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THE MISSION OF THE ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES

The Academic Senate for California Community Colleges fosters the effective participation by community college faculty in all statewide and local academic and professional matters; develops, promotes, and acts upon policies responding to statewide concerns; and serves as the official voice of the faculty of California Community Colleges in academic and professional matters. The Academic Senate strengthens and supports the local senates of all California community colleges.

(For more information on the statewide academic senate, please refer to the following website: http://www.asccc.org/)

THE MISSION OF THE ORANGE COAST COLLEGE ACADEMIC SENATE

The Orange Coast College Academic Senate fosters effective participation and communication in all academic and professional matters; develops, promotes, and acts upon policies responding to college concerns, and serves as the official voice of the faculty of Orange Coast College under the Ten plus One (10 + 1):

1. Curriculum, including establishing prerequisites
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards and policies regarding student preparation and success
6. College governance structures as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development
9. Program review process
10. Institutional planning and budgetary process

PLUS Other Academic/Professional Matters Mutually Agreed Upon

THE VISION OF THE ORANGE COAST COLLEGE ACADEMIC SENATE

Every faculty member of Orange Coast College has a voice on all academic and professional matters and the voice of the Academic Senate of Orange Coast College represents the voice of every faculty member on academic and professional matters as delineated in the Ten plus One (10 + 1).

THE MISSION OF ORANGE COAST COLLEGE

Orange Coast College is committed to student learning and personal improvement. We provide associate degrees, transfer preparation, certificates in career and technical education, as well as instruction in basic skills and English as a Second Language. The college serves the economic and workforce development needs of the local community and develops globally aware citizens.
Shared Governance
Understanding Shared Governance

The Shared Governance concept gives Orange Coast College (OCC) a structure for creating its vision with the guiding question: “What does this issue, decision, or concern mean for us as a college?” Shared governance in its broadest sense assumes participation and mutual deliberation by the Academic Senate, the Associated Students of OCC, the Classified Forum, the management team, and the college president. The process of shared governance must be mindful of and defer to the particular legal rights and responsibilities granted to the Coast Community College District (CCCCD), the CCCD Chancellor, the OCC President, the Academic Senate, the Classified Forum, the Associated Students of Orange Coast College (ASOCC), the Coast Federation of Educators Local 1911, and the Coast Community College Association Local 1152.

The Shared Governance Model

The diagram on the following page provides an overview of the shared governance model. This diagram is followed by a brief description of each component contained in the diagram.
Governance of California Community Colleges

The People

California State Government
(Governor, Legislature, Courts)

Faculty Organizations:
CCA, CFT, FACCC, CPTA
State Academic Senate

Board of Governors of California Community Colleges

Chancellor's Office

Title V Regulations

Education Code

Local Community College Board of Trustees

Local Academic Senate

District/College Administration

Local Bargaining Unit

Policies That Affect Faculty and Students
The People

The public holds the ultimate control over community colleges through their voting for local Boards of Trustees, the governor, state legislators, and state court justices. The public also votes for local and statewide bonds that can be used to finance community colleges.

California State Government

Today, approximately 40% of the funding for community colleges comes from the state government. Community college allocations are proposed by the governor and approved by the legislature. The state also creates the legal framework for community colleges through the Education Code. The courts interpret the Ed Code and other laws affecting community colleges.

Faculty Organizations: Academic Senate for California Community Colleges

The Academic Senate for California Community Colleges (ASCCC) is the primary community college faculty voice for academic and professional matters. Every community college in California has a representative on ASCCC at two annual statewide meetings held to develop position on critical issues facing community college teachers. The ASCCC President and Executive Board has direct input to both the Board of Governors and the state executive and legislative branches.

Other Faculty Organizations

Community college faculty members are also represented by lobbying organizations such as the Faculty Association of California Community Colleges (FACCC) or unions such as the Community College Association (CTA) and the California Federation of Teachers (CFT). Adjunct instructors are represented by the California Part-Time Teachers Association (CPTA).

Board of Governors

The 16-member Board, appointed by the Governor, formally interacts with state and federal officials and other state organizations. The Board of Governors selects a Chancellor for the system. The Chancellor, through a formal process of consultation, brings recommendations to the Board, which has the legislatively granted authority to develop and implement policy for the colleges.

Chancellor’s Office

The Chancellor's Office administers statewide projects, issues grants to local colleges and faculty, and collects data. It is divided into the following Divisions: Economic and Community Development; Fiscal Policy; Human Resources; Legal Affairs; Policy, Planning and External Affairs; and Student Services and Special Programs.

Title 5

Title 5 refers to the administrative law that governs education. These are very specific regulations dealing with such subjects as grading, attendance, or credential policy. Title 5 regulations for
community colleges are formulated by the Chancellor's Office and approved by the Board of Governors after the consultation process.

California Education Code

The Ed Code is the body of laws governing all of California education from kindergarten through university.

Local Community College Board of Trustees

Every community college in California is governed by a locally elected Board of Trustees. Boards approve local policies, curriculum, and contracts. Trustees are elected for four years.

Local Academic Senate

The state made local academic senates the primary vehicle for faculty voice on academic and professional matters in AB1725. This legislation created a concept often referred to as "shared governance" that promotes and facilitates faculty input into the decision-making process at colleges.

District/College Administration

The shape of the administrative organizational structure is locally determined. Administrators carry out Board Policies, Title 5 Regulations, the Ed Code, and local contracts. Administrators must work with the faculty through the shared governance process.

Local Bargaining Unit

Most community colleges have selected a bargaining unit that is affiliated with the California Teachers Association (CTA) or the American Federation of Teachers (AFT). Districts vary in whether part-time instructors are part of the full-time teachers' bargaining unit or have their own.
The Brown Act
Basic Overview of the Brown Act

The purpose of the Brown Act is to provide the people of California with an open government, access to information, and the ability to participate in government decisions. As a local agency empowered by state law, Academic Senates are subject to the Brown Act. Below are its key provisions. In an effort to be concise, the sections most relevant to an Academic Senate are included.

Open Meetings

Meetings of the Academic Senate must be open and public. All persons shall be allowed to attend meetings. This applies to all standing committees and appointed bodies of the legislative body.

Exception: a temporary, advisory committee of the legislative body composed solely of members of the legislative body and less than a quorum of members is not considered a legislative body and acts outside of the Brown Act.

Closed meetings are allowed in some circumstances: to discuss pending litigation or personnel issues, for example.

Communication using electronic technology--e-mails, chat rooms, blogs--can lead to a violation of the Brown Act as a serial meeting ("daisy chain" is when member A contacts member B, member B contacts member C, and so on or "hub and spoke" is when member C contacts member A, then member C contacts member B, and so on).

Meetings include: regular meetings (agenda posted 72 hours in advance), special meetings (called by the presiding officer or a majority of the members, agenda posted 24 hours in advance. Note: our by-laws require that notice of “two regular school days” shall be given in the case of special meetings of the Senate).

Exceptions to a meeting: individual contacts between a member of the legislative body and any other person (except serial meetings); conferences; community meetings; meetings of other legislative bodies; meetings of standing committees; social gatherings or ceremonial events. Note: Senators are not allowed to discuss Senate business at these events even though their presence does not constitute a violation of the Brown Act.

Public Rights

The public has a right to attend meetings, record meetings, and broadcast those meetings. The public has a right to review documents used in decision-making by the legislative body. If the legislative body makes a recording, the public has a right to inspect it without charge. The legislative body may charge for copies of the recording.

The public has testimony rights at meetings, but reasonable regulations may be adopted (time limits, prohibiting disruptive conduct and/or irrelevant speech). At regular meetings, the public may speak to issues beyond those on the agenda as long as they are relevant to the Senate. At special meetings, the public may speak only to issues on the agenda.
Meeting Notices

Agendas for regular meetings must be posted 72 hours in advance in an area that is accessible to the public. Posting on a website alone is insufficient.

The agenda must state the meeting time and place and must provide a brief description (twenty words are sufficient) of each item of business to be discussed or transacted at the meeting.

The Senate may act on an item not on the agenda in the following special circumstances: upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the posting of the agenda OR when an item appeared on the agenda of a meeting held fewer than five days earlier and the item was continued from the previous meeting.

Agendas for special meetings must be posted 24 hours in advance. A brief description of the items to be discussed or transacted must be included on the agenda.

Members of the legislative body may briefly respond to comments or questions from the public, may ask for more information, place an item on a future agenda, make a brief announcement, ask a question for clarification, briefly report on his/her own activities.

Violations

A violation of the Brown Act is a misdemeanor if the violation was intentional. This is uncommon. More commonly, a violation of the Brown Act could prompt a civil action against the legislative body.

A member of the public has the right to demand that the legislative body cure or correct the violation. The law does not specify how to cure or correct. Guides to the law recommend rescinding the action and starting over in compliance with the law.

Additional Resources

The following resources provide more detailed information on the Brown Act:
http://codes.lp.findlaw.com/cacode/GOV/1/5/d2/1/9/s54950
http://www.asccc.org/Publications/Papers/ImplicationsBrownAct.htm#1

This summary of the Brown Act does not constitute a legal opinion. It serves as a quick reference for Senators and should not be seen as a substitute for consulting with a lawyer should a problem arise.
Robert’s Rules of Order
规则和辩论

规则和辩论是必要的，以有序地管理学术议会的事务，具体为：(a) 确定多数人的意愿，(b) 保护少数人的利益，(c) 保护学术议会成员的个人权益。

装饰

适当装饰由两个基本规则决定：(a) 问题—不是个人—必须被辩论，(b) 不适当的或不适当的语言是从未被使用的。此外，所有辩论下的评论应对在学术议会总统和学术议会成员必须不直接针对彼此，除了通过学术议会总统。同样，每个人都应试图不使用学术议会成员的名字。

辩论

在动议提出后，地板是开放的，动议的提出者有权利优先发言。每个发言者必须被学术议会总统认可，并且每个发言者被给予特定的时间来表达意见。学术议会总统应让发言者交替，尽可能地保持支持和反对的平衡。辩论必须局限于问题的实质。发言者应将他们的言论对总统，保持礼貌的语气，特别是在分歧意见时，不应将个人情绪带入辩论。同样，他们应根据前文

报告到学术议会

委员会和审议委员会成员的报告应遵循以下指导方针：

1. 简要描述委员会如何完成其任务（What）
2. 调查发现或获得的信息（How）
3. 从事实或信息中得出的结论
4. 决议或建议

获取发言权

参议员可以获得发言权，按照以下步骤：

1. 提手以被学术议会总统认可，然后发言。然而，学术议会总统言论最高的优先权，如果学术议会总统首先发言，参议员必须等待总统的发言完成。
2. 如果两名或更多的参议员同时提出手，学术议会总统决定谁先发言，基于：
a. Maker of the motion takes initial precedence in the discussion
b. New speaker takes precedence over one who has already spoken to the motion
c. Allowance is made for opposing view

The Most Important Parliamentary Procedures of the Deliberative Body

1. Selection of the Academic Senate President, Executive Council, Division Senators, Senators-at-Large, and Part-Time Faculty Senator Representative to establish and maintain order.
2. Reading of and adherence to the agenda.
   a. Including minutes if there is any material that will impact the meeting.
   b. The reading of the minutes is often a “waived” when doing so will merely take up time and have no productive effect.
3. Proper recognition of speakers.
4. Full, open, and controlled discussion of the items.
   a. “Control” in the sense of enforcement of time elements and assurance of representation of all relevant views.
   b. Not in the same sense of advancing a particular agenda.
5. Voting mechanisms
6. Hearing of all motions of privilege.
7. Parliamentary procedures for deliberation must be always accompanied by two basic axioms:
   a. Strict adherence to fairness.
   b. Simple and basic common sense.

A Brief Guide to Meetings for Senators

I. President decides there is a quorum (the required number of members to have a meeting). OCC academic senate: 12 members equals quorum.

II. Approval of minutes from the previous meeting. (a legal document)
    Secretary reads the minutes and the President asks for corrections.
    a. Members offer corrections.
    b. Minutes are accepted and approved by the senate.
    c. There is no time limit on the correction of the minutes.

III. Unfinished business (items left undecided at the last meeting or postponed)
IV. New business
V. Committee Reports

Resolutions and Motions

A resolution or motion should include all necessary information and must be presented in a positive manner to the body. A resolution and motion are identical except that resolutions are presented in writing.

a. Motion is offered by a member stating: I move that…
b. Another member seconds the motion by stating: I second the motion.
c. Or a resolution is written with the mover and seconder identified in writing.
d. The chair restates the motion and asks: Is there any discussion?
e. Members discuss or debate the motion.
f. When discussion is ended, the Chair puts the motion to a vote: “Aye/No”
g. The Chair announces outcome of the vote: “pass/failed”
h. Because the body is representative, resolutions or motions are not typically voted upon at presentation. That allows the members to speak with constituents before voting.

Discussion

Members are recognized by the chair and then speak only to the motion. Each member is usually allowed to speak twice on the motion. Discussion cannot be ended if a member: “Calls for the Question”. A previous motion passed by at least two-thirds must be in place to close debate by “Question.”

Lay a Motion on the Table (“table”)

The purpose is to set the motion aside temporarily in order to take up something of immediate urgency.

a. Needs a second and a majority
b. Not debatable or amendable
c. The motion is placed in the minutes but not on the next agenda.
d. A member must take the motion from the table at the next meeting.
e. If this motion remains on the table, it dies at the end of the meeting and has to be presented as a new motion.
APPENDIX I

THE ACADEMIC SENATE OF ORANGE COAST COLLEGE

CONSTITUTION

Preamble

In order to have a formal and effective procedure for participating in the formation of District policies on academic and professional matters, we, the teaching faculty of Orange Coast College, do hereby establish a representative organization, styled the Academic Senate, as a formal means of convening the whole teaching faculty.

It is assumed that orderly faculty participation in the formulation of District policies and a clearly defined organizational structure for such participation, would contribute toward a clearer understanding of the mutual problems and responsibilities of the Teaching Faculty, the Administration, and the District Board of Trustees.

ARTICLE I

Name

Section 1. Name:

The name of the representative body here established shall be the “Academic Senate,” herein called the “Senate.”

Section 2. Teaching Faculty:

All references to the “Teaching Faculty,” herein called the “Faculty,” shall be interpreted to mean all full-time certificated contract members of the faculty whose positions do not require an administrative or supervisory credential.

ARTICLE II

Function

The Senate shall be the representative body of the Faculty, to be established for the purpose of participating with Golden West College Academic Senate, the Administration, and the District Board of Trustees in the formulation of district institutional and college policy with the Golden West College Academic Senate, the Coastline Community College Academic Senate, the Administration, and the District Board of Trustees in the formulation of District institutional and college policies.
ARTICLE III

Responsibilities of the Senate

The Senate shall concern itself with those areas of responsibility that it deems essential in the formulation of policy recommendations as stated in Article II of the Constitution. The Senate shall consider in good faith any recommendation submitted by a member of the Faculty, the Administration, or the District Board of Trustees for Senate action.

ARTICLE IV

Affiliation

The Academic Senate shall not be affiliated with any professional association, organization or group, except associations of Faculty Senates; however, nothing in this Constitution shall be construed to discourage members of the Faculty from freely associating in other groups and organizations and through such association independently expressing their view to the Administration and the Board of Trustees.

ARTICLE V

Amendments

Section 1. Proposal of Amendments:

a. Proposed amendments of this Constitution may be initiated upon written petition of at least twenty-five percent of the Faculty and may be presented at any regularly scheduled Senate meeting.

b. Proposed amendments may be initiated by the Senate.

Section 2. Ratification of Amendments:

a. Upon receipt of a proposed amendment in writing, the Senate shall call for a special election to be held by written secret ballot.

b. Written notice of a proposed amendment shall be distributed to the Faculty at least five school days prior to the election.

c. After five school days and not more than fifteen school days subsequent to such Senate directive, each Faculty member shall receive a ballot.

d. Ballots must be returned to the polls by the twentieth school day following the Senate meeting at which the proposed amendment election was directed.

e. The proposed amendment shall pass if it is approved by two-thirds of those voting, provided that at least sixty percent of the Faculty have voted.
APPENDIX 2

The Academic Senate of Orange Coast College

BY-LAWS

ARTICLE I

Membership and Elections

Section 1. The Electorate

The Electorate shall consist of the Faculty, as defined in Article I of the Constitution, and the Senate shall be elected from the members of this body.

Section 2. Composition of the Senate

The Senate shall be composed of a Senator from each Division, the Library, and Student Services; nine Senators-at-Large, all elected from the regular and contract Faculty; and up to three voting Senators-at-Large from the Part-time Faculty. There shall be included within the membership of the Academic Senate, a non-voting student who shall be appointed by the SGOCC. The student representative may designate for the record his/her support or opposition to any matter prior to the official Senate vote. A designation shall be recorded in the Senate meeting minutes. Such student shall have the right to attend all meetings of the Senate except those meetings prohibited by Education Code 72023.5 (a) (2) or when the Senate is in closed session.

Section 3. Division Senators

During the month of February, each eligible Division shall elect from its own electorate of regular and contract Faculty, one Senator who shall be seated as provided in Section 7. Special Divisional elections shall be held to fill vacancies when required.

Section 4. Senators-at-Large

During the month of February, each eligible Division may nominate not more than two (2) candidates from the regular and contract Faculty for Senator-at-Large. Additional candidates may be nominated from the floor at a general meeting to be held during the month of March. Not later than the first week of March, the President of the Senate shall call an election of regular and contract Faculty to determine the Senators-at-Large. Voting shall be by secret ballot. Senators shall be seated in the order of popular votes received.

Permanent vacancies that occur prior to the next election will be replaced by the Senate President appointing a Faculty member for the remainder of the term from the alternate list of unelected nominees in order of popular votes received and seeking a majority endorsement from the Senate body. If the list has been depleted, an election will be held using procedures approved by the Senate. For temporary vacancies, a Senator may designate a substitute from the same constituency which they represent who will serve as if elected. If an extended absence of more than three (3) meetings is anticipated, the Senate
shall hold an election or appoint a substitute who will serve until the original member is able to return. Individuals who resign or are otherwise unable to complete their term of office will be replaced through a new Senate election or an appointment process.

Section 5. Part-time Senators-at-Large

Candidates from the part-time members of the Faculty shall receive notice in February that they may nominate themselves for one of three part-time voting Senator-at-Large positions. All interested nominees shall attend the designated meeting in February to present themselves and be endorsed by the Senate for a one year term of office. Vacancies that may occur prior to the next election shall be filled by appointment and endorsement of the Senate.

Section 6. Vacancies

a. Permanent Vacancies. A permanent vacancy is established when a Senator submits a letter of resignation to the Senate President, is unable to complete the term of office, is absent for three (3) consecutive meetings without prior consent of the President of the Senate, or who becomes ineligible to hold membership in the Senate. Permanent vacancies shall be filled as provided in Sections 3, 4, and 5.

b. Temporary Vacancies. Temporary vacancies occur when the President declares a Senator is on approved temporary leave. Then the Senate shall conduct an election to fill the seat for the duration of the leave as per Sections 3, 4, and 5; or, in lieu of an election, the Senator may designate a substitute from the same constituency which they represent who will serve as if elected.

Section 7. Tenure of Office

Approximately one-third (1/3) of the regular and contract Senate membership shall be elected each year; and each elected member shall serve for a term of three years.

Section 8. Recall and Removal of Senators

a. Division Senators. A Division may replace its Senator at any time upon the majority vote of the regular and contract Faculty of the Division at a special election called by petition of one-third (1/3) of the regular and contract Faculty of that Division.

b. At-large Senators. The Faculty-at-large may replace an at-large Senator at any time upon the majority of votes of the regular and contract Faculty at a special election called by petition of one-third (1/3) of the regular and contract Faculty.

ARTICLE II
Officers and Committees

Section 1. Officers of the Senate

a. The Senate shall be organized annually during the week following the Spring break. The first order of business of the organizational meeting of the Senate shall be the election of officers except the immediate Past President. The officers shall consist of President, Vice President, Secretary, and
Parliamentarian, and the immediate Past President. The President, only upon completion of his/her final elected term of office, shall serve as immediate Past President for one year only if she/he is an elected Senator. If the immediate Past president is no longer a Senator, he/she may remain as an advisor to the Executive Board.

b. Election of Officers. The Senate officers shall be elected by the Senate from the Senate membership. The officers shall be elected by a simple majority of votes cast by a written, secret ballot, and they shall take office on July 1 of the year elected and serve until June 30 of the following year. The term for the office of President shall be for one year with no more than three years in succession.

c. The President shall:
   1. Preside over all Senate meetings and executive Board meetings.
   2. Represent and act as spokesperson for the Academic Senate and the Executive Board
   3. Along with the Executive Board:
      (a) be responsible for establishing the time and place for all Executive Board meetings.
      (b) be responsible for the preparation of the agenda for all Senate meetings and Executive Board meetings.
      (c) be responsible for establishing and administering the annual Senate budget and reporting all yearly expenditures to the Senate body in a printed report.
   4. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the By-laws, Senate rules, or Executive Board rules and not prohibited by the Senate body.

d. The Vice President shall:
   1. Act as President in the absence of that officer.
   2. Succeed to the Presidency in the event of a vacancy in that office.
   3. Attend the Planning and Budget Committee meetings and the Curriculum Committee meetings.
   4. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

e. The Academic Senate Secretary shall:
   1. Be responsible for all minutes of the Senate meetings.
   2. Distribute electronically the approved minutes to the College President, Senators, faculty members, Chancellor, Board of Trustees and the Academic Senate Presidents of Coastline Community College and Golden West College. Upon request a hard copy will be distributed by the Academic Senate Secretary.
   3. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

f. The Parliamentarian shall:
   1. Rule on parliamentary procedures as prescribed in Robert's Rules of Order, Revised or such other rules or procedures as may be adopted by the Senate.

g. The Immediate Past President shall:
   1. Attend meetings of the Executive Board as a non-voting member.
   2. Perform such functions as the President may assign to assist in carrying out the purposes and policies of the Academic Senate.
h. Non-voting Members of the Senate and the Executive Board:
The Curriculum Chair, the PDI Chair, and the Professional Development Coordinator shall be non-voting members of the Senate and the Executive Board.

Section 2. Committees
Senate Committees shall be created by the President with the approval of the Senate and shall be responsible to the Senate.

ARTICLE III
Meetings and Senate Procedures

Section 1. Regular Meetings of the Senate
During the school year a regular meeting of the Senate shall be held at least once a month but not more than twice a week at a time and place designated by the Senate.

Section 2. Special Meetings of the Senate
The President may call a special meeting of the Senate or Faculty at his/her discretion. Upon written petition signed by three (3) or more Senators, the President shall call a special meeting of the Senate to be held within one week after receipt of such petition. Written notice of special meetings shall be given to all members of the Senate at least two 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
A quorum for the conduct of an Academic Senate meeting shall be twelve (12) members.

ARTICLE IV
The Executive Board

Section 1. Composition of the Executive Board
The officers of the Senate along with the Curriculum Committee Chair, the Professional Development Coordinator, and the PDI Chair shall constitute the Executive Board.

Section 2. Responsibilities of the Executive Board
The Executive Board shall be responsible for establishing and administering the Senate budget, creating the agenda for Senate meetings, and acting for the Senate when school is not in session. The Executive Board shall be subject to the orders of the Senate and none of its acts shall conflict with action taken by the Senate. All official action taken by the Executive Board shall be reported to the Senate at the next official meeting of the Senate. The meetings of the Executive Board shall be open.

The Executive Board shall:
a. Allocate additional duties to each officer as required.
b. Meet no fewer than five times each semester.
c. Implement policies adopted by the Senate; develop procedures; perform other functions that are not inconsistent with the intent, purposes, and provisions of the By-laws and directions of the Senate.

Section 3. Executive Board Meeting Time
The Executive Board will meet following each Senate meeting in the Faculty House unless otherwise agreed on.
ARTICLE V

Amendment of By-Laws

Section 1. Amendments to these By-Laws may be proposed by the Executive Board or by a petition signed by one-third (1/3) or more of sitting Senators.

Section 2. These By-Laws may be amended by a two-thirds (2/3) majority of the Senate.

ARTICLE VI

Election Procedures

The Senate Office Secretary will prepare and distribute the ballots and run the election by the following process:

a. Distribution shall include a ballot, one large envelope, and a small envelope.
b. Faculty shall mark the ballot, seal it in the small envelope, place the small envelope in the large envelope and seal it, and print name on outside of the large envelope.
c. The Senate Office Secretary and the CFE Office Secretary shall check each ballot against the designated list of eligible faculty, setting aside any ballot not signed as disqualified and marking the same on a tally of voters to keep ballots secure. Then all ballots shall be removed from the remaining large envelopes at one time, the envelopes set aside and retained, and the ballots counted.
d. To win, a candidate must receive a vote from a majority of those voting.
e. Any candidate or Faculty member may observe the counting of votes from the ballots and be so notified of the time and place at least two days prior.
f. A candidate for election may not participate in the distribution, collection, or tallying of the votes.
g. If a candidate runs unopposed, the candidate may be elected by acclamation. The motion to be elected by acclamation must be moved and seconded by Senators from the floor and must be approved by the Senate.
h. Ballots shall be kept in the Senate archives until the next election.

Section 2. The Senate may authorize and establish procedures for electronic voting.
APPENDIX 3

Senate Committees

The following is a list of current Senate Committees, Chairs, and contact information.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Phone</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Committee</td>
<td>Irene Heavern</td>
<td>714-432-5999</td>
<td><a href="mailto:iheavern@occ.cccd.edu">iheavern@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Professional Development Institute</td>
<td>Marilyn Kennedy</td>
<td>714-432-5597</td>
<td><a href="mailto:mjkndy@aol.com">mjkndy@aol.com</a></td>
</tr>
<tr>
<td>Alternative Methods (PDI)</td>
<td>Jocelyn Sherman-Falcioni</td>
<td>714-432-5837</td>
<td><a href="mailto:jshermanfalcioni@occ.cccd.edu">jshermanfalcioni@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Conferences and Workshops (PDI)</td>
<td>Marilyn Kennedy</td>
<td>714-432-5999</td>
<td><a href="mailto:mjkndy@aol.com">mjkndy@aol.com</a></td>
</tr>
<tr>
<td>In-Service Training (PDI)</td>
<td>Glynnis Hoffman</td>
<td>714-432-5747</td>
<td><a href="mailto:ghoffman@occ.cccd.edu">ghoffman@occ.cccd.edu</a></td>
</tr>
<tr>
<td></td>
<td>Marcia Rogers</td>
<td>714-432-5592</td>
<td><a href="mailto:mrogers@occ.cccd.edu">mrogers@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Professional Improvement (PDI)</td>
<td>Jeff Brown</td>
<td>714-432-3070</td>
<td><a href="mailto:jbrown@occ.cccd.edu">jbrown@occ.cccd.edu</a></td>
</tr>
<tr>
<td></td>
<td>Felicia Coco</td>
<td>714-432-5580</td>
<td><a href="mailto:fcoco@occ.cccd.edu">fcoco@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Sabbatical Committee (PDI)</td>
<td>Don Jennings</td>
<td>714-432-5515</td>
<td><a href="mailto:djennings@occ.cccd.edu">djennings@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Honors Committee</td>
<td>Denise Cabanel-Bleur</td>
<td>714-432-5641</td>
<td><a href="mailto:dcabanel@occ.cccd.edu">dcabanel@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Student Success Committee</td>
<td>Melissa Berta</td>
<td>714-432-5503</td>
<td><a href="mailto:mberta@occ.cccd.edu">mberta@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Transparency Committee</td>
<td>Tom Dowling</td>
<td>714-432-1140</td>
<td><a href="mailto:tdowling@occ.cccd.edu">tdowling@occ.cccd.edu</a></td>
</tr>
</tbody>
</table>