

## **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 tenured faculty are eligible to be elected to the office of the president. Only full-time faculty members (excluding Temporary FT status) are eligible for the office of vice president. The senate president, vice-president, secretary, and past-president (when seated) 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 20%, and Secretary 20%.

#### **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 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.
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. Serve as the co-chair of the Student Success and Institutional Effectiveness Committee
8. Prepare and distribute an agenda for each senate meeting (in accordance with open meeting requirements and the Brown Act).
9. Ensure that Academic Senate business is carried forward from previous Academic Senate meetings in a timely manner.
10. Implement decisions of the Academic Senate and supervise administration of Academic Senate business.
11. Review and maintain the allocated Academic Senate budget.
12. Perform those tasks that the senate or president deems necessary to the responsible discharge of the president’s obligations to the faculty and senate.
13. Vote in the Academic Senate only to break or create a tie.
14. 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 until such time as determined by the senate.
2. Accompany the President to assigned “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. The vice president shall accompany the president, when possible, in meetings with the administration.
3. Serve as the WCC Academic Senate contact for faculty equivalency applications as outlined in YCCD Administrative Procedures.
4. 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;
2. Maintain internal communication of the Senate and prepare external Senate communications;
3. Coordinate distribution of draft minutes to senators;
4. Coordinate the official record of the senate business.
5. Work with the Academic Senate President to manage, coordinate and record official faculty call-outs and faculty assignments to committees;
6. Assume the duties of the President if both the President and Vice-President are absent or incapacitated.

### **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;
6. Prepare for senate meetings by reviewing all appropriate documents and seeking input from area constituents;
7. As needed, assist with posting agendas.

## **ARTICLE II- ELECTIONS**

### **SECTION 1 – Formation and Duties of Election Committee**

- A. Election Committee – Each year in 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.

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 at least two members of the committee, or download electronic results;
  6. Report the results of the election in writing to the Academic Senate President.

## **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. The term will begin on July 1<sup>st</sup> and conclude June 30<sup>th</sup>.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. If only one person is nominated, no vote shall be necessary. The nominee shall be designated as President-Elect
- H. 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.
  - 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 up to 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
  - a. 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).
  - b. In the absence of an elected secretary, the senate may choose to rotate /distribute secretarial duties among its members.

#### **SECTION 6 – Areas of Representation & Election**

- A. Areas of Representation
  1. **Academic Group 1** shall consist of one representative from each representative area (full-time faculty):
    - a. Mathematics and Science (astronomy, computer science, ecology, health, life sciences, mathematics, nutrition, physical education (PE), physical sciences, statistics)

- b. Fine Arts, Language Arts, & Humanities (art, communication studies, English, English for Speakers of Other Languages [ESOL], foreign languages, humanities, music, philosophy, theatre arts)
  - c. Career and Technical Education (accounting, administration of justice [AJ], agriculture, business, culinary arts, digital media, early childhood education (ECE), environmental toxicology, human services, water management, welding)
  - d. Social Sciences (anthropology, economics, education, ethnic studies, history, psychology, political science, sociology)
  - e. Counseling, Learning Resources & Student Services (counseling, Department of Supportive Programs and Services (DSPS), instructional design, learn, library, student success)
- 2. **Academic Group 2** (full-time faculty)
    - a. One at-large senator representing Woodland Community College main campus full-time faculty members
    - b. One at-large senator representing Lake County Campus and Colusa County Campus full-time faculty members
  - 3. **Academic Group 3** (part-time faculty)
    - a. One at-large faculty member from the Woodland Community College campus
    - b. 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, 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 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:
  - 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 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**

If an election results in a tie, the elections committee will conduct an observed 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:
  1. Fine Arts, Language Arts & Humanities –2026, 2029, 2032, 2035, 2038, 2041...
  2. Math/Science –2026, 2029, 2032, 2035, 2038, 2041...
  3. Social Science –, 2027, 2030, 2033, 2036, 2039, 2042...
  4. Career and Technical Education–2027, 2030, 2033, 2036, 2039, 2042...
  5. Counseling, Learning Resources & Student Services –2025, 2028, 2031, 2034...
  6. At Large Woodland –2028, 2031, 2034, 2037, 2040, 2043...
  7. At Large Lake/Colusa –2026, 2029, 2032, 2035, 2038, 2041, 2044...
  8. Part-time for Woodland –2028, 2031, 2034, 2037, 2040, 2043...
  9. Part-time for Lake/Colusa –2027, 2030, 2033, 2036, 2039, 2042...

## **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 II, Section 3, 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 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**

- A. Any member of the academic senate, including officers, is subject to recall.
  - 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.
- 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 – Dismissal**

If a Senator misses an excessive number of regular meetings (more than 2 meetings per academic year), that senator will be considered derelict in 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 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 (typically August through May).
- B. By the final regular calendar meeting of the Academic Senate, the senate shall set forth the calendar of meetings (to include date, time and place) for the succeeding academic year (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 –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 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.)

## **ARTICLE V – COMMITTEES**

### **SECTION 1 – Eligibility to Serve**

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

### **SECTION 2 – Subcommittees of the Senate**

Subcommittees of the Academic Senate, comprise of Academic 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 of standing committees shall be appointed by the Senate. The Standing committees shall be:

1. Curriculum Committee
2. Distance Education Committee
3. FLEX 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) may be 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. Student Success and Institutional Effectiveness (SSIE)

College Coordinating Council (3C)

### **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 Academic 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 – 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.
- B. The Academic Senate (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 fewer than five working days prior to the 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.
- 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 3 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.

### **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.

## **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.

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