

Woodland Community College

Academic Senate

Constitution and Bylaws

Last Revised: May 13, 2016

Original Date: February 29, 2008

DRAFT EDIT VERSION DATE – 3/13/2020

Table of Contents – TO BE UPDATED

PART I –

4

DRAFT

PART I – CONSTITUTION

ARTICLE I - LEGAL BASIS FOR AN ACADEMIC SENATE

SECTION 1 – Title 5

The Academic Senate of Woodland Community College is established so that the faculty may have a formal and effective process for participating in the formation of district policies relative to academic and professional matters as set forth in Title 5 (sections 53200-53206) of the California Code of Regulations.

SECTION 2 – Powers Vested in the Faculty

All powers and responsibilities herein granted shall be vested in the faculty acting through the Academic Senate.

ARTICLE II – PURPOSE

SECTION 1 – Academic Senate Purpose

The Academic Senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration of Woodland Community College and to the governing board of the Yuba Community College District in matters concerning academic and professional issues. The Academic Senate shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature, as delineated in the Academic Senate Constitution, Article II, Section 2.

The purpose of the Academic Senate shall be to:

- Promote the general welfare of Woodland Community College and ~~the~~ its faculty ~~thereof~~;
- Work toward the development and improvement of professional standards;
- Provide a venue for addressing issues of an academic or professional nature affecting Woodland Community College and its faculty;
- Provide for continuous improvement in communication, awareness, and understanding among the college and district community;
- Represent the Woodland Community College faculty in making recommendations to the administration and the Yuba Community College District Board of Trustees with respect to academic and professional matters (YCCD BP 2510 “Participation in Local Decision Making”); and ~~“Academic and professional matters” means policy development and implementation matters as delineated in Sections 2 and 3 below.~~
- Participate in the formation and revision of college and district policies and procedures in all academic and professional matters (California Education Code, Sections 70900-70920, California Code of Regulations, Title 5: Sections 53200-53206).

SECTION 2 – Senate Responsibilities Academic and Professional Matters (the “10+1”)

Academic and professional matters (the “10+1”) are defined in the California Code of Regulations, Title 5 (Section 53200c). Procedures to implement this section have been developed collegially between the Yuba Community College District Board of Trustees and the Academic Senate (YCCD BP 2510, “Participation in Local Decision Making”).

The Academic Senate shall have *primary responsibility*, as defined in the Academic Senate Constitution, (Article II, Section 3A), for the following academic and professional matters (items 1–3 in the “10+1”):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

The following items shall require *mutual agreement*, as defined in the Academic Senate Constitution, (Article II, Section 3B), between the Academic Senate and the Board of Trustees or its designees (items 4–11 in the “10+1”):

4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. (the “plus one”) Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the Academic Senate.

The academic senate shall have *primary responsibility* for the following (See [YCCD Board Policy 2510](#) Participation in Local Decision Making.):

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies

SECTION 3 – Role of Senate and Board of Trustees Primary Responsibility and Mutual Agreement

The following items (4–11) shall require *mutual agreement* between the academic senate and the board of trustees (See Board Policy 2510 Participation in Local Decision Making.):

4. Educational program development
5. Standards or policies regarding student preparation and success

- ~~6. District and college governance constitutions, as related to faculty roles~~
- ~~7. Faculty roles and involvement in accreditation processes, including self-study and annual reports~~
- ~~8. Policies for faculty professional development activities~~
- ~~9. Processes for program review~~
- ~~10. Processes for institutional planning and budget development~~
- ~~11. Other academic and professional matters as are mutually agreed upon between the board of trustees and the senate~~

A. “Primary responsibility” indicates that the recommendations of the Academic Senate shall normally be accepted. Only in exceptional circumstances and for compelling reasons shall the Academic Senate’s recommendations not be accepted; if a recommendation is not accepted, the Board of Trustees or its designee, upon the request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.

B. “Mutually agree” indicates that implementing or revising policies requires mutual agreement between the Woodland Community College Academic Senate and the Board of Trustees (for college issues) or mutual agreement among the Yuba College and Woodland Community College Academic Senates and the Board of Trustees (for district issues). When mutual agreement cannot be reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the final determination and rationale will be communicated to the Academic Senate in writing.

SECTION 4 – Recommendations to the YCCD Board

The Academic Senate shall present its written / oral views and recommendations to the YCCD Board of Trustees through regularly established channels. The Academic Senate, after consultation with the Administration, may present its view directly to the Board of Trustees. The Board of Trustees shall consider such views and recommendations. (California Code of Regulations, Title 5: Sections 53200-53206)

ARTICLE III – ACADEMIC SENATE MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership and Composition

The academic senate shall be composed of the elected President of the senate, ~~six~~ seven additional full-time faculty members, two ~~adjunct~~ part-time faculty members (elected to staggered three year terms), and the Past-President of the senate (when seated). All Academic Senate members must retain their faculty status at Woodland Community College to continue in

office. Senator terms are three years and staggered as delineated in the Bylaws, Article II, Section 10).

~~Membership in the academic senate shall consist of those individuals employed by the Yuba Community College District and assigned to Woodland Community College who meet the following definition of "faculty."~~

~~A full-time faculty member shall be any tenured or tenure-track member or any non-tenure full-time categorical faculty who is employed in a full-time faculty position provided for by annual or longer term categorical funding.~~

~~"Faculty" is defined as those employees of the Yuba Community College District who hold the rank of "professor," "associate professor instructor," or "part-time adjunct faculty member." An part-time adjunct faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester ("return right" as defined in the YC-AFT Contract).~~

SECTION 2 – Areas of Representation

Academic Senate Areas of Representation are defined in the Academic Senate Bylaws, Article II, Section 6A.

SECTION 2 3–IneligibilityEligibility

- A. Membership in the Academic Senate shall consist of faculty, as defined in the Academic Senate Constitution, Article III, Section 3B, employed by the Yuba Community College District and assigned to Woodland Community College or its centers.
- B. "Faculty" means those employees of a community college who are employed in positions that are not designated as supervisory or management for the purpose of Section 3540 of the California Government Code, and for which minimum qualifications for hire have been specified in the regulations of the Board of Governors, adopted pursuant to Section 87356 (a) of the California Education Code.

Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, disabled student programs and services professionals, and individuals employed to perform a service that, before July, 1, 1990, required non-supervisory, non-management certifications qualifications.

- C. A part-time faculty member is eligible for membership only if currently employed by the district or if that person has a "return right" in the following semester.
- D. Persons who do not meet the definition of "faculty" in the Academic Senate Constitution, Article III, Section 3B, are not eligible for membership in the Academic Senate.

E. If a member of the Academic Senate becomes ineligible for membership, that person will no longer continue to be a member of the Academic Senate, and the vacancy shall be filled as provided in the Academic Senate Bylaws, Article III.

~~If a member of the academic senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the senate and the vacancy shall be filled as provided in Bylaws, Article III, Section 1.~~

ARTICLE IV - COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition

~~The academic senate shall be composed of the elected president of the senate, six seven additional full-time faculty members, two adjunct part-time faculty members, and the past president of the senate (when seated).~~ All Academic Senate members must retain their faculty status at Woodland Community College to continue in office.

SECTION 2 – Senate Representation

~~Representation to the senate shall be as delineated in Article III, Section 3 of the Bylaws:~~

SECTION 31 – Academic Senate Officers & Executive Committee

~~The officers of the senate shall include a president, a vice president, and a secretary. The officers' terms, election procedures, and duties are set forth in Bylaws.~~

The Academic Senate officers shall consist of the following: President, Vice-President, Secretary and Past-President (when seated). These officers shall comprise the Senate Executive committee, whose primary function is to expedite the work of the Academic Senate.

Only full-time faculty members are eligible for the offices of President and Vice-President.

The officers' duties, terms, and election procedures are set forth in the Academic Senate Bylaws (Articles I & II).

ARTICLE V - MEETINGS DUTIES AND RESPONSIBILITIES

Section 1 – Ralph M. Brown Act

All Senate meetings shall be conducted in accordance with the Ralph M. Brown Act (California Government Code 54950 et sec.).

Section 2 – Regular Meetings

The Academic Senate shall hold regular meetings as provided in the Academic Senate Bylaws, Article IV, Section 1.

Section 3 – Special Meetings

Special meetings may be called by the Academic Senate President, as provided in the Academic Senate Bylaws, Article IV, Section 2.

Section 4 – Closed Sessions

Closed sessions are exceedingly rare, and shall be conducted in accordance with Section 54956.7 (Closed Session) of the California Government Code (Brown Act).

SECTION 1 5 – Senate Quorum

The academic senate shall have regular and special meetings, as herein provided, and A simple majority of the Academic Senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 6 – Meeting Minutes

The academic senate shall keep minutes of all its meetings and publish the proceedings of each meeting. The Academic Senate shall make the approved minutes available to the public.

SECTION 3 – Senate Committees

ARTICLE VI – COMMITTEES

Section 1 - Committees

The academic senate may create and maintain committees and authorize such to perform any duty within the scope of the senate's authority.

Section 2 – Committees of the Senate

The standing committees of the Academic Senate shall be defined in the Bylaws, Article V.

Section 3 – Committee Appointments

The Academic Senate shall appoint faculty to all college and district committees which require Woodland Community College faculty participation, except those positions assigned to the Faculty Association through collective bargaining.

Section 4 – Committee Training

The Academic Senate shall make certain that faculty appointed to its committees receive adequate training in order to effectively represent the Academic Senate.

Section 5 – Committee Reports

The Academic Senate may request reports from committee chairs, as needed.

SECTION 4 – Recommendations to the Board of Trustees

The academic senate shall present its written and /oral views and recommendations to the Board of Trustees through regularly established channels after consultation with the administration. However, the senate, after consultation with the administration, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College

Board of Governors, "The Board of Trustees shall consider such views and recommendations."

MOVED TO ARTICLE 11 SECTION 4

ARTICLE VII - AMENDMENTS

Section 1 – Amendments

The academic senate and/or members of the **Woodland Community College** faculty may propose amendments to the Woodland Community College Academic Senate Constitution (**Bylaws Article VI, Section 1**) and **may propose amendments to the Academic Senate Bylaws** (**Bylaws Article VI, Section 2**). ~~as set forth in Bylaws, Article V.~~

Revision history

02/29/2008

5/13/2016

DRAFT

PART II - BYLAWS

ARTICLE I - DUTIES OF OFFICERS AND SENATORS

SECTION 1 – Officers of the Academic Senate

There shall be a president, a vice president, and a secretary of the academic senate. Only full-time faculty members are eligible for the office of president and vice president. The senate president, vice-president and secretary will constitute the “Executive Committee” of the senate.

The senate is allocated 1FTE (per semester) release time by the YCCD District to conduct senate work. The senate will distribute the FTE in the following way. Senate President .60, Vice-President .30, and Secretary .10.

SECTION 2 -- Duties of the President

1. Preside at all regular and special meetings of the senate.;
2. Preside at all meetings of the faculty called by the senate president or by the Academic Senate.;
3. Attend, or have a senate representative attend all regular meetings of the Board of Trustees. The Vice-President should first be asked to attend in the President’s absence; if the Vice-President is unavailable, then another member of the senate **WCC Academic Senator** should be asked.
4. **Represent the Academic Senate in all “major governance” committee meetings, which are listed in the Academic Senate Bylaws, Article V, Section 4. The President may designate a representative, subject to confirmation by the Senate;**~~Represent the Academic Senate in all “major governance” committees if the senate has not already appointed a person to represent the senate at such meetings. The president should regularly attend all “major governance” committees, especially when major academic and professional matters are under discussion. The Academic Senate shall determine which committees are to be defined as “major governance” committees.~~
5. The president should be accompanied by the vice president, another senator, or designated faculty representative at all meetings with the administration. The vice president shall first be asked to accompany the president; if the vice president is unavailable, another member of the senate or a faculty representative should be asked.
6. Serve as an ex-officio member of all **Academic** Senate committees.
7. Prepare and distribute an agenda for each senate meeting (In accordance with the Brown Act).
8. Ensure that **Academic** senate business is carried forward from previous **Academic** Senate meetings in a timely manner.
9. Implement decisions of the **Academic** Senate and supervise administration of **Academic** Senate business.

10. Review and maintain the allocated Academic Senate budget;
11. Perform those tasks that the senate or president deems necessary to the responsible discharge of the president's obligations to the faculty and senate.
12. Vote in the Academic Senate only to break or create a tie;
13. ~~The president will~~ Be the sole official spokesperson for the Academic Senate.

SECTION 3– Duties of the Vice President

1. Assume the duties of the President, if the President is absent or incapacitated, ~~the vice president shall assume the duties of the president~~ until such time as determined by the senate.
2. Accompany the President to assigned ~~The vice president shall regularly attend~~ “major governance” meetings, which are listed in the Academic Senate bylaws, Article VII, Section 4. If the Vice-President is unavailable for a particular meeting, another Senator of a faculty representative should be asked. ~~committees as assigned.~~
3. ~~The vice president or a designee from the senate shall attend all curriculum committee meetings.~~
4. The vice president shall accompany the president when possible in meetings with the administration;
5. Facilitate Equivalency requests that come to the Academic Senate for consideration;
6. ~~The vice president shall~~ Perform other duties as assigned by the president or the senate.

SECTION 4– Duties of the Secretary

1. Coordinate keeping minutes, including attendance of Senators, for all meetings, and make them available to all faculty members; ~~Keep minutes of all meetings and distribute them to all faculty members.~~
2. Coordinate distribution of draft minutes to Senators;
3. Coordinate ~~Keep~~ the official record of the senate business.
4. Coordinate and record official faculty call-outs and faculty assignments to committees;
5. Assume the duties of the President if both the President and Vice-President are absent or incapacitated.
4. ~~Keep and report the official attendance record of the senate.~~

SECTION 5– Duties of All Senators

1. Attend Academic Senate meetings regularly;
2. Inform constituents about Academic Senate issues;
3. Present relevant Academic Senate issues/discussion in division meetings;
4. Report senate deliberations to constituents and carry constituent concerns to the senate;
5. Represent the Academic Senate only when authorized to do so.

ARTICLE ~~III~~ II- ELECTIONS

SECTION 1 – Formation and Duties of Election Committee

- A. Election Committee – ~~Each year in May~~ ~~During the first week of May~~, the Academic Senate shall nominate from its membership, including the Senators-Elect, three Academic Senate Election Committee members for the following Academic year. Unless otherwise assigned by a majority of the Academic Senate, the administration of all elections outlined in the Academic Senate Bylaws, Article II, shall be conducted by the Election Committee. ~~President of the senate shall solicit volunteers from the faculty to serve on an “Election Committee” for the following academic year. The senate shall then select at least three of these faculty members to form the Election Committee. It shall be the duty of this committee to actively seek out qualified candidates to be nominated for all elections. The Election Committee shall follow the procedures below in conducting the election:~~
- B. The Election Committee shall:
1. Set and advertise the dates for nominations and elections;
 2. Collect nominations, distribute nomination information (including statements from nominees-as appropriate);
 3. Issue secret ballots or electronic ballots to appropriate representative groups;
 4. Ensure that each faculty member casts only one vote and ensure that all faculty members in the representative group are given the opportunity to vote;
 5. Secure the ballot box and tally ballots in the presence of ~~all~~ at least two members of the committee, or download electronic results;
 6. Report the results of the election in writing to the President of the Academic Senate.

SECTION 2 – Nominations and Elections

- A. For any position, any eligible member may self-nominate; any full-time or part-time faculty member may nominate an eligible faculty member, with the consent of the nominee.
- B. Should faculty members be on leave or on sabbatical during the time of elections, they may notify the Election committee of their desire to participate.

SECTION 3 – Election of the President

- A. The president of the senate shall be elected at-large from the membership of the full-time faculty for a two-year term.
- B. ~~The election of the president shall conform to the procedures specified in Bylaws, Article III, Section 2.~~
- C. The president may serve a maximum of two consecutive terms (of 2 academic years each) but may serve additional terms after an interruption of service of at least one term.
- D. The President, once his/her/they term is completed (and in good standing), may serve the consecutive year as a “past-president” and sit on the executive committee of the senate for one academic year.

- E. The full time faculty shall elect the president of the academic senate by the end of the first week of February. The new President will assume the duties of president of the academic senate at the first senate meeting of the following academic year.
- F. Nominations – **The President after completing a first term, will need to submit a formal nomination if he/she/they wishes to seek a second term. Upon the conclusion of a President’s second-term** the vice president at the time of nominations will automatically be a nominee for president if he/she/**they** agrees to run.
- G. Other nominations for president may also be made by submitting to the Election Committee a petition of nomination signed by not less than ten percent of the full time faculty members including the nominee.
- H. **If only one person is nominated, no vote shall be necessary. The nominee shall be designated as President-Elect**
- I. **If more than one person is nominated, each nominee has the right to submit a statement of interest to be shared with the formal ballot. The nominee receiving the majority of the votes cast shall be designated President-Elect. In the absence of a majority nominee, a run-off between the candidates with the most votes will be held. A majority of the votes cast is required for election.**

SECTION 4 – Election of the Vice President

- A. At the last meeting in February of each year, the senate shall nominate, from its membership (**including incoming Senator-Elects**), a Vice-President for a one-year term. The nomination shall be subject to confirmation by a majority of the senate.
- B. Nomination and Confirmation of Vice President-
 - a. As soon as the new senate has been elected, it shall nominate one of its members (**including Senators-Elect**) to the office of Vice-President. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. ~~If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected~~
 - b. **The Academic Senate by motion will open a “nomination period” where all interested Senators can be nominated (self-nomination allowed). Once all interested senators nominations have been made, the nomination period will be closed.**
 - c. **Each nominee for Vice-President will be allowed upto 3 minutes to address the senate to express his/her/their interest and qualifications for the position.**
 - d. **After all statements have been made, Senators (excluding Senator-Elects), by secret ballot, will vote.**
 - e. **The nominee who receives a majority of the senate vote will be confirmed.**
 - f. **If there are multiple nominees, and no nominee receives a majority, a run-off vote of the top two nominees will occur until there is a winner.**

SECTION 5 – Election of the Secretary

- A. At the last meeting in February of each year, the senate shall nominate, from its membership (including incoming Senator-Elects), a Secretary for a one-year term. The nomination shall be subject to confirmation by a majority of the senate.
- B. **Nomination and Confirmation of the Secretary**
- The nomination and election of the Secretary will follow the same process as outlined for the nomination and election of the Academic Senate Vice-President (Article II, Section 4, B).
 - ~~is subject to confirmation by a majority of the senate.~~ In the absence of an elected secretary, the senate may choose to rotate /**distribute** secretarial duties among its members.

SECTION 6 – Election of Senators Representing Academic Groups – **Senators’ Areas of Representation & Election**

- A. **Areas of Representation**
- Academic Group 1** shall consist of one representative from each representative area (full-time faculty):
 - Mathematics and Science (astronomy, computer science, ecology, health, life sciences, mathematics, nutrition, physical education (PE), physical sciences, statistics)
 - Language Arts (art, communication studies, English, English **speakers of other languages** as a second language [ESOL], foreign languages, humanities, philosophy, reading)
 - Career and Technical Education (accounting, administration of justice [AJ], agriculture, business, culinary arts, digital media, early childhood education (ECE), environmental toxicology, human services, welding)
 - Social Sciences (anthropology, economics, education, ethnic studies, history, psychology, political science, sociology)
 - Counseling, Learning Resources & Student Services (counseling, ~~Disabled Students Programs and Services~~ **Department of Supportive Programs and Services** (DSPS), learn, library, student success)
 - Academic Group 2** (full-time faculty)
 - One at-large senator representing Woodland Community College **main** campus full-time faculty members
 - One at-large senator representing Lake County Campus and Colusa County Campus full-time faculty members
 - Academic Group 3** (part-time faculty)
 - One at-large faculty member from the Woodland Community College campus
 - One at-large faculty member from the Lake County Campus or the Colusa County Campus

B. Election of Senators

1. Group members shall nominate from their own group. If a representative area from Academic Group 1 chooses not to elect a representative, then that position will become an at-large position and the person elected to this at-large position will represent all full-time faculty members.
2. If the part-time faculty members at the Lake/Colusa County Campuses choose not to elect a representative, then that position will become an at-large position to be filled by a part-time faculty member at the Woodland Community College campus, and this senator will represent all part-time faculty members. Only area senators elected by the means set forth in Bylaws will be seated.
3. Nominations and Election Process
 - a. By the end of the first week of February, the Election Committee shall notify those academic groups that are eligible to elect a member from within their unit to serve on the senate. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, ~~Article III, Section 1, may be elected~~ **are eligible for election.**
 - b. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee. All nominations shall be submitted to the Election Committee by the end of the second week of February. The Election Committee will hold elections as specified in Bylaws, ~~Article III, Section 1B.~~ **III II, Section 1B.**
 - c. Faculty shall have 5 working days after the close of nominations to cast their ballots.
 - d. If a representative area (or academic group) does not submit a nominee, that position shall be declared an at-large position and the person elected to that position will represent all faculty members.

SECTION 7 – Election of At-Large Senators

1. By the end of the third week of February, the election committee **shall request nominations for any At-Large Representative seats available for the next term including:** ~~will notify the faculty of open at large seats and will begin accepting nominations. These include:~~
 - The seat(s) reserved for full time faculty.
 - The seats reserved for adjunct faculty.
 - Any seats that may result from a division not nominating a senator to represent it.
2. Nominations for at-large senators will close on February 28 or the first working day afterwards.
3. Faculty shall have 5 working days after the close of nominations to cast their ballots.

SECTION 5 – Nomination and Confirmation of Vice President – moved to Bylaws Article 2

Section 4 B

~~As soon as the new senate has been elected, it shall nominate one of its members to the office of vice president. The senate shall vote by secret ballot to confirm the nominee. Confirmation~~

requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected.

SECTION 6 – Nomination and Confirmation of Secretary ~~moved to Bylaws Article II,~~

Section 5 B

Following the election of the vice president, the senate shall nominate one of its members to the office of secretary. The senate shall vote by secret ballot to confirm the nominee. Confirmation requires a majority of the votes cast. If the nominee is not confirmed, the senate shall submit another nomination. This process will continue until a vice president is elected or the senate decides not to seat a secretary.

SECTION 8 – Special Elections

Upon ineligibility, resignation, recall, or dismissal of a Senator, the Election Committee shall promptly schedule a special election appropriate to the vacant position.

SECTION 9 - Ties

In the event that an election results in a tie, the elections committee will conduct a coin flip to determine the winner.

SECTION 10 – Senate Term Limits

- A. The senate president shall serve a two-year term.
- B. The past president (**in good standing**) shall serve a one-year term, immediately following **his/ her/ their** term as president.
- C. All other senators shall serve three-year terms with elections staggered in years as follows:
 - Language Arts/Art –2017, 2020, 2023, 2026...
 - Math/Science –2017, 2020, 2023, 2025...
 - Social Science –2018, 2021, 2024, 2027...
 - Business/Vocational Education –2018, 2021, 2024, 2027...
 - Student Services –2019, 2022, 2025, 2028...
 - At Large Woodland – 2019, 2022, 2025, 2028...
 - At Large Lake/Colusa – 2017, 2020, 2023, 2026...
 - Part-time for Woodland –2019, 2022, 2025, 2028...
 - Part-time for Lake/Colusa –2018, 2021, 2024, 2027...

SECTION 5 – Terms

- ~~1. The president shall serve for a term of two academic years. The president shall serve a maximum of two consecutive terms (of 2 academic years each) but may serve additional terms after an interruption of service of at least one term.~~
- ~~2. The vice president and the secretary shall serve for one academic year.~~
- ~~3. The past president (when seated) shall serve for one academic year~~

SECTION 11 – Ineligibility, Recall, or Resignation

- A. If the President resigns, **is recalled**, or becomes permanently incapacitated, the senate shall determine whether to hold a new election or have the Vice-President serve the remainder of the President’s term. Upon the election of a new President by special election or as outlined in Bylaws, Article **HHI**, Section **43**, the new President will immediately assume the role of President of the academic senate.
- B. A senator shall become ineligible for a position on the senate when he/she/**they** no longer meets the definition of "faculty" as set forth in Constitution, Article III, Section **4 3B**, and shall be required to resign immediately from the Academic Senate. The vacancy thus created shall be filled as herein provided (See Bylaws, Article III).

ARTICLE III – RECALL AND DISMISSAL

SECTION 1 – Recall of Senators

- A. Any member of the academic senate, **including officers**, is subject **to recall**. ~~to being recalled. by two-thirds of the faculty that elected them, as defined in Constitution, Article III, Section 1. The academic senate governs the recall procedures. Further, any member of the academic senate is subject to being expelled by a vote of two-thirds or more of the membership of the senate.~~
 - 1. **The President or Vice-President is subject to recall by a vote of two-thirds of the number of full-time faculty.**
 - 2. **Area Representative Senators are subject to recall by a vote of two-thirds of the number of full-time faculty in the area of representation.**
 - 3. **At-Large Senators are subject to recall by a vote of two-thirds of the number of full-time faculty.**
 - 4. **Part-Time Representatives are subject to recall by a vote of two-thirds of the number of adjunct faculty.**
- B. **Petition of Recall** - If an academic group wishes to recall the individual they elected to be their **Academic** Senate representative, a petition signed by a majority of the eligible unit’s voters and presented to the Academic Senate will start the recall process.
- C. **Recall of At-large Senator** – **If the senator to be recalled is an at-large senator representing full time faculty, a petition signed by forty percent of the full-time faculty presented to the academic senate will start the recall process. An election, as outlined in Bylaws, Article II ,Section 1B , will be held. A two-thirds majority of the votes cast is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.**
- D. **Recall of Part-Time Senator** **If the senator to be recalled is a part-time senator, a petition signed by forty percent of the eligible part-time faculty presented to the academic senate will start the recall process. The term “eligible part-time faculty” refers to the faculty that are eligible to vote for that senator. If the senator is representing the Woodland campus, only those part-time faculty members teaching in Woodland can vote. If the**

senator is representing the Colusa outreach, only those part-time faculty members teaching in Colusa can vote. If the Senator is serving all part-time faculty, then all part-time faculty can vote. An election, as outlined in Bylaws, Article II, Section 1B, will be held. A two-thirds majority of the votes cast from is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

- E. The Election Committee will then conduct an election to fill the vacant seat as outlined in Bylaws, Article II, Section 1B. ~~A two-thirds majority of the votes cast is required to remove the senator from office. The vacated seat, will then be filled for the duration of the term by holding a special election.~~
- F. If a member of the Academic Senate is recalled, a special election will be held as specified in the Academic Senate Bylaws, Article II, Section 8.

SECTION 2 – Recall of Officers (covered in Bylaws Article II, Section 11)

~~If the president is recalled, the senate shall determine whether to hold a new election or have the vice president serve the remainder of the president’s term. Upon the election of a new president by special election or as outlined in Bylaws, Article III, Section 1, the new president will immediately assume the role of president of the academic senate.~~

SECTION 3 – Petition of Recall

~~If an academic group wishes to recall the individual they elected to be their senate representative, a petition signed by a majority of the eligible unit’s voters and presented to the academic senate will start the recall process. The Election Committee will then conduct an election to fill the vacant seat as outlined in Bylaws, Article III, Section 1. A two-thirds majority of the votes cast is required to remove the senator from office. The vacated seat will then be filled for the duration of the term by holding a special election.~~

SECTION 4 – Recall of At-Large Senator

~~If the senator to be recalled is an at large senator representing full time faculty, a petition signed by forty percent of the full time faculty presented to the academic senate will start the recall process. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.~~

SECTION 5 – Recall of Part-Time Senators

~~If the senator to be recalled is a part time senator, a petition signed by forty percent of the eligible part time faculty presented to the academic senate will start the recall process. The term “eligible part time faculty” refers to the faculty that are eligible to vote for that senator. If~~

the senator is representing the Woodland campus, only those part-time faculty members teaching in Woodland can vote. If the senator is representing the Colusa outreach, only those part-time faculty members teaching in Colusa can vote. If the Senator is serving all part-time faculty, then all part-time faculty can vote. An election, as outlined in Bylaws, Article III, Section 1, will be held. A two-thirds majority of the votes cast from is needed for the recall to take place. The vacated seat will then be filled for the duration of the term by holding a special election.

SECTION 2 – Dismissal of Senators for Excessive Absences

If a Senator misses **an excessive number of regular meetings** (more than 50% of regular Senate meetings during any semester), that senator will be considered derelict in his/her/**their** duty and shall be removed.

- A. If the senator in question represents a Representative Area, the group will be notified that their senator has been removed from office. The Election Committee will then conduct a new election for that academic group using the election procedures as outlined in Bylaws, Article II, Section 1B.
- B. If the senator in question is serving at large, the senate will declare that seat vacant and the Election Committee, using the election procedures, will conduct a new election as outlined in Bylaws, Article II, Section 1B.

ARTICLE H IV- MEETINGS

SECTION 1 – Regular Meetings

- A. Regular Calendar Meetings – The academic senate shall hold regular meetings at least once every month during the academic year (**August September** through May).
- B. **By the final regular calendar meeting of the Academic Senate**, the senate shall, **by resolution**, set forth the calendar of meetings (to include date, time and place) for the succeeding academic year ~~during the final May regular meeting~~ (Sec. 54954, California Government Code [Brown Act]).
- C. **The Senate does not typically meet during finals week unless there is an extenuating circumstance.**
- D. Regular Agenda Meetings – An agenda for each regular meeting shall be posted at least 72 hours before the meeting containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. **The agenda shall also specify the time and location of the meeting, including any remote locations which must be publicly accessible. A printed copy of the agenda shall be posted at each site**, in a location that is freely accessible to members of the public **twenty-four hours per day, seven days per week**. (Sec.549542.2, California Government Code -Brown Act).

SECTION 2 – Special Meetings

- A. Special meetings of the academic senate may be held for regular or special business matters, but 24-hour notice, per Brown Act requirements, must be given to all senators, full-time and adjunct faculty, and the general public setting forth the date, time, and place.
- B. A special meeting of the academic senate shall be called by the President upon the written petition of at least three members of the senate or ten percent of the members of the faculty, or at the discretion of the President.

SECTION 3 – ~~Compliance with Brown Act~~ Procedures

- A. **All Academic Senate meetings (and its committees) shall be conducted in accordance with generally accepted parliamentary procedures, as described in *Robert's Rules of Order*.**
- B. ~~All regular and special meetings of the senate and its committees~~ **All Academic Senate meetings (and its committees)** shall be open to all parties, with the exception of those portions of the meetings closed by the consent of the senate or President such as sessions to discuss personnel matters. (See Section 54956.7—Closed Session, California Government Code [Brown Act], for guidelines for closed session requirements.)

SECTION 4 – Tenure Hearings

~~Tenure hearings are closed personnel sessions of the academic senate and are to be held prior to February 15.~~

SECTION 4 – ~~Compliance with Robert's Rules of Order~~

~~All academic senate meetings shall be conducted in accordance with generally accepted parliamentary procedures, as described in *Robert's Rules of Order*.~~

ARTICLE V – COMMITTEES

SECTION 1 – Eligibility to Serve

All Woodland Community College faculty are eligible to serve on committees, as appointed by the Senate

SECTION 2 – Subcommittees of the Senate

Subcommittees of the Senate, comprise of Senators, include:

1. Elections (Reports actions)
2. Executive Committee (Reports actions)
3. Academic Standards subcommittee (Reports actions).
4. Resolutions subcommittee (Reports actions)

SECTION 3 – Standing Committees

Membership on standing committees shall be appointed by the Senate. The Standing committees shall be:

1. Curriculum Committee
2. Distance Education Committee
3. FLEX Committee
4. Library Advisory Committee

SECTION 4 – “Major Governance” Committees and Councils

“Major governance” committees and councils are district and college participatory governing bodies. The Academic Senate Officers (or designees) maybe appointed to these committees by position. Other faculty appointments to these committees will be made by the Senate, except those positions assigned to the faculty association through collective bargaining. “Major governance” committees and councils include:

1. District/Colleges/Academic Senates Leadership Group (DCAS)
2. District Consultation and Coordination Council (DC3)
3. WCC Accrediation Steering Committee
4. WCC PIE (Planning and Institutional Effectiveness) Committee and its taskgroups
5. WCC College Council

SECTION 5 – AD Hoc Committees

The Academic Senate may establish “ad-hoc” committees to accomplish specific tasks. Upon completion of these tasks, these committees may be dissolved or approved as a standing committee.

SECTION 6 – Appointment to Committees

The Senate will appoint faculty to committees using the senate-approved process of faculty appointments. However, in rare situations it may be necessary for the Academic Senate President to make an appointment. In this situation the Academic Senate President will report out during the next regular senate meeting his/her/their appointment for formal documentation.

ARTICLE VI – AMENDMENT PROCEDURES

The Woodland Community College Academic Senate Constitution and Bylaws shall be amended in the following manner:

SECTION 1 – ~~Manner of Amendment~~ Amendments to the Academic Senate Constitution

- A. Any Woodland Community College faculty member may propose an amendment to the Constitution by submitting to the Academic Senate a copy of the proposed amendment, with signatures of 30 percent of full-time faculty. ~~Amendments can be put forward in one of two ways: First, the sponsor of an amendment shall submit to the academic senate a copy of the proposed amendment, with the signatures of thirty percent of the full-time faculty.~~
- B. ~~Second,~~ The Academic Senate may (by majority vote) may become the sponsor of an amendment.
- C. In either case, the Academic Senate shall schedule a hearing to discuss the proposed amendment. Copies of the amendment shall be made available to all faculty no set a date for a meeting of the faculty for the purpose of debating the proposal. ~~The sponsor shall distribute copies of the proposed amendment to the faculty no later fewer than five working days prior to the faculty meeting hearing.~~
- D. The senate shall conduct an election on the proposed amendment no earlier than five working days, nor later than ten working days, following the date of the hearing faculty debate of the amendment.
- E. Amendments to the Academic Senate Constitution shall be effective upon approval by majority of faculty votes cast, weighted as per the Academic Senate Bylaws Article VI, Section 3.
- F. A two-thirds majority vote as defined in Bylaws, Article VI, Section 23 shall be required to amend the Constitution.
- G. For purposes of amending the Academic Senate Constitution, the number of faculty votes cast shall be defined as all full-time faculty votes cast plus two-fifths of part-time faculty votes cast. Each full-time member shall have one full vote. Each part-time faculty member shall have two-fifth vote.
- H. ~~A two-thirds majority of the senate shall be required to amend the Bylaws.~~

SECTION 2 – Amendments to the Academic Senate Bylaws

- A. Any Senator may propose, or sponsor on the behalf of a Woodland Community College faculty member, an amendment to the Academic Senate Bylaws.
- B. The proposed amendment must be distributed to each Senator at least two meetings prior to the vote.
- C. The proposed amendment must be discussed as an agenda item at the meeting previous to the vote.
- D. Amendments to the Academic Senate Bylaws shall be effective upon approval by two-thirds vote of a quorum of the Academic Senate.

SECTION 23 – Amendment Voting Weights

For voting purposes, the number of faculty shall be defined as all full-time faculty plus two-fifths of the ~~adjunct~~ **part-time** faculty. Each full-time faculty member shall have one full vote. Each ~~adjunct~~ **part-time** faculty member shall have a two-fifths vote.

ARTICLE VI – SUPPLEMENTAL PROCEDURES

In order to facilitate the operation of the senate and provide for the resolution of contentious issues, the senate shall from time to time formulate “Supplemental Procedures.” These Supplemental Procedures will carry the authority of senate resolution, and shall be binding. They will generally deal with issues of less importance than those items enumerated in this Constitution and Bylaws. They can be passed and modified by a majority vote of the senate. They will be published separately from this Constitution and Bylaws.
