**VENTURA COLLEGE ACADEMIC SENATE BYLAWS**

## ****ARTICLE I – RIGHTS OF THE MEMBERSHIP****

Final authority on all academic and professional matters remains with the general membership. The general membership shall retain the rights to:

1. Bring matters of concern to the attention of the Academic Senate, Senate Council, Senate Subcommittees, Administration, or Board of Trustees.
2. Attend any meeting of the Academic Senate, Senate Council, or Senate Subcommittees other than an executive session (“executive session” as defined in the Brown Act).
3. Address the Academic Senate, Senate Council, or Senate Subcommittees by prior request for time on the agenda or by requesting the floor from the presiding chairperson.
4. Request a caucus with other Senate members before voting on agenda items presented to the Academic Senate, Senate Council or Senate Subcommittees.
5. Request, through the Senate Council, that a given subcommittee meet in an executive session to consider a specific problem.
6. Recall any elected representatives, propose initiatives, and hold referendums to reverse previous actions by the Academic Senate and/or Senate Council.
7. Initiative, referendum, and to propose resolutions.

## ****ARTICLE II – SENATE COUNCIL****

**1. Membership**

The voting membership of Senate Council shall include:

1. Senate President
2. Vice President
3. Secretary
4. Treasurer
5. Senators
6. One (1) At-Large Part-Time Senator
7. Curriculum Committee Faculty Co-Chair
8. One (1) Representative from the Faculty Bargaining Unit

B. Any faculty member who is holding or who has held office in the Academic Senate of the California Community Colleges shall serve as a non-voting, ex officio member of the Senate Council.

C. The President, with the approval of the Senate Executive Committee, may appoint a Parliamentarian. The Parliamentarian shall advice the Academic Senate on the adopted parliamentary rules and serve as a non-voting, ex-officio member of the Senate Council.

**Section 2. Basis of Representation**

A. Each Division shall be entitled to elect one (1) Senator for every nine (9) tenured and tenure-track full-time faculty or fraction thereof, as of the first day of Fall semester.

1. Each Division shall be entitled to elect at least one (1) Senator.
2. Faculty on sabbatical, leave, and/or who are receiving release time shall be included when determining the number of faculty in each Division.
3. Temporary full-time faculty shall not be included when determining the number of faculty in each Division.
4. Divisions with multiple Senate Council seats are encouraged, but not required, to elect Senators from different departments within the Division.
5. A master list of Divisions, including the names and numbers of the faculty in each Division, shall be used to determine divisional representation on Senate Council. This list shall be made available upon request to any member of the Academic Senate.

B. The at-large part-time faculty Senator shall be self-nominated and appointed as specified in the Senate Constitution.

The faculty bargaining unit shall be entitled to appoint one (1) representative to serve on the Senate Council. Unless action is taken to the contrary, it shall be assumed that this position will be filled by the full-time campus representative.

### 3

A. structure amembership to ensure proper representation

B. If a Division increases or decreases its number of tenured and/or tenure-track faculty during the academic year, it will maintain its current number of Senators until the beginning of the next academic year.

C. Problems regarding the distribution of Senate Council seats shall be presented in writing to the Senate Executive Committee and resolved by this committee as well.

### Proxy Voting

 or representative

**Section 5. Release Time**

**A. The Academic Senate President will, in consultation with the Senate Executive Committee, allocate the release time for the Academic Senate at the beginning of each academic year. In the case of unforeseen need, the Senate Executive Committee may vote to modify the allocations of release time at the beginning of any semester.**

**B. Each position given release time must have a clear description of the job duties and expectations. The positions eligible for release time may include, but are not limited to the following:**

1. **Senate President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Curriculum Committee Co-Chair**

**C. It is at the discretion of the Senate President, in consultation with the Senate Executive Committee, to add or remove positions eligible for release time. The Senate President shall report any changes to the allocation of release time to the Senate Council.**

## ****ARTICLE III – DUTIES OF SENATE COUNCIL MEMBERS****

**Section 1. Senate President**

It shall be the duty of the Senate President to:

1. Preside at all meetings of the Academic Senate, Senate Council, and Senate Executive Committee.
2. Prepare and distribute the agenda of all regular and special meetings of the Academic Senate and Senate Council.
3. Serve as an ex officio member of all committees that represent the Academic Senate.
4. Represent the viewpoints of the Academic Senate at all Board of Trustees meetings, College-wide committees, and/or District committees or assign a designee in consultation with the Senate Executive Committee.
5. Represent the faculty at the state and regional meetings of the Academic Senate for California Community Colleges (ASCCC).
6. Report the activities of College and District committees, the Administration, the Board of Trustees, and the Academic Senate for California Community Colleges to the Academic Senate.
7. Appoint, with the approval of the Senate Council, faculty who serve on Senate subcommittees, College-wide committees, and/or District committees.
8. Assist faculty requesting aid regarding non-contractual issues.
9. Perform other duties as assigned by the Academic Senate as a whole or the Senate Council.

**Section 2. Vice President**

It shall be the duty of the Vice President to:

1. Assume the duties of the President when the President is incapacitated, absent, leaves office, or at the request of the President.
2. Assist the President at all meetings of the Academic Senate, Senate Council, and Senate Executive Committee.
3. Serve on committees at the request of the Senate Council, Senate Executive Committee, and/or President.
4. Perform other duties as assigned by the Academic Senate, Senate Council, Senate Executive Committee, and/or President.

**Section 3. Secretary**

It shall be the duty of the Secretary to:

1. Record and distribute the minutes of all Academic Senate and Senate Council meetings.
2. Maintain a record of Senate actions, resolutions, and meetings.
3. Maintain a master list of Divisions, including the names and numbers of the faculty in each Division.
4. Serve on committees at the request of the Senate Council, Senate Executive Committee, and/or President.
5. Perform other duties as assigned by the Academic Senate, Senate Council, Senate Executive Committee, and/or President.

**Section 4. Treasurer**

It shall be the duty of the Treasurer to:

1. Reviews budget and expenditures of the Academic Senate and related subcommittees and submit an annual budget to the Senate Council.
2. Deposit funds as necessary in the name of the Senate.
3. Issue checks, co-signed by the Senate President, for expenses incurred by and authorized by the Academic Senate and/or the Senate Council.
4. Serve on committees at the request of the Senate Council, Senate Executive Committee, and/or President.
5. Perform other duties as assigned by the Academic Senate, Senate Council, Senate Executive Committee, and/or President.

**Section 5. Senators**

It shall be the duty of Senators to:

1. Attend and actively participate in all regular and special meetings of the Senate Council and Academic Senate.
2. Represent the viewpoints of their constituency at Senate Council meetings and present concerns from their affected areas.
3. Keep faculty within their constituency informed on the activities of Senate Council and the Academic Senate.
4. Conduct surveys of their constituency as requested by the Senate President or Council.
5. Be informed of College, District, and State issues that pertain to the academic and professional matters defined in Title 5 of the California Code of Regulations.
6. Be knowledgeable regarding the Ventura College Academic Senate Constitution and Bylaws, the Constitution of the Academic Senate for California Community Colleges, and the laws pertaining to the rights and responsibilities of local and state Senates.
7. Promote the Academic Senate as the only representative of Ventura College faculty on academic and professional matters.
8. Be willing to serve on at least one (1) committees and report their proceedings to the Senate Council.

**Section 6. Part-Time Senator**

The Part-Time Senator shall have the same duties as the other Senators but shall not be expected to serve on any committees.

**Section 7. Curriculum Committee Faculty Co-Chair**

It shall be the duty of the Curriculum Committee Faculty Co-Chair to:

1. Preside at all meetings of the Curriculum Committee.
2. Prepare and distribute the agenda for meetings of the Curriculum Committee.
3. Update the Academic Senate at least once per month regarding the Curriculum Committee’s activities.
4. Keep the Academic Senate informed regarding changes in curriculum standards, including statutes, regulations, CCCCO publications, accreditation, CSU Executive Orders, and District and College policies.
5. Notify the Senate President when there are vacancies on the Curriculum Committee.
6. Serve on committees as required or at the request of the Curriculum Committee, Senate Council, Senate Executive Committee, and/or President.

**Section 8. Faculty Bargaining Unit Representative**

It shall be the duty of the Faculty Bargaining Unit Representative to:

1. Update the Academic Senate at least once per month regarding the Faculty Bargaining Unit’s activities, negotiations, and contract issues.
2. Serve as a liaison between the Academic Senate and Faculty Bargaining Unit on matters of mutual concern.

## ****ARTICLE IV – OFFICERS****

**Section 1. Order of Precedence**

A. The order of precedence for officers shall be President, Vice President, Secretary, and Treasurer. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer.

B. A further order of precedence may be established by the Senate Council.

**Section 2. Expectations**

Officers are expected to maintain a campus-wide perspective on matters before the Academic Senate and shall not serve as Divisional representatives on Senate Council meetings.

**Section 3. Vacancies**

A. If the President leaves office, the Vice President shall fill the vacancy for the unexpired portion of the President’s term.

B. If the Vice President, Secretary, or Treasurer leaves office, the President shall notify the Academic Senate of the vacancy.

1. Any general member who meets the eligibility requirements may be nominated by a petition of ten (10) general members. Petitions must be filed with the President within fifteen (15) days of the announcement of the vacancy. If no petition is filed, the Senate President shall nominate candidates.
2. In cases where there is a single candidate, the Senate Council may fill the vacancy by a simple majority vote. If there are multiple candidates for a given office, a special election among the general membership shall be held to fill the vacancy.
3. Vacancies shall be filled for the remainder of the term of office.

C. If the entire Senate Executive Committee leaves office, the Senate Council shall elect officers at the next scheduled Senate meeting. These officers will serve for the unexpired portion of the previous officers’ terms.

## ****ARTICLE V – ELECTIONS****

### Section 1. Election Committee

A. The Election Committee shall be formed by the Senate Council at the beginning of the Fall semester of an election year. Members of the Election committee shall serve for a period of two (2) years.

B. The Election Committee shall be empowered to:

1. Solicit and verify nominations for Senate offices.
2. Plan and supervise the election of Senate officers.
3. Verify recall petitions and oversee recall elections.
4. Ballot the general membership on proposed amendments to the Senate Constitution and Bylaws.
5. Print and distribute ballots in a timely manner to all faculty.
6. Count ballots and certify election results.

C. The Election Committee shall be composed of at least three (3) members of the Academic Senate. Candidates for office are prohibited from serving on the Election Committee.

### Section 2. Election Procedures

A. Elections for Senate President, Vice President, Secretary, and Treasurer shall be held during the Fall semester of even years.

B. The nomination period shall run from the first day of Fall semester until the last day of October. A publicized call for nominations shall be sent out to the general membership at the beginning of the Fall semester during an election year.

C. The slate of candidates shall be published and announced to the general membership during the first week of November. Inclusion of any nominee’s name on the ballot is contingent on confirmation by the Election Committee of that nominee’s eligibility and willingness to serve.

D. Elections shall take place during the month of November. The dates of the election shall be scheduled by the Election Committee and approved by a simple majority vote of the Senate Council.

E. Faculty shall be given one (1) full week to cast their ballots at a secure place determined by the Election Committee and in accordance with the following procedure:

1. Election packets shall be distributed to the mailboxes of the full-time faculty.
2. The election packet shall consist of a ballot, two envelopes, and clear and precise voting instructions. The ballot shall include a provision for write-in candidates for each office.
3. Each faculty member may vote for only one (1) person for each office. Write-in candidates are permitted for each office.
4. The completed ballot shall be placed into the first envelope. The first envelope is then sealed.
5. The envelope containing the ballot shall be placed inside the second envelope. The second envelope is then sealed.
6. The faculty member shall print and sign their name on the outside of the second envelope.
7. The envelope shall be placed in a locked ballot box in a location to be determined by the Elections Committee.

F. After the close of the election period, the Chair of the Elections Committee shall take charge of the locked ballot box and ensure that it is delivered to a pre-determined, publicly announced, and secure location.

G. Ballots shall be counted by the Senate Executive Committee and the Election Committee, and the counting shall be open to any member of the Academic Senate. The verification procedure shall be as follows:

1. Votes shall be tallied publicly at a time and appropriate place previously chosen by the Elections Committee. Such a time and place must be announced at the time when ballots are distributed.
2. Each envelope shall be reviewed to ensure that it includes the required information. Envelopes that do not contain a faculty signature and/or name will be marked as invalid.
	1. All voting envelopes shall be reviewed by the entire committee which must unanimously concur that the envelope is invalid. If there is not unanimous agreement, the ballot shall be considered valid.
	2. All invalidated envelopes shall remain unopened and saved for audit.
3. Each valid envelope shall be verified against a list of full-time faculty members; invalid envelopes from this process shall be added to the previous invalid group.
4. The remaining valid envelopes shall be opened, and the balloting envelops removed. The empty envelopes shall be bundled together and saved for audit.
5. Each ballot envelop shall be opened and the ballot read aloud by a committee member. A second committee member shall tally, and a third committee member shall verify the correctness of the other two members.
6. A voter’s choice for an office shall be considered an invalid vote if the voter:
	1. Selected more than one candidate for the same office.
	2. Writes in the name of a person who is not eligible for office.
	3. Writes in a candidate name that is unrecognizable/undecipherable and cannot be determined for whom the vote is intended to be cast.
7. After all ballots are counted, the committee shall prepare a final tally. Invalid and blank votes shall be included in the total number of votes cast.
8. All envelopes and ballots shall be gathered, bundled appropriately, and stored for audit in the Academic Senate Office.

H. A candidate must receive a simple majority of votes cast for a position to be elected. In the event a candidate is not selected by a simple majority of the votes cast on the first ballot, the top two candidates shall participate in run-off election.

1. Runoff elections shall be administered by the Elections Committee and must be conducted within one (1) month of the certification of the first ballot results.
2. Candidates in a runoff election shall be elected by a plurality of votes. In the case of a tie, one or more additional runoff elections will be held until a candidate receives a plurality of votes.

I. After the votes are tallied, the names of the newly elected officers shall be emailed to all users within one (1) week to the general membership.

J. At the Senate Council meeting following the tally of the election votes, the Chair of the Elections Committee shall report the results of the election. The report shall include the total number of ballots cast, total valid and total invalid ballots, and the number of votes cast for each candidate.

K. Failure to observe these election procedures shall be grounds for dismissing the election as void. Any faculty member may request that the Senate Executive Committee organize an investigation and review of the election process to determine if a violation of election procedures has occurred.

1. The Senate Executive Committee shall appoint an ad hoc committee consisting of three (3) Senators, not serving on the Election Committee or Senate Executive Committee, to investigate and review the election process to determine if a violation of election procedures has occurred.
2. The ad hoc committee shall report their findings at the next regular Senate Council meeting. If it is determined by the ad hoc committee that a violation of the election process has occurred, the Senate Council may approve remedy(ies), by a two-thirds majority vote, to include but not limited to declaring the election to be null and void and calling for a special election.

### Section 3. Recall Elections

A. Any general member of the Academic Senate may initiate a recall of any officer and/or committee chairperson.

B. Full-time faculty may initiate a recall of a Senator or Curriculum Committee member from their Division.

C. Recall elections shall be conducted using the following procedures.

1. Recall may be initiated by a petition of forty (40) percent of the members of a Division (Senator or Curriculum Committee member) or of the general membership (Officers or Committee Chairpersons).
2. The Election Committee shall verify the petition and organize a recall election. A recall action shall be confirmed when passed by a two-thirds majority vote, provided that one-half or more of the members of the Division or general membership participate.
3. If a recall action involves a member of the Election committee, the Senate Council shall appoint a temporary replacement to the committee until the recall action is decided.

## ****ARTICLE VI – CURRICULUM COMMITTEE****

**Section 1. Scope**

**A. The Curriculum Committee is the subcommittee of the Academic Senate that provides guidance, advocacy, and oversight for the programs and curricula of Ventura College.**

**B. T**he Curriculum Committee shall have the authority to make recommendations directly to the Board of Trustees in the areas of curriculum and academic standards.

**Section 2. Membership**

A. The voting membership of the Curriculum Committee shall include:

1. Two (2) representatives per Division
2. Academic Senate President (ex-officio)
3. Faculty Co-Chair of the Curriculum Committee (ex-officio)
4. Curriculum Technical Review and Prerequisites Chair (ex-officio)
5. Articulation Officer (ex-officio)
6. One (1) librarian (ex-officio)
7. One (1) representative from the faculty bargaining unit (ex-officio)

B. Divisional representatives shall represent the viewpoints of their constituency at Curriculum Committee meetings and present concerns from their affected areas.

C. Voting ex-officio members are expected to provide a college-wide perspective on matters before the Curriculum Committee. They shall not serve as Divisional representatives.

D. Non-voting members of the Curriculum Committee shall include:

1. Recorder (Administrative Assistant to the Chief Instructional Officer, or designee)
2. Registrar
3. Chief Instructional Officer (who shall also serve as Co-Chair of the Committee)
4. ASVC President (or designee)
5. Academic Deans

**Section 3. Basis of Representation**

A. Each Division shall elect two (2) full-time faculty to serve as voting members on the Curriculum Committee.

1. Divisional representatives elected to the Curriculum Committee shall serve for a term of two (2) years. There shall be no term limits on Curriculum Committee members.
2. Election of representatives from a single division shall be staggered so that only one of the two voting divisional members is appointed/elected each year.
3. Divisional representatives shall be elected according to the Curriculum Committee Bylaws.

B. If a voting divisional member must be replaced during the course of his/her term, then the term of service of the replacement shall terminate at the same time that the predecessor’s term of service would have expired had he/she continued to serve.

C. Divisional representatives must be confirmed by a simple majority vote of the Senate Council before they are considered voting members of the Curriculum Committee.

**Section 4. Duties**

The Curriculum Committee and Faculty Co-Chair shall fulfill the duties and responsibilities outlined in the Curriculum Committee Bylaws.

**Section 5. Faculty Co-Chair**

A. The Faculty Co-Chair of the Curriculum Committee shall serve a two-year term. The Chair shall be elected using the procedures in the Curriculum Committee Bylaws.

**Section 6. Recall**

A. Divisional representatives of the Curriculum Committee and the Faculty Co-Chair may be recalled using the procedures specified in the Senate Bylaws.

B. Faculty appointed by the faculty bargaining unit may only have their appointments rescinded by the faculty bargaining unit.

## ****ARTICLE VII – OTHER COMMITTEES****

**Section 1. Membership**

A. The Senate President shall appoint faculty to serve on Senate subcommittees (other than the Curriculum Committee), College-wide committees, and/or District committees at the beginning of each academic year.

B. Committee appointments must be confirmed by a simple majority vote of the Senate Council before the appointees are considered voting members.

C. Vacancies on Senate subcommittees, other than the Curriculum Committee, shall be filled by the Senate President and confirmed by a simple majority vote of the Senate Council.

### Section 2. Term of Office

A. Faculty shall be appointed to committees at the beginning of the Fall semester and serve a term of one (1) year. There shall be no term limits on committee members.

B. The Senate Council shall settle all disputes regarding committee membership. A disputed position shall be considered vacant until a resolution is reached by Senate Council.

### Section 3. Abeyance and Dissolution

A. Senate committees that do not provide monthly reports while the committee is at work may be considered a committee in abeyance.

B. Any Senate subcommittee, other than the Curriculum Committee, may be dissolved by a two-thirds vote of the Senate Council.

C. The Senate Council may rescind any committee appointment with a two-thirds majority vote. Faculty appointed by the faculty bargaining unit may only have their appointments rescinded by the faculty bargaining unit.

### Section 4. Ad-Hoc Committees

A. The Senate President and/or Senate Council may establish “Ad-Hoc” committees to accomplish specific tasks.

B. Members of an ad-hoc committees shall be nominated by the Senate President and confirmed by the Senate Council.

C. Upon completion of these tasks, these committees shall be dissolved or, by a simple majority vote of Senate Council, approved as a standing committee.

## ****ARTICLE VIII - INITIATIVES****

### ****Section 1. Requirements****

**Initiatives may be proposed by** **petition of ten (10) percent of the general membership and must state the action to be considered.**

### ****Section 1. Process****

**A. Upon receipt of a valid petition, the Senate President shall schedule a meeting of the entire Academic Senate to consider the proposed initiative. The meeting shall be scheduled within thirty (30) days of receiving the petition when such time remains in the regular semester. Otherwise the meeting will be held within thirty (30) days of the beginning of the next regular semester.**

**B. An initiative shall be confirmed when passed by a simple majority vote, provided that one-half or more of the general membership participates in the voting.**

## ****ARTICLE IX - REFERENDUMS****

### ****Section 1. Requirements****

**Referendums may be proposed by** **petition of ten (10) percent of the general membership and must state the action to be considered.**

### ****Section 2. Process****

**A. Upon receipt of a valid petition, the Senate President shall schedule a meeting of the entire Academic Senate to consider the proposed referendum. The meeting shall be scheduled within thirty (30) days of receiving the petition when such time remains in the regular semester. Otherwise the meeting will be held within thirty (30) days of the beginning of the next regular semester.**

**B. A referendum shall be confirmed when passed by a simple majority vote, provided that one-half or more of the general membership participates in the voting.**

## ****ARTICLE X - RESOLUTIONS****

### ****Section 1. Requirements****

**A. Any general member of the Academic Senate may introduce a formal resolution to the Senate Council by prior request for time on the agenda. The Senate Council may establish standing or ad hoc committees for the purpose of drafting resolutions.**

**B. All resolutions shall have a title that correlates to its content. There shall be no more than four “whereas” statements and no more than four “resolved” statements within each resolution.**

**C. New resolutions shall be submitted in writing to the Academic Senate President at least seven (7) days prior to a Senate Council meeting.**

1. **New resolutions submitted less than six (6) days prior to a Senate Council meeting will be held to the next subsequent Senate Council meeting.**
2. **If urgent circumstances exist, the Senate Executive Committee may, with a unanimous vote, waive the seven (7) day requirement. To be considered urgent, a resolution must directly address a “work stoppage, crippling activity, or other time-critical activity that severely impairs public health, safety, or the ability of the College and/or District to maintain operations”.**
3. **In cases where the seven (7) day requirement is waived, the Senate Executive Committee shall provide documentation supporting the urgency of the resolution.**

### ****Section 2. Process****

**A. A proposed resolution must undergo a minimum of two readings at Senate Council before adoption. If urgent circumstances exist, the Senate Council may, with** **a three-quarters majority vote, adopt the resolution with only one read.**

**B. The President shall make reasonable and timely efforts to communicate the nature of proposed resolutions to the general membership of the Academic Senate through available campus means.**

**C. The Senate Council may revise, amend, or reject any proposed resolution during the first or second reading. Revisions and amendments require a simple majority vote.**

**D. Resolutions shall be adopted by a two-thirds majority vote of the Senate Council.**

**E. The Senate Council may, with a two-thirds majority vote, to send a proposed resolution to the entire Academic Senate for a vote. Resolutions sent to the entire Academic Senate shall be:**

1. **Debated and voted on at a regular or special meeting of the entire Academic Senate.**
2. **Revised and/or amended** **by a simple majority vote, provided that at least one half of the membership participates in voting.**
3. **Adopted by a simple majority vote, provided that at least one half of the membership participates in voting.**

**F. All adopted resolutions shall contain an accurate time stamp for historical reference and shall be archived on the Academic Senate web site.**

### ****Section 3. Action****

**The Senate Council shall decide by a simple majority vote the appropriate action to take following the adoption of a resolution and provide direction to the Academic Senate President.**

## ****ARTICLE XI – VOTE OF NO CONFIDENCE****

### ****Section 1. Requirements****

**A. The Academic Senate may initiate and undertake a Vote of No Confidence for any Administrative positions or deliberative body. This action may be taken alone, in conjunction with the faculty bargaining unit, and/or with any other organized unit within the College or District.**

**B. A Vote of No Confidence may be proposed by petition of thirty (30) percent of the general membership. The proposal must state the name of the individual and the reason why the Vote of No Confidence is being made.**

### ****Section 2. Process****

**A. Upon receipt of a valid petition, the Senate President shall schedule a meeting of the entire Academic Senate to consider the proposed Vote of No Confidence. The meeting shall be scheduled within thirty (30) days of receiving the petition when such time remains in the regular semester. Otherwise the meeting will be held within thirty (30) days of the beginning of the next regular semester.**

**B. A Vote of No Confidence shall be confirmed when passed by a two-thirds majority vote, provided that one-half or more of the general membership participates in the voting.**