By-Laws

The Senate can propose, change, and amend its By-Laws by a two-thirds vote of the full membership providing that a quorum is established and that notice of the proposed changes have been sent to all Senate members at least two (2) weeks in advance of the meeting where changes will be considered.

Motions to create or to change existing By-Laws must be proposed in writing and submitted to the Elections and Rules Committee.

Article I. Senators

Section 1. Membership

1. The Electorate shall consist of the faculty, as defined in Article I, Section 2 of the Academic Senate Constitution. The Senate shall be elected from the members of this body. For the purpose of these By-Laws “Electoral Area” means any area where a faculty member is carrying out at least twenty (20) percent of his/her contract assignment.

2. The Senate shall be composed of at least thirty-two (32) full-time faculty representatives elected from the following electoral areas:
   a. Art
   b. Athletics / Kinesiology
   c. Business
   d. Communication
   e. Computer Science and Information Systems
   f. Cosmetology
   g. Counseling/Matriculation, Disabled Students, Enrollment Services/Outreach, EOP&S, Health Services, International Education, Student Life
   h. Dance
   i. Design Technology
   j. Earth Sciences
   k. Early Childhood Education/Education
   l. Emeritus
   m. English
   n. English as a Second Language (ESL)
   o. Health Sciences
   p. History
   q. Library
   q. Life Sciences
   r. Mathematics
   s. Modern Languages and Cultures
   t. Music
   u. Photography and Fashion
   v. Physical Sciences
   w. Philosophy and Social Science
   x. Psychology
   y. Theatre Arts

3. Adjunct faculty shall have 11 (eleven) representatives in the Senate elected from the above electoral areas.

4. Ex-officio voting members of the Senate shall include all elected officers of the Senate, Chairs of Standing and Ad Hoc Committees, a representative of the Faculty Association, and
Section 2. Tenure of Office

1. Approximately one-third of the Senate’s full-time faculty representatives shall be elected each year, and each elected member shall serve for a term of three (3) years.
2. Adjunct faculty representatives shall be elected each year and serve a term of one (1) year.
3. Ex-officio voting representatives who serve as Chair of Standing and Ad Hoc committees shall serve for a term of one (1) year.
4. Elected officers shall serve a term as specified by the Senate Constitution.
5. Ex-officio non-voting representatives shall serve a term of one (1) year.
6. Terms of office shall begin and end at the close of the spring semester.

Section 3. Election of 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:

1. Obtain a list of faculty members in each of the twenty-six (26) electoral areas discussed in Article I, Section 1.2. of these By-Laws. Any member who teaches in more than one (1) electoral area will be counted in each area according to the fraction of the load taught therein.
2. Allocate one Senator to each electoral area for each 10 full-time faculty members or portion thereof. [0-10= 1 senator, 11-20 = 2 senators, 21-30 = 3 senators, 31-40 = 4 senators, 41-50 = 5 senators, and so on.] Electoral areas that have a reduction in allocation only lose a position if a senator’s three-year term ends.

Section 4. Conduct of Senate Elections

1. The Elections and Rules committee shall solicit nominations to the Senate prior to a general election. The Elections and Rules committee will accept nominations for a period of two (2) weeks or ten (10) business days.
2. Each electoral area will nominate persons from their area under the supervision of the Elections and Rules committee. An electoral area may conduct its own elections.
3. The Elections and Rules committee will verify the eligibility of the nominees and then forward the names of the nominees of each electoral area to the specific electoral area faculty and the Senate at large.
4. Within a reasonable time following the nomination period, the Elections and Rules committee shall submit ballots with the names of nominees of each electoral area to its own faculty members for election to the Senate.
   a. Email will be utilized to distribute ballots and/or other technologies may be utilized with the approval of the Senate. A web-based voting system may be used. If a web-based system is used, no ballot validation rules shall be established. At an individual faculty member’s request, a paper ballot may be used.
   b. At least one (1) week or five (5) business days will be allocated for collection of marked ballots.
   c. A cutoff time will be set and stated clearly in the emails for all ballots by the Elections and Rules committee. All votes received after the posted cutoff time will not be counted.
   d. Ballots shall be designed so that voters can choose to abstain on any or all offices and/or questions.
5. If there are no nominations for an election within an electoral area, the nominations period for that area will be extended. No election in that area will occur if there are no subsequent nominations.

6. Elections to the Senate shall be held by secret ballot prior to the close of the third week in April if possible and the Elections and Rules committee shall report the results of the election to the entire college faculty.

7. Both real vote totals and percentage-of-votes cast shall be reported via campus e-mail and will be posted in the college mailroom.

8. Election shall require a majority of votes cast.

9. In the event of a tie or no majority, the Elections and Rules committee shall conduct a run-off election.

10. Newly elected Senators shall be seated at the close of the spring semester.

11. Elections to fill vacancies shall be held when required except where otherwise specified.

12. In the event of a challenge to an election result, the Executive committee shall be the sole judge of the election results.

13. Ballot totals shall be kept on file in the Senate office for one (1) year.

Section 5. Voting

All full-time, part-time, and ex-officio voting faculty representatives of the Senate shall be accorded one (1) vote per issue before the Senate and the Senate shall not recognize proxy voting.

Article II. Duties and Responsibilities of Senators

1. Representatives of the Senate, herein called “Senators”, are accountable to all members of the Santa Monica College faculty.

2. Senators are responsible for:
   a. Participating in regularly scheduled Senate meetings as active and informed representatives of electoral areas.
   b. Ratifying appointments by the Senate President.
   c. Authorizing the execution of contracts and other agreements entered into by the Senate.
   d. Approving the annual budget submitted by the Senate President.
   e. Assessing dues of faculty members, upon recommendation of the Senate President, to cover Senate expenses.
   f. Business matters appropriate to the legal rights, goals and purposes of the Senate.
   g. Representing electoral area concerns at Senate committee meetings and at the Senate general sessions.
   h. Reporting actions and recommendations of the Senate to the electoral area following general sessions.
   i. Representing Senate concerns at District committee meetings and for providing timely information reports to the Senate President.
   j. Keeping the Senate President apprised of relevant electoral area concerns or developments for necessary action in the appropriate committee(s) of the Senate.
   k. Serving as liaison between the electoral area and the Senate, communicating
local concerns to appropriate members of the Executive Committee.
I. Assisting the Senate President in gathering data for research projects of the Senate.
m. Communicating with other Senators in order to foster better communications between the Senate and the faculty, classified staff, student government, administration, and the Board of Trustees.
n. Informing potential or newly elected Senators of the purposes and policies of the Senate.
o. Circulating to their constituency communications received from the Senate, e.g., the rostrum, reports, minutes, general session mailings, etc.
p. Serving on at least one of the Senate’s Standing or Ad Hoc committees (see appendix A).
q. Encouraging faculty members to become involved in the Senate through participation in Senate committees and attendance at general session meetings.

Article III. Duties and Responsibilities of the Parliamentarian

The Parliamentarian is a consultant who advises the 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.

Article IV. Recall and Removal of Senators and Officers

1. The Senate President may declare vacant the seat of any Senator who
   a. Is unable to complete his/her term of office.
   b. Is absent for three (3) consecutive meetings without prior consent of the Senate President or
   c. Becomes ineligible to hold membership in the Senate.
2. Vacancies will be immediately filled in the manner described in Article I, Section 4 of these By-Laws.
3. An electoral area may request a special election to recall the area representative and replace its Senator at any time upon petition of one-third of the members of the area.
   a. The Senate President shall order an election within two (2) weeks of the receipt of the valid petition. 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.
4. 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 I, Section 4 of these By-Laws.
5. 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. The officer shall be removed if two-thirds of the full Senate membership supports the recall. If the recall succeeds, the Senate shall hold a new election to fill the vacancy within two (2) weeks.
Article V. Committees

Section 1. Structure and Organization

1. 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.

2. Faculty committees are those committees that are comprised primarily of faculty and where appropriate with members representing classified and student groups (See appendix A).

3. Joint committees are committees where administrators are seated along with faculty members and members representing classified and student groups (See appendix A).

4. The following are Faculty Standing Committees:
   a. Adjunct Faculty
   b. Career Technical Education
   c. Curriculum
   d. Department Chairs and Coordinators
   e. Distance Education
   f. Elections and Rules
   g. Environmental Affairs
   h. Equity and Diversity
   i. Executive
   j. Fiscal Affairs
   k. Information Services
   l. Institutional Effectiveness
   m. Legislative Action
   n. Personnel Policies
   o. Professional Ethics and Responsibilities
   p. Program Review
   q. Sabbaticals, Fellowships and Awards
   r. Social
   s. Student Affairs
   t. Student Instructional Support

5. The following are Joint Standing Committees:
   a. Career Technical Education
   b. Curriculum
   c. Distance Education
   d. Environmental Affairs
   e. Information Services
   f. Institutional Effectiveness
   g. New Faculty Position Ranking
   h. Personnel Policies
   i. Professional Development
   j. Program Review
   k. Sabbaticals, Fellowships, and Awards
   l. Student Affairs

6. The following Standing Committee is a Partnership with the Faculty Association:
   a. Legislative Action
Section 2. Committee Chairs

1. The Chairs of the Senate’s Standing 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 By-Laws.
   a. The President shall chair the Executive committee.
   b. The Treasurer shall chair the Fiscal Affairs Committee.
2. The vice-chairs of the Joint Standing Committees will be administrators appointed by the Superintendent/President or designee.
3. The terms of the Chairs of all Standing Committees shall begin and end at the close of the spring semester
4. The Chair of a Standing Committee shall be a voting member of the committee and shall serve as a voting member of the Executive Committee.
5. No faculty member shall chair more than one Standing Committee and all Chairs are accountable to all members of the Santa Monica College faculty and shall represent the views and positions of the Senate in carrying out the following functions:
   a. Initiate faculty nominations to each Standing Committee and present recommendations to the Senate President for faculty appointments to that committee.
   b. Examine the duties of the committee and establish 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.
   c. 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.
   d. 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 its adoption.
   e. Present to the Senate President a brief summary of the committee’s activities at the end of the academic year.
   f. Transmit the previous year’s standing rules to the incoming chair.
   g. Perform such functions as the Senate President assigns in carrying out the purposes and policies of the Senate.

Section 3. Membership on Standing Committees

1. Faculty members are nominated to Senate committees and are seated on committees upon appointment by the Senate President with the advice and consent of the Executive Committee.
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 Senate President in consultation with appropriate representatives of these groups and the committee Chair shall appoint administration, classified and student members. Such appointments shall be with the advice and consent of the Executive Committee.
4. The majority of members on all Academic Senate Committees shall be faculty members.
5. On Joint Standing Committees, the ratio of faculty to administrators shall be two to one.
6. The membership of the Executive Committee consists of the Officers, the Committee Chairs, and the Parliamentarian.
Article VI. Meetings and Senate Procedures

Section I. General Session of the Senate

1. A general session of the Senate shall be held at least twice a month of the calendar year at a time and place designated by the Senate.
2. The President of the Senate shall chair these sessions.

Section 2. Special Meetings of the Senate

1. The Senate President may call a special meeting at his/her discretion.
2. Upon written petition signed by 20 (twenty) Senators, the President shall call a special meeting to be held within one (1) week after receipt of such valid petition.
3. Written notice of a special meeting shall be given to all members of the Senate at least two (2) regular school days prior to the meeting and shall contain a general statement of the business to be brought before such meeting.

Section 3. Quorum and Attendance at Meetings of the Senate

1. The Senate shall act in accordance with all state and local open meeting laws.
2. A quorum at all meetings of the Senate shall consist of a simple majority.
3. The Senate will follow a version of Robert’s Rules selected by the Elections and Rules committee and consented to by the Committee of the Whole.

These Bylaws were amended and approved by the Academic Senate on 11/24/09
Vote: Yes – 54      No – 0      Abstentions – 0