

**BYLAWS  
of the  
ACADEMIC SENATE  
COLLEGE OF THE CANYONS**

**ARTICLE I – MEMBERSHIP**

**Section A - The Electorate**

The Electorate shall consist of tenured and tenure-track faculty, and adjunct faculty as defined in Article III of the Academic Senate Constitution (hereinafter “the Constitution”).

Voting members of the Academic Senate shall be selected by and from the Electorate.

**ARTICLE II – ELECTIONS**

**Section A – President, Vice President and Communications Officer**

The President, Vice President and Communications Officer of the Academic Senate shall be elected in the following manner:

1. The call for nominations for elected officers shall commence by the 3rd week of the fall Semester of odd years. The nominating period shall be open and extend until the conclusion of the 8th week of the fall semester. The administration of the election shall conclude no later than the end of that same fall semester. Elected officers shall each serve a two-year term of office upon election by a plurality of the tenured/tenure track faculty at College of the Canyons. No restrictions shall exist in the number of terms served. Members elected to office are strongly encouraged to shadow the current officers during the spring semester before their term of office commences.

**Section B – School/Division and At-Large Senators**

1. The School/Division Senators shall be elected by a plurality of the tenured/tenure-track faculty in their respective Schools/Divisions. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. The elections process shall commence in the respective Schools/Divisions no later than the 8<sup>th</sup> week of the Spring Semester of even years.
2. The At-Large Senators will be elected by a plurality of the tenured and tenure track faculty. They will be elected for a two-year term. No restrictions shall exist in the number of terms served. The elections process will commence no later than the 8<sup>th</sup> week of the spring semester of odd years.

3. School/Division Senators and At-Large Senators will have staggered terms from one another.

### **Section C – Adjunct Senators**

1. Adjunct Senators, including the Lead Adjunct Senator, will be elected by a plurality of the adjunct faculty maintaining employment as defined by the American Federation of Teachers Collective Bargaining Agreement. They will be elected for a two-year term and must maintain their employment as an adjunct faculty member, as defined by the American Federation of Teachers Collective Bargaining Agreement, during their term of office. The elections process will commence no later than the 8<sup>th</sup> week of the spring semester of even. No restrictions shall exist in the number of terms served.
2. Prior to their first Senate meeting, the Adjunct Senators will meet with the Senate President to determine who would like to serve as Lead Adjunct Senator. Qualified candidates must be available to attend Executive Committee meetings, as that is part of the duties of this position. If there is only one person interested, that person will become the Lead Adjunct Senator. If there is more than one person interested in serving in this position, the Lead Adjunct may be selected by using a randomization process administered by the Academic Senate President and the Academic Senate Administrative Assistant.

### **Section D – Non-Contested Elections and Results**

1. In any non-contested elections where there is only one candidate for a position, a formal ballot will not be needed unless requested by an eligible voting member for that respective election.
2. The results of all elections must be confirmed by the Academic Senate by the conclusion of the semester in which they are held.

### **Section E – Curriculum Committee Members**

Curriculum Committee elections shall be administered by the Academic Senate Elections Committee.

### **Section F – Department Chairs**

Department Chair elections shall be administered by the Academic Senate Elections Committee in alignment with the COCFA collective bargaining agreement and outlined in the Academic Senate Standing Procedures for Department Chair Elections.

### **Section G – Program Chairs**

All Program Chairs recognized by the COCFA Collective Bargaining Agreement as qualifying for release time shall be elected. Program Chair elections shall be

administered by the Elections Committee of the Academic Senate. Program chairs shall be elected for two-year terms to run commensurate with department chair terms.

**Section H** – Unless otherwise noted in these Bylaws or the Academic Senate Constitution, all other faculty committee chairs shall be appointed by the Academic Senate President. The terms of such appointments shall be outlined in the respective committee procedures.

### **ARTICLE III – RESPONSIBILITIES**

#### **Section A – Statement of General Duties and Expectations**

The Academic Senate strives to ensure shared governance, faculty representation, and the successful development of academic standards. Therefore, faculty elected to serve as members of the Academic Senate, and those faculty members working on behalf of the Academic Senate, shall make every attempt to adhere to the rules and expectations listed herein—conducting due diligence in all matters brought before them, while adhering to the highest degree of professional behavior in carrying out the duties bestowed upon them by the Electorate.

#### **Section B - Officers**

For purposes of these Bylaws, the Constitution and the Academic Senate, an “officer”, by the nature of their institutional role and impact (*Ex Officio*), is considered to be one that holds a position of significant trust thereby serving as a unique resource to the Academic Senate and faculty at large.

1. Officers of the Academic Senate

President

Vice-President

Communications Officer

Chair, Curriculum Committee

Chair, Policy Review Committee

Chair, Program Viability Committee

#### **Section C – Duties of President (Officer)**

The President shall prepare the agenda of all regular and special meetings of the Academic Senate, post each agenda in compliance with the Brown Act, and distribute each agenda to all Senators at the time of public posting.

The President shall preside at all meetings of the Academic Senate.

The President or a designated Senator shall represent the Academic Senate at all Board of Trustees meetings, as well as relevant district and college meetings.

The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.

The President shall manage all income and expenses incurred by the Senate.

The President, in consultation with the Vice President, shall complete and present to the Academic Senate an annual Program Review, which includes the annual budget request.

The President or the President's designee shall attend Academic Senate of California Community Colleges (ASCCC) Fall and Spring Area C meetings as well as ASCCC Fall and Spring Plenary Sessions.

The President shall serve as the Delegate for College of the Canyons and is expected to participate voting process for ASCCC Resolutions and Elections.

It is strongly encouraged that the President attend at least one ASCCC Leadership Institute. The President may attend additional workshops such as ASCCC Institutes or Regional Workshops to stay current with academic and professional matters.

The President may appoint an individual from the current Academic Senate membership to serve as the ASCCC Delegate.

The President shall chair all meetings of the Executive Cabinet.

The President shall appoint the role of parliamentarian to a Senate officer or Senator.

#### **Section D – Duties of Vice-President (Officer)**

The Vice-President may preside over meetings of the Academic Senate in the President's absence.

The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency. Under such circumstances the Vice- President will serve in an interim basis until the Academic Senate takes action under Article V, Section 4(A) of the Constitution.

The Vice President shall assume the duties of the President on an interim basis upon the request of the President.

The Vice-President shall assist the President and perform other duties, as assigned by the President at Academic Senate Executive Cabinet and Executive Committee Meetings. The Vice President shall attend all meetings of the Executive Cabinet and Executive Committee and Academic Senate.

The Vice-President shall make every effort to attend the next scheduled Faculty Leadership Institute offered by the ASCCC, if there has not already attended such conference at least once previously.

### **Section E – Duties of Communications Officer**

Supports the President and Vice President in carrying out the duties of the Academic Senate. Duties may include but are not limited to: providing support to Senate subcommittees, facilitating communication between the Senate and its subcommittees, mentoring subcommittee chairs, and/or assisting with the Senate newsletter.

Serves as a member of the Academic Senate’s Executive Cabinet and Executive Committee.

### **Section F – Duties of Lead Adjunct Senator**

Supports the President and Vice President in carrying out the duties of the Academic Senate. Duties may include but are not limited to: facilitating communication between the Senate and adjunct faculty, act as an informational liaison between the statewide ASCCC and COC adjunct faculty, mentoring adjunct senators, and/or providing leadership as issues arise.

Serve as a member of the Academic Senate’s Executive Committee.

### **Section G - Duties of the President-Elect**

Any member of the Electorate who is elected to serve as President of the Academic Senate shall be designated “President-Elect”. The President-Elect is essentially the President in waiting whose term shall begin upon confirmation of said election results by the Academic Senate and end on the first day of the subsequent month of July in which they assume the duties of the Presidency. If the President-Elect also sits as a member of the current term of the Academic Senate, then he or she must fulfill all duties assigned and shall not neglect their current position on the Senate in anticipation of assuming the Presidency.

The President-Elect shall make every effort to attend all meetings of the Academic Senate to ensure an effective transition to leadership.

The President-Elect shall make every effort to attend the next scheduled Faculty Leadership Institute offered by the ASCCC, if he or she has not already attended such conference.

The President-Elect shall make every effort to attend an ASCCC Plenary session, if during their term they have not already attended such an event, prior to commencement of their term.

The President-Elect shall make any and all attempts to attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District during their term as President-Elect and before they assume the duties of the Presidency.

## **Section H - Transition Duties**

It is the duty of the President and the President-Elect to:

Schedule at least two “transition” meetings whereby the outgoing President informs and prepares the President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the President-Elect on typical procedural requirements of the Office of the Presidency.

Ensure the President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.

Ensure a meeting of the President, President-Elect, [Executive Cabinet](#) and Executive Committee to ensure seamless transition of Academic Senate business.

Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.

Attend as many of the Academic Senate meetings held during spring semester prior to commencement of their term.

It is the duty of the Vice President and the Vice President-Elect to:

Schedule at least two “transition” meetings whereby the outgoing President and Vice President informs and prepares the Vice President-Elect regarding ongoing matters of professional concern and Academic Senate business as well as debriefs the Vice President-Elect on typical procedural requirements of the Office of the Vice Presidency.

Ensure the Vice President-Elect has key access to the physical office space assigned to the Academic Senate as well as the overall resources of the Academic Senate.

Attend as many of the Academic Senate meetings held during spring semester prior to commencement of their term.

It is the duty of the Clerk and Treasurer to adequately prepare themselves for assuming the position.

## **Section I – Duties of the Policy Review Committee Chair (Officer)**

Serve a two-year term.

Serve as a member of the Academic Senate’s Executive Cabinet and Executive Committee.

Submit an annual committee status report to the Academic Senate.

Recruit and manage Committee membership.

Schedule Committee meetings and agendas.

Report policy and procedure proposals to the Academic Senate.  
Document policy and procedural history when appropriate or necessary.  
Ensure Academic Senate web site accurately reflects policy and procedure queue.  
Membership and attendance of the College Policy Council (CPC).  
Advocate BP's and AP's passed by the Academic Senate to the CPC.  
Attend ASG meetings in an advocacy role of Academic Senate BP's and AP's.

### **Section J – Duties of the Curriculum Committee Faculty Chair (Officer)**

Serves as a resource person to assist faculty in the development of curriculum proposals.  
Develops a recommended curriculum committee schedule each year.  
Reviews all courses and programs prior to establishing agendas.  
Establishes the agenda for Curriculum Committee meetings.  
Schedules and conducts the technical review meetings.  
Conducts the Curriculum Committee meetings.  
Provides advice and guidance on curriculum issues, such as: Education Code regulations, Title 5 compliance, course numbering sequence, and prerequisite regulations.  
Updates the Academic Senate regularly regarding committee activities.  
Reviews minutes of meetings prior to submitting to the Academic Senate.

### **Section K - Duties of Senators**

#### **School/Division Senators**

**Attendance** – Senators representing Schools/Divisions shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time. Regular attendance is expected.

**Absence** – School/Division Senators shall make any and all effort to secure an alternate representative from their respective School/Division in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

**Anticipated Long Term Absence**- School/Division Senators shall make any effort to find an alternative to serve in their absence.

**Appointments** - All School/Division Senators shall be eligible for and should anticipate appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.

**Liaison Duties** - Senators serving as School/Division representatives shall be the liaison between their representational areas and the Academic Senate. Senators shall explain Academic Senate agenda material to their constituents and present to the Senate concerns from their affected areas.

#### **At-Large Senators**

**Attendance** - Senators serving as At-Large shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time. Regular attendance is expected.

**Appointments** - At-Large Senators shall be eligible for and should anticipate being appointed to represent any School/Division lacking a dedicated Senator on the Academic Senate.

**Absence** – At-Large Senators shall make any and all effort to secure an alternate representative from the Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate.

**Anticipated Long Term Absence**- At-Large Senators shall make any effort to find an alternative to serve in their absence.

**Liaison Duties** - Senators serving At-Large shall be the liaison between the full Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any affected campus area.

#### **Adjunct Senators**

**Attendance** - Adjunct Faculty Senators shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop a work schedule around the Senate's regularly scheduled meeting time. Regular attendance is expected.

**Absence** – Adjunct Faculty Senators shall make any and all effort to secure an alternate representative from the Adjunct Electorate in advance of any anticipated absence from a scheduled meeting of the Academic Senate. In order for any alternate to serve in place of the absent Senator, the alternate must meet all the requirements to serve as that of the permanent Adjunct Senator.

**Anticipated Long Term Absence**- Adjunct Senators shall make any effort to find an alternative to serve in their absence.

**Liaison Duties** – Adjunct Faculty Senators shall be the liaison between the full adjunct faculty Electorate and the Academic Senate. Senators shall be prepared to explain Academic Senate agenda material to their constituents and present to the Senate concerns from any

affected campus area. Adjunct Senators should use all reasonable means to communicate and liaise with the entire adjunct faculty Electorate.

### **Section L – Duties of Parliamentarian**

The Senate President may appoint a Parliamentarian, whose primary role is to attend meetings of the Academic Senate and advise the Senate on parliamentary procedure as outlined in Robert’s Rules of Order and/or such other rules or procedures as may be adopted by the Senate. Appointment will go through the consent calendar for confirmation. It is a non-voting position. Must be a current full-time faculty member at College of the Canyons to be considered for this position. May be current/active faculty serving on Academic Senate. In these cases, the individual shall retain their voting rights as a Senator based on their elected position. The Parliamentarian role would be an added responsibility for that individual.

Should the president start advocating for a particular position, it is the responsibility of the Parliamentarian to require the president pass the gavel or stop advocating for that particular position.

To attend meetings of the Academic Senate.

To ensure orderly and effective discussion in accordance with the adopted parliamentary rules.

To advise the President at meetings of the Academic Senate and Executive Committee.

To maintain a copy of the current Senate Constitution & Bylaws, as well as Robert’s Rules of Order for reference.

To seek out parliamentarian professional development training.

### **Section M – Reassign Time for the Academic Senate**

To meet the evolving needs of the Academic Senate, at the start of each spring semester, the Academic Senate President will, in consultation with the Senate Executive Cabinet, allocate the reassign time for the Academic Senate effective the following fall semester. In the case of unforeseen need, the Academic Senate President reserves the right to modify the allocations of Reassign Time at the beginning of any semester. The amount of reassign time for the Academic Senate is a negotiated item per the COCFA collective bargaining agreement.

#### **1. Eligible Positions**

The positions eligible for reassign time may include, but are not limited to the following:

Academic Senate President

Academic Senate Vice President

Academic Senate President - Elect  
Academic Senate Communications Officer  
Curriculum Committee Chair  
Policy Review Committee Chair  
Faculty Professional Development Committee Chair  
Program Review Committee Chair  
Program Viability Committee Chair  
Career Education (CE) Liaison

It is at the discretion of the Academic Senate President, in consultation with the Senate Executive Cabinet, to add or remove positions eligible for reassign time. The Academic Senate President shall report any changes to the allocation of reassign time to the Academic Senate.

## **2. Requirements**

Each position given reassign time must have a clear description of the job duties and expectations. For committee chairs, these job duties must be incorporated into the respective committee procedures/charters. All other positions must have a written description of job duties and expectations that are approved by the Academic Senate.

## **ARTICLE IV – MEETINGS AND SENATE PROCEDURES**

### **Section A – California Open Meetings/Ralph M. Brown Act**

Notice of the agenda shall be posted in a public place at least 72 hours before any meeting, except in an emergency. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.

Agendas shall include time, place of meeting, and information for accessibility accommodations as well as opportunity for public comments and brief description for action items. Other typical components of the agenda include consent calendar, reports, discussion, unfinished business, and new future business.

All meetings of this organization shall be public meetings. No meeting or executive session of this organization, or any committee or sub-committee meeting of this organization shall be closed to the public except to discuss litigation with legal counsel in which the Academic Senate is involved or may be involved.

All votes shall be taken in accordance with the Provisions of the Brown Act.

## **Section B – Meeting Procedures and Standing Rules**

### **Meeting Procedures**

The most recent Robert’s Rules of Order shall be relied upon for guidance and reference for the Academic Senate’s parliamentary conduct. Not all aspects of Robert’s Rules of Order sensibly align with the organizational and institutional structure of the Academic Senate and thus may result in modified parliamentary practice that remains true to the spirit of equitable procedural practice.

The day, time and duration of regular meetings of the Academic Senate shall be consistent and agreed upon by a majority of the Academic Senate. Such parameters shall be set in the spring semester of even years and shall extend for a two-year period commencing in the subsequent fall semester.

### **Passing the Gavel**

It is recommended that a President does not advocate for any particular position. However, should that be the case, it is required that the President shall “pass the gavel” if they intend to advocate for a particular position. Advance notification of the intent to “pass the gavel” and select a temporary member to preside over the meeting is preferable. When that does not occur, should the president start advocating for a particular position, it is the responsibility of the Parliamentarian to require the president to “pass the gavel” or stop advocating for that particular position.

The President shall take great consideration in appointing a temporary presiding member of the Senate as doing so eliminates the designee’s own right to fully advocate for or against an outcome of an agenda item.

### **Senate Readings**

The Academic Senate shall make every attempt to complete two readings of any agenda item in which it will take action by formal vote.

“Two-Readings” – of an agenda item will be said to have occurred if such item has been listed on at least two separate agendas and has not been tabled or suspended from either agenda. Customarily, one of the two readings should be listed as a “Discussion Item”.

“Action Items” – are intended as public notice that the Academic Senate is scheduled to take a vote on a particular item. Action items may be discussed prior to a vote.

### **Voting by the Senate**

All votes shall be taken by voice, roll call and/or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.

Meetings of the Senate via teleconferencing require all votes to be made by roll call. All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Ralph M. Brown Act.

An accurate record of voting must be maintained.

### **Standing Rules**

The Academic Senate may adopt Standing Rules and Procedures to implement the intent and purposes of these Bylaws, the Senate Constitution, and any other permissible acts. Standing Rules shall not be intended or interpreted to replace or supersede any provision of these Bylaws or the Constitution.

Standing Rules and Procedures shall be adopted by a majority vote of a membership of the Academic Senate.

### **Section C Full Academic Senate Action for Program Viability**

Recommendations made by the Program Viability Committee will be adopted by a majority vote of the membership of the Academic Senate.

### **Section D Presidential Signatures**

Signature of the Senate President typically signifies that the Academic Senate has discussed the academic implications. While this is optimal, it cannot always be guaranteed.

## **ARTICLE V – COMMITTEES**

### **Section A - Committee Membership Eligibility**

All faculty are eligible to serve on committees of the Academic Senate.

### **Section B - Standing Academic Senate Sub-Committees**

Membership on standing committees shall be approved by a majority vote of a quorum of the Academic Senate. A list of standing committees shall be regularly updated and maintained by the President or designee and shall be publicized on the Academic Senate web site.

### **Section C – Collegial Consultation Committees**

Collegial Consultation Committees are a reflection of the spirit and requirement of AB 1725 shared governance. AB 1725 not only enables but demands faculty participation in the governance of matters at the local district level. Doing so ensures necessary faculty input on matters concerning the development of sound policy and maintenance of quality academic

standards. Consequently, active membership and participation on shared governance committees is essential to the charge of the Academic Senate and the mission of the District.

Membership on collegial consultation committees shall be approved by a majority vote of a quorum of the Academic Senate. A list of collegial consultation committees shall be regularly updated and maintained by the President or designee and shall be publicized on the Academic Senate web site.

#### **Section D - Ad Hoc Committees**

The Academic Senate may establish “Ad Hoc” committees to accomplish specific tasks. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate. Ad Hoc committees shall designate a committee Chair. Upon completion of the task, these committees may be dissolved or approved as a standing committee.

#### **Section E - Committee Chairpersons**

Unless otherwise designated, committee chairpersons shall be appointed by the Academic Senate President.

All terms of committee chairpersons shall commence on the first day of July subsequent to their appointment and confirmation by the Academic Senate.

Appointments occurring after the first of July may be deemed retroactive by a majority vote of a quorum of the Academic Senate.

### **ARTICLE VI – EXECUTIVE CABINET OF THE ACADEMIC SENATE**

#### **Section A – Purpose**

The Executive Cabinet is charged with advising the President on all matters pending before the Academic Senate.

The Executive Cabinet will meet on a weekly or bi-weekly basis during the fall and spring semesters.

#### **Section B – Membership**

Members of the “Executive Cabinet” of the Academic Senate include:

- President
- Vice-President
- Communications Officer
- Chair, Curriculum Committee
- Chair, Policy Review Committee

## **ARTICLE VII - EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE**

### **Section A - Purpose**

The Academic Senate shall establish an Executive Committee (Ex Comm). The purpose of Ex Comm is to foster coordination among the principal subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.

### **Section B – Membership**

#### **1 – Non-Voting Members**

President (Committee Chair, or designee)

Vice-President

COCFA President

AFT President

#### **2 – Voting Members**

Communications Officer

Lead Adjunct Senator

Curriculum Committee Chair

Policy Review Committee Chair

Faculty Professional Development Committee Chair

Academic Staffing Committee Faculty Chair

Program Review Committee Chair

College Planning Team Committee Faculty Chair

President’s Advisory Committee on the Budget Faculty Chair

Elections Committee Chair

Honors Steering Committee Chair

Program Viability Committee Chair

Legislative Liaison

Career Education Liaison

Noncredit Liaison

CETL, Chairs

Scholarly Presentation, Chair

MQE, Chair

2. Executive Committee may expand its membership upon a majority vote of its members.

## **ARTICLE VIII – CURRICULUM COMMITTEE**

### **Section A - Purpose**

The Academic Senate shall establish a Curriculum Committee. Their purpose is to support the process of curriculum development. The Curriculum Committee shall develop procedures that describe the curriculum development process. These procedures shall be approved by the Academic Senate.

### **Section B - Membership & Voting**

Voting Faculty Representatives shall be elected in accordance with these Bylaws and the Academic Senate Constitution. All elections of the Curriculum Committee shall be administered by the Academic Senate Standing Elections Committee. Committee members shall serve for a two-year term starting in fall of even years. No restrictions shall exist in the number of terms served.

The Faculty Chair and Administrative Co-Chair of the Curriculum Committee will exercise their voting rights on that Committee only in the event of a tie vote of other voting members. In the event the Co-Chairs split their two votes by casting opposing votes, the matter to be decided will be resolved by a majority vote of a quorum of the Senate.

#### **1. Voting Members**

The members of the Curriculum Committee shall include:

- a. Faculty Chair of the Curriculum Committee (appointed)
- b. Administrative Co-Chair of the Curriculum Committee (appointed by CIO)
- c. One Representative from each School/Division. The recommendation is communicated to the Academic Senate President prior to the elections during the Spring semester of even years.
- d. Additional Faculty School/Division Representative Allocation
  - i. One Additional Faculty School/Division Representative per School/Division that maintains 100 or fewer courses.
  - ii. Two Additional Faculty School/Division Representatives per School/Division that maintain 101-150 courses.

- iii. Three At-Large Faculty School/Division Representatives per School/Division that maintain 151 or greater courses.

Additional Representatives may be added to the committee based on the recommendation of the Curriculum Chair for identified need beyond the allocation rubric stated above.

- e. Three Adjunct Representatives
- f. Articulation Counselor – appointed by the Academic Senate President

The Faculty Chair and Administrative Co-Chair of the Curriculum Committee will exercise their voting rights on that Committee only in the event of a tie vote of other voting members. In the event the Co-Chairs split their two votes by casting opposing votes, the matter to be decided will be resolved by a majority vote of a quorum of the Senate.

## **2. Non-voting Members**

- a. Classified Curriculum Specialist
- b. Representative from the Associated Student Government
- c. The Student Representative shall become a member of the Curriculum Committee if approved and appointed by the ASG. ASG Membership on the Curriculum Committee is purely voluntary.
- d. Director of Admissions and Records
- e. Articulation Officer if not also the Articulation Counselor
- f. Curriculum Chair may add additional non-voting members. In this case, the Curriculum Chair shall notify the Academic Senate President.

## **3. Vacancies**

Committee vacancies in office shall exist as so declared by a two-third majority of the Curriculum Committee upon acknowledgement of resignation, sabbatical leave of absence, recall, non-performance or other incapacity.

Vacancies of any member of the Curriculum Committee shall be filled in the following manner:

- a. A vacancy declared prior to the conclusion of the spring semester of the first year of a two-year term shall be filled by a special election administered by the Academic Senate Elections Committee. Special elections shall be administered as soon as logistically possible.

b. A vacancy declared after the conclusion of the spring semester of the first year of a two-year term shall be filled by an appointment made by the President of the Academic Senate.

c. Temporary vacancies due to incapacity, sabbatical or, maternity leave may be filled by appointment by the Academic Senate until the originally elected member is ready to return to committee service.

### **Section C - Noncredit Subcommittee**

The Curriculum Committee shall have a Noncredit Curriculum Subcommittee.

**a. Purpose** - The Noncredit Curriculum Subcommittee is responsible for the following: Review and recommend action on existing noncredit curricula; review and recommend action on proposed noncredit curricula; encourage and foster the development of new noncredit curricula; disseminate noncredit curricular information and curricular recommendations to the faculty, Academic Senate, Administration, and to the Board of Trustees; implement state-mandated regulations or policies that affect noncredit curriculum; and review all curriculum proposals to ensure congruence with the college mission, need, quality, feasibility, and compliance with Title V.

**b. Authority** - The Noncredit Curriculum Subcommittee shall report to the Curriculum Committee. The Curriculum Committee must approve all proposals of the Noncredit Curriculum Subcommittee.

#### **c. Membership**

##### **i. Voting members:**

- Faculty Co-Chair
- Administrative Co-Chair (Dean of Continuing Education)
- One representative from each academic school
- Representative from Counseling
- At-large representatives from the full-time faculty as described in the Academic -Senate Constitution and/or Bylaws
- Adjunct representation as described in the Academic Senate Constitution and/or -Bylaws

##### **ii. Non-voting members:**

- Curriculum Specialist
- Representative from the Associated Student Government
- Director of Noncredit Enrollment Services or designee

**d. Operating Procedures** - The Noncredit Curriculum Subcommittee shall develop detailed procedures. Such procedures must provide operational details and assurances of integrated

planning with relevant and related campus committees and constituencies. The operating procedures must be approved by the Curriculum Committee and the Academic Senate.

## **ARTICLE IX – RESOLUTIONS**

### **Section A - Scope**

The Academic Senate may adopt resolutions. Resolutions may be used to recommend policy or action to the Board of Trustees, the Chief Executive Officer (CEO), the Academic Senate for California Community Colleges, or other groups.

### **Section B – Proposals**

The Academic Senate may establish standing or ad hoc committees for the purpose of drafting resolutions. The President, Vice-President and individual Senators may also propose resolutions. Any proposed resolution must be submitted to the President and Executive Cabinet prior to being placed on the Senate agenda. All proposed resolutions must be in writing.

Format – All resolutions shall have a title that correlates to its content. While there are no formal limitations on the number of “whereas” statements allowed within each resolution, it is recommended that each “whereas” statement be deemed integral to the resolution. It is further recommended that no more than twelve (12) “whereas” statements be included within each resolution.

### **Section C – Senate Action**

All proposed resolutions before the Academic Senate should undergo a minimum of two readings before adoption. If extenuating circumstances exist, resolutions may be adopted with only one read. Such circumstances must be communicated to the full Senate prior to holding a vote on the resolution. All proposed resolutions may be revised and amended prior to final adoption by the Academic Senate. The President shall make reasonable and timely effort to communicate the nature of proposed resolutions through available campus means. Resolutions shall be adopted by a two-thirds vote of the membership of the Academic Senate and shall consequently contain an accurate time stamp for historical reference.

### **Section D – Disposition**

Upon adoption, the Academic Senate shall decide by majority vote the appropriate disposition of the resolution. The President may be directed to present the resolution at a public meeting of the Board of Trustees; may be directed to present the resolution to the CEO; may be directed to present the resolution to the Academic Senate for California

Community Colleges; may be directed to submit it to publications in the form of a press release; or any other disposition as directed by the Senate.

All adopted resolutions shall be archived by the President as hard copies in print, and on the Academic Senate web site.

### **Section E – Votes of No Confidence**

Academic Senate initiated *Votes of No Confidence* shall be conducted through the resolution process listed in Article VII of these Bylaws. *Votes of No Confidence* may be initiated and undertaken by the Academic Senate alone, or jointly with the College of the Canyons Faculty Association, and/or any other organized District staff unit. *Votes of No Confidence* may be initiated for any and all District staffing positions or deliberative bodies.

*Votes of No Confidence* shall be adopted by a two-thirds vote of the membership of the Academic Senate, and ratification by a majority of voting full-time faculty and a separate majority of voting adjunct faculty.

### **Section F – Statements**

The Academic Senate may adopt “statements” by a majority vote. Statements serve to communicate positions, perspectives, information or recommendations to its members or the campus community without necessarily calling for action by any deliberative body.

## **ARTICLE X – MEMORANDA OF UNDERSTANDING**

The Academic Senate may enter into a memorandum of understanding (MOU) with another organization or entity. All MOUs shall require approval of 2/3 of the membership of the Academic Senate in order to be operational.

## **ARTICLE XI – AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the membership of the Academic Senate.

## **ARTICLE XII – ENACTMENT CLAUSE**

### **Section A – Initial Effective Date**

These Bylaws shall be effective upon approval by a majority vote of the membership of the Academic Senate.

### **Section B – Amendments**

Amendments to these Bylaws shall be effective upon approval by a majority vote of the membership of the Academic Senate. All amendments shall be incorporated into this document and shall not stand alone as a separate amended document.

Approved by the Academic Senate: December 13, 2012 Amended by the Academic Senate:  
May, 26, 2016 Approved by the Academic Senate: May 24, 2020 Approved by the Academic  
Senate: May 7.

***Approved by the Academic Senate: December 13,  
2012 Amended by the Academic Senate: May, 26,  
2016 Approved by the Academic Senate: May 24,  
2020 Approved by the Academic Senate: May 7  
Revised, Academic Senate - May, 12, 2022***