

**BY-LAWS**  
**of**  
**THE ACADEMIC SENATE**  
**of**  
**COASTLINE COMMUNITY COLLEGE**

**Article I**  
**MEMBERSHIP**

- 1.1 The Membership.** The membership of the constituency of the Senate shall consist of faculty as defined in Article II of the Coastline Community College Constitution.
- 1.2 Senator.** A Senator is a member of the Academic Senate elected by the Members as provided in Article I. There will be a total of thirty Senators. Hereafter, Coastline Community College Academic Senate is referred to as Senate.
- 1.3 Term of Office.** One-third of the Senators shall be elected each year, and each elected Senator shall serve for a term of three years.
- 1.4 Senator Elections.** Voting may be by mail ballot or electronically. Senators shall be seated in the order of popular vote received.
- 1.5 Election Procedures.** Elections and election procedures shall be determined by those rules and regulations of the Elections Committee, which shall be finalized in writing, approved by the Senate, and shall be on file at the office of the Senate. The names of candidates shall be listed on the ballots; each candidate's curriculum area (or discipline) and employee status shall be shown after his/her name. Those wishing to be re-elected can run for re-election only during the last year of their term.
- 1.6 Senate Vacancies.** The Academic Senate President shall declare vacant the seat of any Senator who (1) becomes ineligible to serve as an elected Senator, or (2) is unable to complete his/her term of office, or (3) is absent for three consecutive regularly scheduled meetings without prior notification to the President or Recording Secretary of the Senate.
- Notification to this Senator that the seat is now vacant shall first be attempted, if possible, by personal communication, email, or telephone and, subsequently, in writing. Vacancies shall be filled as provided in Section 1.9 hereof. The Senate President or Recording Secretary shall advise the Senate of all excused absences.
- 1.7 Censure of Senators.** Any Senator may be removed by a two-thirds vote of the Senate. In the event of an appeal, the Executive Committee shall review and recommend appropriate action to the Academic Senate. Vacancies that occur shall be filled as part of the regular election process in accordance with Section 1.9.
- 1.8 Recall of Senators.** A Senator may be recalled by the following process: After a recall is initiated by a majority of eligible elected Senators or five percent of the Members, the recall action will be voted on by the Members. The recall will be decided by a simple majority of the votes cast.
- 1.9 Senator Vacancies.** Senator vacancies that occur shall be filled by the Senate in compliance with the following procedures in order: (1) from the list of unseated Senator nominees at the next regular

meeting of the Senate, or (2) by special appointment by the Senate President, in consultation with the Executive Committee, as taken from a list of interested faculty. The incumbent Senators so determined must stand for upcoming spring elections to complete the terms of office of said vacancies.

**1.10 Alternate for Senator on Leave or Sabbatical.** A Senator may submit a written request for an alternate. An alternate may be appointed to replace a Senator for a maximum of two semesters. The Alternate shall assume all privileges and responsibilities of that duly elected Senator. The Alternate shall be chosen in accordance with Section 1.9.

**1.11 Constituency Representatives.** For purposes of promoting communication, seeking diversity of opinion, and sharing in college governance, the Senate shall seek constituency representatives from each of the following constituencies: Associated Student Government, Administration, and Classified Senate. Each constituent group shall select its own representative who, upon approval of the Senate, shall be conferred the title of Representative. Representatives may not vote or hold office but may participate in debate and may serve on Senate committees as appropriate and with the approval of the Senate.

## **Article II** **OFFICERS AND DUTIES**

**2.1 Executive Committee.** The Executive Committee shall be composed of the elected officers. The officers shall consist of President, President-Elect, Treasurer, Recording Secretary, Corresponding Secretary, Curriculum Chair/Co-Chairs and such other officers as may be deemed necessary.

**2.2 President.** The Senate President shall be the chief representative officer of the Senate and shall perform all the duties commonly pertinent to that office and shall preside at all meetings of the Senate. The Senate President shall report to the Senate at each regular meeting any pertinent information from college and district meetings attended. The Senate President shall be the Senate representative to the following meetings: District Board of Trustees; Planning, Institutional Effectiveness, and Accreditation Committee (PIEAC); Budget Committee; and College Council. The Senate President's term shall be one year. He/she may run for a second consecutive term. No person shall be eligible for a third consecutive term as President.

**2.3 President-Elect.** The President-Elect shall assume and perform the duties of the Senate President in the absence or disability of the Senate President or whenever the office of Senate President is vacant and shall perform such other duties and have such other powers as the Senate or the Senate President shall designate from time to time. In addition, the President-Elect shall follow up on all committee assignments and tasks, both Senate and college, to insure that the business of the Senate is completed in a timely manner. The President-Elect shall serve as Chair of the Policy and Procedure/Participatory Governance Committee. The President-Elect term shall be one year. He/she may run for a second consecutive term. The President-Elect shall assume the office of Senate President after the last term of the current Senate President. If the President-Elect completes a vacated portion of the President's term, this will not constitute one of the two potential consecutive terms as Senate President. The Senate President-Elect nominees must have participated actively in the Academic Senate in the year immediately prior to nomination.

**2.4 Recording Secretary.** The Recording Secretary shall keep the minutes of all proceedings of meetings of the Senate and bring approved minutes of the current year to each meeting; shall promptly distribute copies of all approved minutes to the President of the College, to all Senators, and to other Members upon request; and shall perform such other duties as are pertinent to that office or as are assigned to the Secretary by the Senate or by the Senate President.

- 2.5 Corresponding Secretary.** The Corresponding Secretary shall serve as chairperson of the Committee and Editor of the Academic Senate Newsletter and shall perform such other communication duties as are assigned by the Senate or by the Senate President.
- 2.6 Treasurer.** The Treasurer shall receive and have custody of all funds and securities of the Senate, shall keep adequate and correct accounts of the Senate's properties and business transactions, shall maintain and keep records of the receipts and expenditures of such funds, shall provide a written report to the Senate, and shall perform such other duties as may be required by the Senate or the Senate President. The Treasurer is responsible for the overseeing any fundraising events held by the Academic Senate such as the Strawberry Festival. The Treasurer shall serve as chairperson of the Budget and Finance Committee.
- 2.7 Curriculum Committee Chair/ Co-Chair.** The Curriculum Committee Chair/Co-Chairs shall automatically be a member of the Senate Executive Committee and must be nominated from the Curriculum Committee members who are also elected Academic Senators.
- 2.8 Parliamentarian.** The Parliamentarian shall be appointed by the Senate President and shall rule on parliamentary procedures as prescribed in *Robert's Rules of Order* or such other rules or procedures as may be adopted by the Senate.
- 2.9 Immediate Past President.** The Immediate Past President shall assist and advise the Senate as called upon from time to time by the incumbent President.
- 2.10 Temporary Officers.** Temporary officers may be elected at regular meetings of the Senate, subject to the approval of the body.
- 2.11 Removal of an Officer.** An officer of the Executive Committee may be removed by a two-thirds vote of the elected Senate membership.

### **Article III**

#### **MEETINGS AND SENATE POLICY**

- 3.1 Regular Meetings.** Regular meetings of the Senate shall be held during the academic year at a time and place designated by the Senate in accordance with the academic calendar.
- 3.2 Senators-elect.** Newly elected Senators shall be invited to participate in all Senate meetings between the time of their election and the beginning of their terms of office. They shall have no vote until their terms begin.
- 3.3 Special Meetings.** Special meetings of the Senate or of the Members may be called at any time by the Senate President or, if he/she is absent or unable or refuses to act, by the President-Elect, or upon written petition signed by three Senators. Upon receipt of said written petition, the Senate President shall call a special meeting of the Senate to be held within one week after receipt of such petition. Written notice of the special meeting, stating the time and in general terms the purpose or purposes thereof, shall be given to all Members and Senators at least two days prior to the date of special meeting, and posted as a special meeting in accordance with the Brown Act.
- 3.4 Quorum.** One-half plus one of the total number of Senators shall be necessary to constitute a quorum for the transaction of Senate business, except to adjourn as hereinafter provided. Every act and decision done or made by a majority of the Senators present shall be regarded as the act of the Senate.
- 3.5 Participation at Meetings.** All members of the college community, faculty, administrators, constituents, and other resource personnel may participate without the right of vote in open meetings of

the Senate. The Senate President may put the Senate into executive session as prescribed in *Robert's Rules of Order*.

**3.6 Absences.** Absence from three regular, consecutive Senate meetings during the academic year without prior notification to the Senate office, and so recorded by the Recording Secretary, shall be construed as a resignation. The Senator shall be notified in writing of the policy regarding absences and will be requested to respond in writing whether he/she wishes to resign from the Senate or take a leave of absence. See Article 1, Section 1.6.

**3.7 Adjournment.** A quorum of the Senators may adjourn any Senate meeting to meet again in any stated day and hour. Absent Senators shall be given notice stating the time and place of any future meeting. In the absence of a quorum, a majority of the Senators present at any Senate meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Senate.

**3.8 Conduct of Meetings.** The President, President-Elect, or in their absence a member of the Executive Committee selected by the Senate President preside at meetings of the Senate. The Recording Secretary of the Senate or, if absent, any person appointed by the presiding officer shall act as Recording Secretary of the Senate meeting. Except as otherwise provided, *Robert's Rules of Order* shall govern the conduct of all meetings.

**3.9 Agenda of Meetings.** The agenda for all meetings shall be prepared by the President and distributed and posted by the Recording Secretary or Administrative Senate Secretary at least 72 hours prior to all regular meetings of the Senate. The Agenda may be amended in case of an emergency only by a two-thirds vote of Senators present.

**3.10 Member Referrals.** Faculty members may refer inquiries and recommendations to the Senate through any Senator or through any officer of the Senate, and any such referrals shall come before the Senate, shall be acted upon, and shall result in a report by the Senate to the referring Member.

**3.11 Referenda.** Any recommendation referred to the Senate that is approved by a majority of those voting shall become official policy of the Senate and shall be forwarded to the appropriate groups, including the College Administration and/or the Board of Trustees, as the recommendation of the Senate.

**3.12 Communication with the Board of Trustees.** Any findings, views, recommendations, and policies of the Senate shall be presented to the Board of Trustees through regularly established channels. The Senate shall be able to relate directly with the Board of Trustees on all policies related to academic and professional matters as stated in Board Policy 2510 and Administrative Procedure 2510.

#### **Article IV** **RECORDS AND REPORTS**

**4.1 Inspection of Books and Records.** All books and records shall be open to inspection by the Senators and the Members at reasonable hours at the office of the Senate.

#### **Article V** **COMMITTEES**

**5.1 Chairperson Appointment.** Any Member may serve on an Academic Senate Committee. The chairperson of all Senate committees must be an active Senator. The Curriculum Committee Faculty Co-Chair or Co-Chairs will be elected by the Curriculum Committee, but will be a Senator.

**5.2 Committee Appointments.** The newly elected President-Elect shall send out requests for

participation on District, College, and Senate committees for the next academic year. The Senate President, in consultation with the Executive Committee, shall make all appointments to all committees, except as provided for in Article II and Article VI,6.1, subject to confirmation by the Senate. The Senate President and President-Elect shall be notified of all meetings and shall have the right to attend said meetings and to take part in discussions. The Senate President and President Elect shall be an *ex-officio* voting member of all committees except the Elections Committee.

**5.3 Removal.** The Senate may recall or terminate any committee person so appointed with a two-thirds vote of the Senate.

**5.4 Size.** Standing Senate Committees shall consist of no less than three Senators and/or Members as the President may determine and shall be appointed for a term of one year. The President shall create all standing committees by the end of the spring semester for the coming academic year.

**5.5 Reports.** All Academic Senate committees shall report to the Academic Senate. Notice shall be given to the Executive Committee in a timely manner so as to be included in upcoming agendas. All information gathered and compiled by Senate committees using the service and facilities of the Senate on any reports of committees sponsored by the Senate shall be the property of the Senate. All recommendations made by Academic Senate committees, with the exception of the Curriculum Committee, Professional Development Institute, and Program and Department Review, shall be approved by the Academic Senate at a regular meeting, including, but not limited to, bestowing of Academic Rank, recognition of faculty, expenditures, and any recommendations regarding academic and professional matters.

**5.6 Attendance.** Committees may meet by electronic methods or face-to-face. Absence from three consecutive committee meetings without approval of the chairperson, so recorded by the committee, shall be construed as a resignation from the committee. The absentee shall be notified by mail or email.

**5.7 Committee Quorum.** A committee quorum shall consist of the majority of the persons appointed to serve on any committee.

**5.8 Notice.** Due notice of each committee meeting shall be given by the chairperson to each member of the committee and to the Senate President and President Elect.

**5.9 Task Forces.** Special task forces may be appointed from time to time by the President or, upon his/her refusal to act or absence from office, by a majority vote at any Senate meeting.

## **Article VI** **STANDING COMMITTEES**

**6.1 Executive Committee.** The Executive Committee shall be composed of the elected officers. It will be responsible for planning and organizing to ensure efficient operation of the Senate, including planning the agenda and implementing policies adopted by the Senate. In addition, it will transact business and act on behalf of the Senate in the period between meetings and perform other functions consistent with the intent, purposes, and provisions of the Academic Senate. All such business shall be reported to the Academic Senate at its next meeting for concurrence.

**6.2 Academic Rank Committee.** This committee shall request applications for academic rank and shall review those applications according to the guidelines approved by the Academic Senate (see appendix). As appropriate, this committee may request that the Senate approve changes in the guidelines for Academic Rank.

**6.3 Academic Standards Committee.** This committee shall review and recommend possible changes or additions to college policies, programs, courses, and services in order to promote academic excellence

and professionalism.

**6.4 Budget and Finance Committee.** This committee shall supervise the finances of the Senate, to prepare an annual budget, to direct expenditures, to study and recommend major budget shifts and sources of income. The Budget and Finance Committee shall present a proposed budget for the next academic year before the last Academic Senate meeting of each academic year. This committee may assist the Treasurer in any fundraising events such as the Strawberry Festival. The Treasurer shall Chair this Committee.

**6.5 Communications Committee.** This committee shall develop, review, and recommend assistance of communication within the Senate and within Coastline Community College, its Members and other community college groups. It shall initiate and maintain liaison with all existing communications systems within Coastline Community College and with its Public Information Officer and shall publish a monthly newsletter during the academic year.

**6.6 Curriculum Committee.** This committee shall review all curriculum, both credit and non-credit for inclusion in the college curriculum. All committee members shall receive training in Title 5 guidelines for curriculum approval (including co- and prerequisites.) Membership, policies, and procedures are outlined in Appendix A, Curriculum Procedures, and shall be approved by the Academic Senate.

**6.7 Department Chairs Committee.** Every other year during the fall semester, the Department Chair Committees shall identify and recommend to the Vice President of Instruction those disciplines to be served by Department Chairs for the following two-year academic year. The Senate shall also work with the Vice President of Instruction to ensure that faculty and administrators participate in the nomination of candidates for Department Chair. (See the section on Department Chairs in the most recent contract negotiated by the Coast Federation of Educators.)

**6.8 Elections Committee.** This committee shall determine and declare such rules and regulations as may be necessary to provide for the orderly conduct of all Senate-related elections and for the proper method of voting and shall supervise all elections. The Election Committee shall also collect the nominations for the Executive Committee positions.

**6.9 Faculty Recognition Committee.** This committee shall request applications and select nominations for the following awards and others as required: Hayward Award, NISOD Award, Orange County Teacher of the Year Nominee, Coastline Adjunct Teaching Excellence Award, and Wall of Recognition for Retired and Deceased Coastline Faculty.

**6.10 Policy and Governance Committee.** This committee shall serve to develop and review all objectives, policies, and procedural activities of all Senate committees and shall serve as a forum for questioning of Senate procedure by a Member or Members. This committee shall also develop and implement mechanisms for securing greater faculty participation in participatory governance and other college activities. The President-Elect shall Chair this committee.

**6.11 Social Committee.** This committee shall provide activities for creating, determining, and implementing areas of informal socializing among the college community and shall plan and implement any entertainment or events that may be requested by the Members. This committee plans the Senate Spring Luncheon.

**6.12 Professional Development Institute Committee.** This committee provides methods for all faculty to achieve professional growth and advises the College administration and the Academic Senate on faculty professional development. This committee also arranges the procedures for faculty to meet professional development activity objectives per contractual agreements and keeps faculty informed of

professional development activities, funding availability, and application deadlines.

**6.13 Program and Department Review Committee.** This committee provides leadership, support, coordination, and continuity to the program and department review process and procedures for instruction, student services, and administration. In addition, the committee reviews, validates, and provides recommendations to all annual and comprehensive reviews and provides a summary report to support college planning. At least fifty percent of the voting membership of this committee shall be faculty. The other membership shall consist of designated administrative and classified representatives. The SLO coordinator shall chair or co-chair this committee.

**6.14 Faculty Professional Development and Leadership Committee.** This committee shall promote a culture of professional learning and development at Coastline and support opportunities for growth and advancement for all Coastline faculty so that we may better serve our students. This committee provides representation to the College Professional Development and Leadership Committee and advises the Faculty Center Coordinator on matters related to Faculty Center professional development programming. The Faculty Center Coordinator is an *ex officio* member of this Committee.

**Article VII**  
**AMENDMENT OF BY-LAWS**

**7.1 Amendment of By-Laws.** The By-Laws and every part thereof may from time to time and at any time be amended, altered, or repealed, and any new or additional By-Laws may be adopted as follows:

By a two-thirds vote of the Senators present at any regular meeting of the Senate at which a quorum is present or by a two-thirds vote of the Members present at any meeting called for such purpose or by a two-thirds vote of the returned written ballots issued to the Members for such purposes.

All Senators shall be notified in writing or by email at least two (2) weeks prior to a voting on proposed amendment or change of the By-Laws.

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