities and Vacancies</u>	5-10
Section 3.1	Duties and Responsibilities of Senators	5
Section 3.2	Duties and Responsibilities of the Parliamentarian	6
Section 3.3	Vacancies	6
	Vacancy of Elected non-Officer Seat	6
	Vacancy of Officer Seat	7
	Vacancy of Curriculum Committee Seat	7
Section 3.4	Rules of Succession	8
Article 4	<u>Meetings and Procedures</u>	10-11
Section 4.1	Agenda of Meetings of the Senate.....	10
Section 4.2	Regular Session of the Senate	10
Section 4.3	Special Meeting of the Senate.....	11
Section 4.4	Senate Plenary Session.....	11
Section 4.5	Quorum and Attendance at Meetings of the Senate.....	11
Article 5	<u>Senate Funds</u>	11-12
Section 5.1	Budget	11
Section 5.2	Expenditures	12
Section 5.3	Access to Funds	12
Article 6	<u>General Committee Provisions</u>	12-19
Section 6.1	Types of Committees	12
Section 6.2	Committees.....	13
Section 6.3	Committee Chairs	13
Section 6.4	Selection of Senate Committee Members	14
Section 6.5	Rules of Operations	15
Section 6.6	Scope of Standing Committees.....	15
Section 6.7	Scope of Ad-Hoc Committees.....	19
Article 7	<u>Amendments</u>	19
Article 8	<u>Standing Rules</u>	19
Article 9	<u>Nominations, Appointments and Election Procedures</u>	20-24
Section 9.1	General Procedures	20
Section 9.2	Elections for Full-time Electoral Area Senators and Adjunct At-Large Senators .	21
Section 9.3	Election of Senate Officers	22
Section 9.4	Election of Curriculum Representatives	23

Article 1. Definitions

Section 1.1 The Academic Senate of Santa Monica College is herein referred to as the Senate.

Section 1.2 The Electorate shall consist of the faculty, as defined in Article I, Section 2 of the Senate Constitution. The Elected members of the Senate shall be elected from the members of the Electorate as in Article 9.

Section 1.3 For the purpose of these Bylaws “Electoral Area” means any area where a full-time faculty member is carrying out the majority of their contract assignment from the following list:

- (a) Art
- (b) Business
- (c) Communication and Media Studies
- (d) Computer Science and Information Systems
- (e) Cosmetology
- (f) Counseling
- (g) Dance
- (h) Design Technology
- (i) Earth Sciences
- (j) Early Childhood/Education
- (k) English
- (l) English as a Second Language
- (m) Health Sciences
- (n) History
- (o) Kinesiology and Athletics
- (p) Library
- (q) Life Sciences
- (r) Mathematics
- (s) Modern Languages and Cultures
- (t) Music
- (u) Photography and Fashion
- (v) Philosophy and Social Sciences
- (w) Physical Sciences
- (x) Psychology
- (y) Theatre Arts

If the district makes changes to the list of departments, the aforementioned list can be amended without vote.

Section 1.4 The President of the Senate of Santa Monica College is herein referred to as the Senate President.

Article 2. Membership

Section 2.1 Members

2.1.A. Members by Senate Election

1. Full-time faculty representatives elected by the current electoral area faculty pool subject to Article 9 of these Bylaws are herein referred to as Full-time Electoral Area Senators.
2. Adjunct faculty representatives elected by the current adjunct faculty pool subject to Article 9 of these Bylaws are herein referred to as Adjunct At-large Senators.

2.1.B. Members by Appointment

The Senate President shall appoint a Parliamentarian with the advice and consent of the Senate.

2.1.C. Members by Virtue of Office

1. The following shall serve as members by virtue of their office and herein will be referred to as Ex-Officio Senators.
 - a. All elected officers of the Senate
 - b. Chairs of Standing Committees
 - c. Faculty Association President or designee
 - d. Santa Monica College faculty members serving on the Executive Committee of the statewide Academic Senate for California Community Colleges.
2. The following may serve as nonvoting members and will not count in quorum and herein will be referred to as Ex-Officio Senators.
 - a. At most two representatives from the California School Employees Association (CSEA).
 - b. At most one representative from the Associated Students.

Section 2.2 Tenure of Office

2.2.A. Full-time Electoral Area Senators shall serve a term of three years.

2.2.B. Adjunct At-Large Senators shall serve a term of one year.

2.2.C. Ex-Officio Senators

1. Elected officers shall serve a term as specified by the Senate Constitution.
2. All other Ex-Officio Senators shall serve a term of one year.

2.2.D. Terms of office shall begin and end at the close of the spring semester.

Section 2.3 Voting

2.3.A. Regardless of the number of positions held, no Senator shall have more than one vote.

2.3.B. In the event that two or more individuals co-chair a standing committee, they shall share exactly one vote per issue before the Senate unless one of them is already voting in some other capacity.

2.3.C. CSEA or Associated Students appointments are non-voting members and are not used in establishing quorum. The Senate President or presiding officer of the Senate may vote only to break a tie. All other Senators shall be accorded one vote per issue before the Senate.

2.3.D. The Senate shall not recognize proxy voting.

Article 3. Duties, Responsibilities and Vacancies

Board Policy 2210 recognizes the Academic Senate of Santa Monica College as the body that represents faculty in collegial governance relating to academic and professional matters. In carrying out its executive responsibilities, the Senate is known as the Committee of the Whole. The Senate President serves as Chair and the Committee of the Whole authorizes and approves the existence of Standing and Ad Hoc Committees to carry out the purposes and policies of the Senate.

Section 3.1 Duties and Responsibilities of Senators

3.1.A. Senators are accountable to their electoral area faculty as well as to all members of the Santa Monica College faculty.

3.1.B. Senators are responsible for:

1. Participating in regularly scheduled Senate meetings as active and informed representatives.
2. Ratifying appointments by the Senate President.
3. Ratifying the creation of Ad-Hoc Committees.
4. Authorizing the execution of contracts and other agreements entered into by the Senate.
5. Approving the annual budget submitted by the Senate President.
6. Assessing dues of faculty members, upon recommendation of the Senate President, to cover Senate expenses.
7. Handling business matters appropriate to the legal rights, goals and purposes of the Senate.
8. Representing their constituents concerns at Senate committee meetings and at the Senate general sessions.
9. Reporting actions and recommendations of the Senate to their constituents following general sessions.
10. Representing Senate concerns at District committee meetings and providing timely information reports to the Senate President.
11. Keeping the Senate President apprised of relevant constituents' concerns or developments for necessary action in the appropriate committee(s) of the Senate.
12. Serving as liaison between their constituents and the Senate, and communicating local concerns to appropriate members of the Executive Committee.
13. Assisting the Senate President in gathering data for research projects of the Senate.
14. Communicating with other Senators in order to foster better communication between the Senate and the faculty, classified staff, student government, administration, and the Board of Trustees.
15. Informing potential or newly elected Senators of the purposes and policies of the Senate.
16. Circulating to their constituents communications received from the Senate, e.g., the Rostrum, reports, minutes, general session mailings, etc.
17. Serving on at least one of the Senate's Committees, schedule permitting.
18. Encouraging faculty members to become involved in the Senate through participation in Senate committees and attendance at general session meetings.

Section 3.2 Duties and Responsibilities of the Parliamentarian

The Parliamentarian advises the Senate President, other officers, committees, and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one. Parliamentary authority for the Senate shall be an adopted and announced version of Robert's Rules of Order to the extent that these rules are not in conflict with the Senate Constitution and Bylaws or with the Brown Act.

Section 3.3 Vacancies

3.3.A. Vacancy of Elected non-Officer Seat

1. Self-Vacated
 - a. Full-Time Electoral Area Senator
 - i. When a Full-time Electoral Area Senator is temporarily unable to fulfill their duties:
 - 1) They should notify the Senate President in writing, specifying the amount of time during which they will be unable to fulfill their duties.
 - 2) The Senate President may appoint an interim Full-Time Electoral Area Senator from the same area to serve during this temporary absence.
 - ii. When a Full-Time Electoral Area Senator is unable to complete their term of office:
 - 1) They should notify the Senate President and Elections and Rules Committee in writing.
 - 2) The Senate President may appoint an interim Full-time Electoral Area Senator from the same area to serve until the next election cycle.
 - 3) An election for this seat will be held in the next Full-Time Electoral Area Senator election, for a new three-year cycle.
 - b. Adjunct At-Large Senator
 - i. When an Adjunct At-Large Senator is temporarily unable to fulfill their duties:
 - 1) They should notify the Senate President in writing, specifying the amount of time during which they will be unable to fulfill their duties.
 - 2) The Senate President may appoint an interim At-Large Senator from the Adjunct At-Large Alternate list to serve during this temporary absence.
 - ii. When an Adjunct At-Large Senator is unable to complete their term of office:
 - 1) They should notify the Senate President and the Elections and Rules Committee in writing.
 - 2) The Elections and Rules Committee shall contact the next alternate on the Adjunct At-Large Alternate list to determine the willingness of that faculty member to serve. If willing, that faculty member shall be invited to complete the unexpired term. If that person does not wish to serve, the Elections and Rules Committee shall contact the next runner-up in like fashion. If the list is vacuous or no one from the list is willing to serve, the seat will remain vacant for the remainder of the term and the Senate Membership list will be modified to so reflect.
2. Declared-Vacated
 - a. The Senate President may declare vacant the seat of any Senator who
 - i. Is unable to complete their term of office or
 - ii. Is absent for three (3) consecutive meetings without prior consent of the Senate President or

- iii. Becomes ineligible to hold membership in the Senate or
- iv. Is no longer a member of the organization for which they were elected/appointed.
- b. Vacancies will be filled as described in Article 3 Section 3.3.A1 of these Bylaws.

3. Recalled

- a. An electoral area may request a special election to recall the electoral area representative and replace its Senator at any time upon petition of one-third of the members of the electoral area.
 - i. The Senate President shall order an election within two (2) weeks of the receipt of the valid petition.
 - ii. If a majority of all voting faculty in the electoral area support the recall, the Senate shall hold a new election to fill the position within two (2) weeks.
- b. A Senator may be removed by a two-thirds vote of the full Senate membership, and such vacancy will be immediately filled in the manner described in Article 3 Section 3.3.A1.

3.3.B. Vacancy of Officer Seat

1. Self-Vacated

- a. Resignations of an officer shall be submitted in writing to both the Elections and Rules Committee and the Executive Committee.
- b. The resignation should clearly state the date for which this resignation will go into effect.
- c. Rules of succession will be in effect as described Article 3 Section 3.3.D of these Bylaws.

2. Recall of an Officer

- a. An officer of the Senate may be recalled upon the receipt of a petition signed by one-third of the full Senate membership. Such a petition should be delivered to the Elections and Rules Committee.
- b. The officer shall be removed if two-thirds of the full Senate membership supports the recall.
- c. If the recall succeeds,
 - i. the officer's last day will be considered the day of the announcement of results and interim rules will go into effect.
 - ii. Rules of succession will be in effect as described in Article 3 Section 3.3.D of these Bylaws.

3.3.C. Vacancy of Curriculum Committee Seat

1. Self-Vacated

- a. Elected Curriculum Committee Representative
 - i. When an elected Curriculum Committee Representative is temporarily unable to fulfill their duties:
 - 1) They shall notify the Senate President in writing, specifying the amount of time during which they will be unable to fulfill their duties.
 - 2) The Senate President may appoint an interim representative from the same department or grouping of departments to serve during this temporary absence.
 - ii. When an elected Curriculum Committee Representative is unable to complete their term of office:
 - 1) They shall notify the Senate President and Elections and Rules Committee in

- writing.
 - 2) The Senate President may appoint an interim representative from the same department or grouping of departments to serve until the next election cycle.
 - 3) An election for this seat will be held in the next Curriculum Representative election, for a representative to complete the existing term.
 - b. Appointed faculty Curriculum Committee Representative
 - i. When an appointed faculty Curriculum Committee Representative is temporarily unable to fulfill their duties:
 - 1) They shall notify the Senate President in writing, specifying the amount of time during which they will be unable to fulfill their duties.
 - 2) The Senate President may appoint an interim representative to serve during this temporary absence.
 - ii. When an appointed faculty Curriculum Committee Representative is unable to complete their term of office:
 - 1) They shall notify the Senate President and the Elections and Rules Committee in writing.
 - 2) The Senate President will appoint a permanent replacement to complete the remaining term.
- 2. Declared-Vacated
 - a. The Senate President may declare vacant the seat of any Elected or Appointed Curriculum Representative who
 - i. Is unable to complete their term of office or
 - ii. Is absent for three (3) consecutive meetings or
 - iii. Becomes ineligible to hold membership in the Curriculum Committee or
 - iv. Is no longer a member of the organization for which they were elected/appointed.
 - b. Vacancies will be filled as described in Article 3 Section 3.3.C1 of these Bylaws.

Section 3.4 Rules of Succession

3.4.A. Senate President

- 1. If the Senate President becomes temporarily unable to serve, the Immediate Past President or President-Elect will assume the responsibilities. If the aforementioned cannot assume the responsibilities, this should be submitted in writing to both the Elections and Rules Committee and Executive Committee. The Executive Committee will appoint a temporary replacement from among Senate leaders or other Senators to assume the responsibilities of Senate President.
- 2. If the Senate President is unable to serve the remainder of their term,
 - a. And the last day of office is in year one of their two year term
 - i. And the Immediate Past President Office is not vacant:
 - 1) The Immediate Past President will become the Interim Senate President for the remainder of the academic year.
 - 2) Within a reasonable time period, the Elections and Rules Committee will run a Special election for Senate President. Upon close of the special election, this person shall serve the remainder of the academic year as President Elect.

- ii. And the Immediate Past President Office is vacant:
 - 1) The Executive Committee will appoint someone from among Senate leaders or other Senators to assume the responsibilities as Interim Senate President until a special election can be run for a new Senate President.
 - 2) Within ten days, the Elections and Rules Committee will start the election process for a special election for Senate President. Upon close of the special election, this person shall serve the remainder of the academic year as Interim Senate President. At the end of this Interim term, they will then start a two-year term as Senate President.

- b. And the last day of office is in year two of their term
 - i. And the Office of President-Elect is not vacant
 - The President-Elect will become the Interim Senate President for the remainder of the academic year. At the end of this Interim term, the President-Elect will then start a two-year term as Senate President.

 - ii. And the Office of President-Elect is vacant
 - 1) The Executive Committee will appoint someone from among Senate leaders or other Senators to assume the responsibilities as the Interim Senate President until a special election can be run for a new Senate President.
 - Within ten days, the Elections and Rules Committee will start the election process for a Special election for Senate President. Upon close of the special election, this person shall serve the remainder of the academic year as Interim Senate President. At the end of this Interim term, they will then start a two-year term as Senate President.

3.4.B. Immediate Past President

If the Immediate Past President is unable to serve the remainder of their term, the office will remain vacant.

3.4.C. President-Elect

- 1. If the President-Elect is temporarily unable to serve the remainder of the term as President-Elect but will be able to serve their upcoming term as Senate President, no action will be taken.
- 2. If the President-Elect is unable to service the upcoming term as Senate President,
 - a. Within ten days, the Elections and Rules Committee will start the election process for a special election for Senate President. Upon close of the special election, this person shall serve the remainder of the academic year as Interim President-Elect.
 - b. At the end of this interim term, the Interim President-Elect will then start a two-year term as Senate President.

3.4.D. Recording Secretary and Treasurer

The Senate President after consultation with the Senate may appoint an interim replacement to serve the remainder of the term.

Article 4. Meetings and Procedures

Section 4.1 Agenda of Meetings of the Senate

4.1.A. Meetings of the Executive Committee shall be convened by the Senate President prior to regularly scheduled meetings of the Senate to assess committee reports and action items, to discuss academic and professional matters of immediate concern, and to advise the president on the agenda for the upcoming Senate meeting.

1. Procedure for inclusion of action item on Senate Agenda from Senate Committee
 - a. A Committee Chair will present a potential action item to the Executive Committee.
 - b. The Executive Committee may set the item on the next Senate agenda or may send it back to the committee with feedback. In the latter case, after meeting with the originating committee, the Committee Chair shall bring the committee's response back to the Executive Committee and the item will be ready for inclusion on the next Senate Agenda without further action of the Executive Committee.

2. Procedure for inclusion of action item on Senate Agenda from a Senator
 - a. An action item may be proposed by a written petition to the Election and Rules Committee from at least ten Senators.
 - b. Upon receipt of a valid petition, the item shall be placed on the next Senate agenda without further action or presentation to the Executive Committee.

3. Other items may be determined by the Senate President.

Section 4.2 Regular Session of the Senate

- 4.2.A.** All meetings of the Senate shall be open to the faculty and to the public, except for sessions designated closed to consider current or anticipated litigation, matters that must be kept confidential or other matters as permitted by law.
- 4.2.B.** All votes taken at Senate meetings will be public votes.
- 4.2.C.** A regularly scheduled meeting of the Senate shall be held on approximately two Tuesdays of each calendar month during which the College is in regular session, unless otherwise called by the Senate or Executive Committee. Regularly scheduled meetings of the Senate may be cancelled due to unforeseen circumstances.
- 4.2.D.** The Senate President, as necessary, shall call meetings during the intersession.
- 4.2.E.** The Senate President or designee shall chair these sessions.

Section 4.3 Special Meeting of the Senate

- 4.3.A.** The Senate President may call a special meeting at their discretion.
- 4.3.B.** Upon written petition signed by twenty Senators, the Senate President shall call a special meeting to be held within one week after receipt of such valid petition as long as it can be held within the regular semester. If there is not enough time remaining in the regular semester, the Executive

Committee will determine if an emergency meeting during an intersession is in order or if the matter can wait until the second week of the next regular semester.

- 4.3.C. Written notice of a special meeting shall be given to all members of the Senate at least 48 hours prior to the meeting and shall contain a general statement of the business to be brought before such meeting.

Section 4.4 Senate Plenary Session

- 4.4.A. Plenary sessions of the full faculty of Santa Monica College shall be held at the call of the Senate President or upon petition of at least ten (10) percent of the faculty, full-time and adjunct.
- 4.4.B. A quorum for any plenary session shall consist of not less than twenty-five (25) percent of the faculty, full-time and adjunct.
- 4.4.C. At plenary sessions all faculty, full-time and adjunct, shall have the rights and privileges of Senators.

Section 4.5 Quorum and Attendance at Meetings of the Senate

- 4.5.A. The number of voting members of the Senate will be determined by the Recording Secretary and reported to the Senate. This number will be adjusted as needed due to vacancies or additions of qualified members.
- 4.5.B. A quorum at all Senate meetings shall consist of a simple majority.

Article 5. Senate Funds

Section 5.1 Budget

- 5.1.A. The fiscal year for the Senate will be from July 1 to June 30.
- 5.1.B. The Treasurer of the Senate shall submit a proposed budget to the Senate for approval in the fall semester. A budget update will be submitted to the Executive Committee and the Senate in the spring semester.
- 5.1.C. Prior to the approval of a new budget, the Senate President continues to operate using a budget that approximates the previous year's budget.
- 5.1.D. Senate resources shall not be used to promote any candidate running for any office in a Senate election.

Section 5.2 Expenditures

- 5.2.A. Expenditures that fit into a line item on the approved budget and do not cause the actual expenditures for that category to exceed the budgeted amount by more than ten percent are authorized by the Senate President.

5.2.B. Committee expenditures that fit into a line item on the approved budget but would cause the amount spent on that line item to exceed the amount in the approved budget by more than ten percent, require prior approval of the Senate President and Treasurer. When a budget line item is exceeded, the Senate President and Treasurer will determine whether it would be best to move the expenditure to another category, to transfer money from another category, or to require an amended budget approved by the Senate. At times when the Senate is not in session, expenditures requiring an amended budget may be authorized by the Senate President but require an immediate report to the Senate at the next regular meeting followed by an amended budget.

Section 5.3 Access to Funds

5.3.A. Requests for reimbursements for approved expenses incurred in the interest of the Senate shall be submitted to the Senate Office along with appropriate documentation within 30 days of the expenditure.

Article 6. General Committee Provisions

Section 6.1 Types of Committees

- 6.1.A.** Faculty Committees are committees that are comprised of faculty only.
- 6.1.B.** Joint Committees are committees where faculty members are joined by administrators. Joint committees may seek approval yearly from Academic Senate and the district to have student or classified members, but these positions will not count in establishing quorum.
- 6.1.C.** Ad-Hoc Committees are committees that are formed based on the recommendation of the Senate President for a specific assignment or purpose and shall be dissolved upon completion of the task. The charge, composition and reporting structure of these groups will be formulated and approved by the Senate. When the full-time faculty hiring cycle begins, the Ad-Hoc New Contract Faculty Position Ranking Committee shall be formed, and it shall be a Joint Committee chaired by the Senate President.
- 6.1.D.** Standing Committees are those that are long term in nature with specific scopes and membership.
- 6.1.E.** Senate Oversight Committees are committees that are operated outside the Senate but where the policies and recommendations are subject to approval of the Senate.

Section 6.2 Committees

The Senate committees are listed below.

Senate Committees				
Name	Standing Committees		Other Committees	
	Faculty Only	Joint	Ad Hoc	Oversight
<i>Adjunct Faculty</i>	✓			
<i>Career Technical Education</i>		✓		
<i>Curriculum</i>		✓		
<i>Department Chairs</i>	✓			
<i>Distance Education</i>		✓		
<i>Elections and Rules</i>	✓			
<i>Environmental Affairs</i>		✓		
<i>Equity and Diversity</i>	✓			
<i>Executive</i>	✓			
<i>Fiscal Affairs</i>	✓			
<i>Global Citizenship</i>		✓		
<i>Honor Council</i>				✓
<i>Information Services</i>		✓		
<i>Institutional Effectiveness</i>		✓		
<i>Legislative Action</i>	✓			
<i>New Faculty Position Ranking</i>			✓ Joint	
<i>Personnel Policies</i>		✓		
<i>Professional Development</i>		✓		
<i>Professional Ethics and Responsibilities</i>	✓			
<i>Program Review</i>		✓		
<i>Sabbaticals and Fellowships</i>		✓		
<i>Social</i>	✓			
<i>Student Affairs</i>		✓		
<i>Student Relief</i>				✓ Faculty Only
<i>Student Instructional Support</i>		✓		

Section 6.3 Committee Chairs

- 6.3.A.** The Chairs of the Senate Committees shall be members of the Santa Monica College faculty and shall be appointed by the Senate President with the advice and consent of the Committee of the Whole except as otherwise specified in these Bylaws. Effort should be made to reflect the diversity of the campus community.
- 6.3.B.** The Chairs of Senate Committees shall report directly to the Senate President, the Executive Committee and the Committee of the Whole.
- 6.3.C.** The Chairs of Ad-Hoc Committees shall serve from the inception of the committee until the close of the spring semester or upon dissolving, whichever is earlier. The terms of all other Senate Committees, except for Executive Committee, shall begin and end at the close of the spring semester.
- 6.3.D.** The Senate President shall chair the Executive Committee and the New Contract Faculty Position Ranking Committee, if one exists.
- 6.3.E.** The Treasurer shall chair the Fiscal Affairs Committee.
- 6.3.F.** The Chair of the Department Chairs Committee shall be a Department Chair.

- 6.3.G.** The vice-chairs of the Joint Committees will be administrators appointed by the Superintendent/President or designee.
- 6.3.H.** The Chair of a committee shall be a voting member of that committee. In addition, chairs of Standing Committees shall serve as voting members of the Executive Committee. If co-chairs are selected for committees, only one vote shall be allowed at Executive Committee and Senate meetings.
- 6.3.I.** No faculty member shall chair more than one committee at a time without the consent of the Senate.
- 6.3.J.** Chairs shall represent all members of the Santa Monica College faculty and shall represent the views and positions of the Senate in carrying out the following functions:
1. Initiate faculty nominations to each committee and present recommendations to the Senate President for faculty appointments to that committee.
 2. Examine the duties of the committee and establish yearly written rules and procedures for the committee. These should be reviewed with the committee at the start of each year with the perspective of continually updating them. Consensus voting is not allowed.
 3. Bring before the committee all-important matters within its purview; whether on the initiative of the Committee Chair or other committee members, the Senate President, members of the Executive Committee, faculty members, or other interested parties.
 4. Make certain that the committee thoroughly studies the questions presented and prepares reports to the Executive Committee for transmission to the Senate for its consideration and, where appropriate, their adoption.
 5. Present to the Senate President a brief summary of the committee's activities at the end of the academic year.
 6. Transmit the previous year's standing rules and summary of the previous year's committee activities to the incoming Chair and Senate President.
 7. Perform such functions as the Senate President assigns in carrying out the purposes and policies of the Senate.
 8. Adhere to Brown Act requirements, hold and record by name votes on all committee decisions and recommendations, and update committee records in a timely fashion.
 9. Joint committee chairs will discuss with their committees the appropriateness of having classified or student members. This discussion will include whether they should be given full voting rights, an advisory vote, or simply be allowed to participate as nonvoting or interested parties. Furthermore, the discussion will include the level of participation interested parties will be given. The results of this yearly discussion is subject to the advice and consent of the Executive Committee and the Committee of the Whole. Classified members and student members shall be excluded from quorum requirements.

Section 6.4 Selection of Senate Committee Members

6.4.A. Executive Committee

The membership of the Executive Committee consists of the Officers, the Committee Chairs, and the Parliamentarian.

6.4.B. Curriculum Committee

The membership of the Curriculum Committee consists of faculty, students and administrators as outlined in AR 5100.

6.4.C. Department Chairs

The membership of the Department Chairs Committee is comprised of all department chairs. Others may be invited as non-voting interested parties.

6.4.D. All Other Committees:

1. Faculty members are nominated to Senate committees by the committee chair. They are seated on committees upon appointment by the Senate President with the advice and consent of the Senate.
2. Committee Chairs shall strive for diversity of membership in terms of electoral area, departments, disciplines, and academic perspective, as well as ethnic, cultural, gender, and age diversity.
3. The majority of members on all Senate Committees shall be faculty members.
4. Joint Standing Committees, other than Curriculum, shall be comprised of at least six voting faculty and three voting administrative members; the ratio of voting faculty to voting administrators shall be two to one.

Section 6.5 Rules of Operation

6.5.A. Meetings shall be called by the Chair of each committee.

6.5.B. Committees will determine their own rules of operation as long as they do not violate the Senate Constitution, Bylaws, or regulations including but not limited to the Brown Act, Title V, and Board Policy. Such rules will be reconsidered yearly and will be posted on the committee's Academic Senate web page.

6.5.C. In the beginning of the Fall semester, committees shall delineate their objectives for the year with the advice and consent of the Senate.

6.5.D. All meetings shall be open to the faculty and to the public, except for sessions designated as closed to consider current or anticipated litigation, matters that must be kept confidential or other matters as permitted by law.

6.5.E. All votes taken at meetings will be public votes and will be recorded by name. All decisions by committees must be made by formal vote; consensus agreements are not valid.

6.5.F. Should the Chair fail or decline to call meetings frequently enough to accomplish the committee's objectives, a meeting may be called by a majority of committee members provided that all members, including the Chair, are given sufficient notice and provided the Senate President has been apprised of the situation

6.5.G. A majority of members shall constitute a quorum.

Section 6.6 Scope of Standing Committees

6.6.A. Adjunct Faculty (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee addresses issues relevant to the professional and academic responsibilities of the adjunct faculty.

6.6.B. Career Technical Education (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee acts as a liaison between CTE programs and various constituencies at the local and state levels, focusing on providing direction to existing and new programs.

6.6.C. Curriculum (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee evaluates proposed courses, changes in courses, proposed programs, and changes in the programs that comprise the Santa Monica college credit and non-credit offering. The committee's responsibilities include compliance with state laws, maintenance of academic integrity, and dissemination and archiving of course and program information. It assists faculty and departments in preparing curriculum proposals and in making curriculum changes.

6.6.D. Department Chairs (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee addresses matters that affect academic, professional, and organizational aspects of the departments and special programs and facilitates the flow of information between departments and programs, the Academic Senate, and the District.

6.6.E. Distance Education (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee serves as the Senate's primary resource and primary recommending body on academic and professional matters regarding distance and online education. It disseminates information on and deals with evolving issues, including but not limited to development of, delivery of, and support for online education.

6.6.F. Election and Rules (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee conducts elections in accordance with the bylaws and academic regulations and recommends changes as needed in the constitution and bylaws. The committee shall not endorse or campaign for candidates and ensures that Senate resources are not used for such purposes.

6.6.G. Environmental Affairs (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee serves as the Senate's resource and recommending body on academic and professional matters related to the environment, ecological literacy and greening the curriculum.

6.6.H. Equity and Diversity (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee explores academic and professional matters concerning faculty equity and diversity practices and policies at the college. It works with appropriate campus groups to develop, recommend, and assess policies, programs and strategies that promote equity and diversity in student success and to update the college's equity plan.

6.6.I. Executive (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and in accordance with the constitution and bylaws, the committee serves as a liaison between Senate committees and the Committee of the

Whole. It advises the president on the 10 + 1 duties and responsibilities outlined in Title 5 Section 53200, and assists the president in developing Senate goals, objectives, and agendas. It serves as a sounding board for committee chairs and assists them in developing and focusing the work of their committees. This committee has appointment authority as outlined in these Bylaws.

6.6.J. Fiscal Affairs (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee develops and monitors the Senate budget and oversees internal Senate financial policies and procedures.

6.6.K. Global Council (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee helps develop and support experiences and activities, including but not limited to, study abroad, grants, professional development trips, annual themes, etc., that promote the ideas and values of global citizenship among faculty and students. It promotes the infusion of global citizenship throughout the curriculum.

6.6.L. Information Services (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee examines policies, provides vision, and develops plans for academic information technology and digital education (systems, resources, and pedagogy) and considers other technology matters that fulfill the goals of the college and improve instruction for students. It collaborates with the Technology Planning Committee and with departments to ensure that the need for superior instructional technology and the infrastructure to support it are met.

6.6.M. Institutional Effectiveness (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee works with all district units and departments and other major committees to achieve and sustain proficiency in the formulation, assessment, and analysis of multiple evidence-based effectiveness measures used to inform departmental, program and institutional planning and decision making.

6.6.N. Legislative Action (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee works to effect changes in public policy on academic and professional matters, tracks and studies legislation that impacts community colleges, and informs faculty on such. It studies state resolutions and position papers and advises the president on plenary voting matters.

6.6.O. Personnel Policies (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee examines all board policies and administrative regulations regarding personnel.

6.6.P. Professional Development (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee develops, coordinates, supports, and monitors the institutional and individual non-sabbatical professional development activities of faculty, including but not limited to team building and wellness activities and contract and Senate issues. To further collegiality and make good use of resources, it

coordinates faculty professional development opportunities with both classified and administrative professional development committees.

6.6.Q. Professional Ethics and Responsibilities (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee investigates ethical and academic freedom issues and responsibilities of faculty; and it develops, publicizes, and promotes policies that encourage ethical practices in higher education, including but not limited to a code of ethics.

6.6.R. Program Review (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee reviews all existing instructional, student and administrative services programs to document and ensure that all programs are engaged in ongoing self-evaluation and assessment to maintain and enhance their quality, vitality and responsiveness. It ensures that all portions of the mandated program review studies are necessary and that they inform the college's planning process. It works with department and unit heads to ensure they understand what is expected of them, disseminates its written responses promptly, and seeks feedback from departments and units about how the process can be improved.

6.6.S. Sabbaticals and Fellowships (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee recommends to the Board of Trustees the awarding of leave time and financial stipends to support individual faculty as they pursue worthwhile professional development activities, such as formal study, independent research, creative projects, field studies, travel related to their profession, etc., not offered otherwise through normal workload assignments. It assesses proposals using a set of published formal standards and timelines for submissions and procedures, and it provides workshops to assist people in developing proposals.

6.6.T. Social (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee facilitates events that foster collegial relations among faculty and between faculty and others in the campus community and that contribute to a positive campus climate.

6.6.U. Student Affairs (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee evaluates and updates all administrative regulations concerning student affairs, including but not limited to admissions and registration, student progress and graduation, student conduct, student activities, counseling, and financial aid.

6.6.V. Student Instructional Support (Joint Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee makes recommendations to the Academic Senate on strategic planning for and institutionalization of supplemental instruction, tutoring and other instructional support services.

Section 6.7 Scope of Ad-Hoc Committees

6.7.A. New Faculty Position Ranking (Joint Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee recommends its priorities for new full-time faculty positions to the college's superintendent/president. In so doing, it determines the process by which this will be done, examines the objective and subjective data for each proposal, and ranks the proposals given to it by instructional and student service departments.

Article 7. Amendments

Section 7.1 The Senate can propose, change, and amend its Bylaws by a two-thirds vote of the members present providing that quorum is established and that notice of the proposed changes has been sent to all Senators at least seventy-two hours in advance of the meeting where changes will be considered.

Section 7.2 Motions to create or to change existing Bylaws must be proposed in writing and submitted to the Elections and Rules Committee.

Article 8. Standing Rules

Section 8.1 Standing rules cover points of procedure and other matters that are not of sufficient importance to be covered in the Bylaws. Current Senate Standing Rules will be posted on the Senate webpage.

Section 8.2 The Senate may, by majority vote and without notice, establish standing rules.

Section 8.3 All other constituent bodies of the Senate may establish standing rules as needed to govern their conduct of business so long as the rules are consistent with the Constitution and Bylaws of the Senate and the Brown Act. All standing rules shall be submitted in writing to the Senate President and agreed to by the Executive Committee and the Committee of the Whole.

Article 9. Nominations, Appointments, and Election Procedures

Article 9 governs nominations, appointments and election procedures pertaining to Senate seats, Senate officers and elected Curriculum Committee representatives. Elections for department chairs are covered by AR 3211.3.

Section 9.1 General Procedures

- 9.1.A.** The Elections and Rules Committee and its members will remain neutral. They shall not favor, endorse or campaign for any candidates.
- 9.1.B.** The Elections and Rules Committee will determine the number of seats open, the candidate eligibility pool and the voter eligibility pool.
- 9.1.C.** Elections will be divided into three non-overlapping periods: nomination period, campaign period and voting period. The length of each differs depending on the type of election.
- 9.1.D.** During the nomination period the Elections and Rules Committee will notify the faculty of the upcoming election to solicit nominations. Faculty members who wishes to run for open seats must submit their names and the seat for which they wish to run via SMC email to the Elections and Rules Committee during the nomination period.
- 9.1.E.** The Elections and Rules Committee will verify the eligibility of the nominees and forward the names of the nominees to the faculty who will vote within one week of the close of the nomination period. The opening and closing dates including the opening/cut-off times of the voting period will be clearly set and published.
- 9.1.F.** After the campaign period, the Elections and Rules Committee shall facilitate the distribution of ballots electronically to the appropriate voters.
- 9.1.G.** Ballots shall be designed:
1. With no provisions for write-in candidates,
 2. So that voters can choose to abstain, and
 3. So that once cast, ballots cannot be changed.
- 9.1.H.** The committee will not be permitted to identify who has or has not voted.
- 9.1.I.** All votes received after the posted cutoff time will not be counted.
- 9.1.J.** The Elections and Rules Committee shall determine the outcome of the election following the procedure specified in Section 9.2-9.4.
- 9.1.K.** The Elections and Rules Committee shall report the results of the election to the entire faculty within two business days of the results being known. Both real vote totals and percentage-of-votes cast shall be reported and shall be posted on the Election and Rules Committee page of the Senate website.

- 9.1.L.** Newly elected positions shall be seated at the close of the spring semester unless otherwise directed by these Bylaws.
- 9.1.M.** Invalid Election: If the Elections and Rules Committee decides that a serious and material defect in a ballot or a voting pool occurred, one that could have changed the outcome of an election, then the election shall be declared invalid for that seat, and a new election shall take place.
- 9.1.N.** Challenge to an Election
1. Any qualified voter may challenge an election by submitting to the Elections and Rules Committee, via SMC email, a challenge that identifies the seat in question and gives a statement of the grounds for challenge.
 2. The Elections and Rules Committee will take the petition to the Executive Committee for a decision.
 3. The decision will be communicated to the challenger after the next Executive Committee meeting on which it can be agendaed.
 4. If the decision finds in favor of the petitioner, the election will be declared invalid and a new election shall take place. If the decision finds against the petitioner, the petitioner may appeal to the Committee of the Whole, whose decision is final.
- 9.1.O.** Ballot totals shall be kept on file in the Senate office for one year.

Section 9.2 Elections for Full-time Electoral Area Senators and Adjunct At-Large Senators

9.2.A. Method for Determining Seats

1. Full-Time Department Electoral Area Senators
The number of seats allocated to each of the electoral areas is to be determined before each election by the Elections and Rules Committee. The committee will:
 - a. Obtain a list of full-time faculty members in each of the electoral areas identified in these Bylaws. A faculty member who works in more than one electoral area will be counted in the primary area of their assignment.
 - b. Allocate one full-time Senator to each electoral area for each ten full-time faculty members or portion thereof, e.g. 1 Senator for 0 to 10 full-time faculty members, 2 Senators for 11-20 full-time faculty members, and so on. Electoral areas that have reductions in allocation only lose a position when a Senator's three-year term ends.
2. Adjunct At-Large Senators
There will be eleven seats allocated.

9.2.B. Candidate Eligibility

1. Full-Time Electoral Area Senators
Any current faculty member who will have full-time status in the upcoming fall semester is eligible to run to become a Full-Time Electoral Area Senator for their electoral area.
2. Adjunct At-Large Senator

Any currently employed adjunct faculty member is eligible to run to become an Adjunct At-Large Senator.

9.2.C. Voter Eligibility Pool

1. Full-Time Electoral Area Senators

Full-Time Electoral Area Senators are elected by full-time faculty members in paid status in their electoral areas.

2. Adjunct At-Large Senators

Adjunct At-Large Senators are elected by current faculty members holding adjunct status at the time of the election.

9.2.D. Conduct of Elections

1. Elections of Senators are divided into three non-overlapping periods.

- a. Nomination period of five business days, unless there are extenuating circumstances.
- b. Campaign period of approximately five business days, unless there are extenuating circumstances.
- c. Voting period of five business days, unless there are extenuating circumstances.

2. The nomination period for a Senator election shall begin no later than the third week of the spring semester unless there are extenuating circumstances.

3. If there are no nominations for an open Full-Time Electoral Area Senator or Adjunct At-Large Senator seat, no election for that position will occur.

4. The Elections and Rules Committee shall rank the results of the election. If a position has x seats open, the top x candidates in ranking will be declared the winners of those seats. If no clear winner can be determined, the winner will be determined by lot at a Senate meeting.

5. For Adjunct At-Large Senators a ranked list will be kept by the Elections and Rules Committee to be used if vacancies occur.

Section 9.3 Election of Senate Officers

9.3.A. Types of Elections

1. Regular Officer Elections – Held each spring.
2. Run-Off Elections – Held as specified in Bylaws.
3. Special Elections – Held as specified in Bylaws to fill vacancies.

9.3.B. Candidate Eligibility

All active faculty members are eligible to run for an officer position.

9.3.C. Voter Eligibility Pool

All active faculty members are eligible to vote for officers of the Senate.

9.3.D. Conduct of Elections

1. Elections of officers are divided into three non-overlapping periods.

	Regular Election	Run-Off Election	Special Election
a. Nomination Period	Ten business days		Five business days
b. Campaign Period	Ten business days		Five business days
c. Voting Period	Five business days	Five business days	Five Business days

2. The nomination period for a regularly scheduled Senator officer election will begin no later than the beginning of seventh week of the spring semester, unless there are extenuating circumstances.
3. If at the end of the nomination period there are no nominees for an open officer position, that election will not be held. Instead the position will be filled by Senate Presidential appointment or Executive Committee appointment if the Senate President is not available.
4. In the case of a contested election for Senate President, the Election and Rules Committee will host a forum during the campaign period.
5. For the offices of Recording Secretary and Treasurer, the candidate with the most votes for a particular seat will be declared the winner of that seat. In the event of a tie, the winner will be determined by lot at a Senate meeting.
6. For the office of President-Elect, the candidate receiving the majority of votes will be declared the winner. If no clear winner can be determined, the Elections and Rules Committee shall conduct a run-off election between the two candidates receiving the greatest number of votes or the two or more candidates that are tied. In the event that the run-off election results in a tie, the winner will be determined by lot at a Senate meeting.

Section 9.4 Election of Curriculum Representatives

The structure of the Curriculum Committee is established in AR 5110.

9.4.A. Candidate Eligibility

Any active faculty member who will have full-time status in the upcoming fall semester is eligible to run to become a full-time Curriculum Committee representative for their department or groupings of departments.

9.4.B. Voter Eligibility Pool

All current full-time faculty members in a department are eligible to vote for representatives from their department.

9.4.C. Conduct of Elections

1. An election of Curriculum Committee representatives is divided into three non-overlapping periods.
 - a. Nomination period of five business days.
 - b. Campaign period of approximately five business days.
 - c. Voting period of five business days.
2. The nomination period for Curriculum Committee representatives will begin no later than the tenth week of the spring semester, unless there are extenuating circumstances, and may be run concurrently with another election.
3. If at the end of the nomination period there are no nominees for an open Curriculum representative position, that election will not be held. Instead the position will be filled by Presidential appointment or Executive Committee appointment if the President is not available. If any seat cannot be filled with a member from the appropriate department(s), a faculty member from another department will be appointed by the Senate President as an additional At-Large Curriculum member.
4. The candidate with the most votes for a particular seat will be declared the winner of that seat. If no clear winner can be determined for a position, the winner will be determined by lot at a Senate meeting.

These Bylaws were amended and approved by the Academic Senate on 05/10/2016

Vote: Yes – 52 No – 0 Abstentions - 0