

BYLAWS
of the ACADEMIC SENATE
COLLEGE OF THE
CANYONS **note - change**
****pronouns to their/them!****

ARTICLE I – MEMBERSHIP

Section A - The Electorate

1. 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”).
2. Voting members of the Academic Senate shall be selected by and from the Electorate.

ARTICLE II – 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.

1. Officers

- a. 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.
- b. Officers of the Academic Senate
 - i. President
 - ii. Vice-President
 - i. **Secretary**
 - ii. **Treasurer**
 - iii. Chair, Curriculum Committee
 - iv. Chair, Policy Review Committee
 - v. ~~President Elect~~

Section B – Duties of President

1. 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.
2. The President shall preside at all meetings of the Academic Senate.
3. 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.
4. The President, in consultation with the Academic Senate, shall appoint faculty members to represent the faculty in college-wide committees.
5. The President shall manage all income and expenses incurred by the Senate.
6. 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.
7. The President shall serve as the Delegate for College of the Canyons and is expected to participate voting process for ASCCC Resolutions and Elections.
8. In the event the President cannot serve as ASCCC Delegate for College of the Canyons, Delegate shall be selected from the voting members of the Academic Senate.
9. The President shall attend ASCCC Leadership Institute and may attend other ASCCC Institutes or Regional Workshops as necessary to stay current with academic and professional matters.
10. The President shall chair all meetings of the Executive Committee.
11. The President shall assign the role of parliamentarian to a senate officer or senator.
12. The President shall not advocate for or against an outcome of an agenda item unless she or he "passes the gavel."
 - a. The President may call upon a member of the Academic Senate to preside over the discussion and debate of a particular agenda item so that the President may participate to advocate for or against an outcome of that item. In so doing, the President has "passed the gavel" as presiding officer until the end of the agenda item in question.
 - b. The President may pass the gavel only if:
 - i. she or he has first notified the Senate of the intent to do so and for which particular agenda item,
 - ii. such notification has occurred prior to the formal approval of the agenda in which that item resides,
 - A. Notice may occur verbally at the beginning of the meeting prior to adoption of the agenda.
 - iii. at the time of notification, a temporary member has been identified and agrees to preside over the discussion and debate of the agenda item in question.
 - c. The President shall take great consideration in appointing a temporary presiding member as doing so eliminates the designee's own right to fully advocate for or against an outcome of an agenda item.

Section C – Duties of Vice-President

1. The Vice-President may preside over meetings of the Academic Senate in

the President's absence.

2. The Vice-President shall assume the duties of the President if the President vacates the Office of the Presidency during ~~their his or her~~ term. Under such circumstances the Vice- President will serve in an interim basis until the Academic Senate takes action under ~~Article IV, Section 7(A)~~ **Article V, Section 4(A)** of the Constitution.

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

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

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

Section C – Duties of Secretary

- 1. The Secretary shall review and have oversight of the summary/minutes of the meetings of the Academic Senate.**
- 2. The Secretary shall be prepared to assist the President and Vice President in administering the duties of the Academic Senate.**
- 3. Serve as a member of the Academic Senate's Executive Committee.**

Section D – Duties of Treasurer

- 1. The Treasurer shall review budget and expenditures of the Academic Senate.**
- 2. The Treasurer shall be prepared to assist the President and Vice President in administering the duties of the Academic Senate.**
- 3. Serve as a member of the Academic Senate's Executive Committee.**

Section E - Duties of the President-Elect

1. 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.

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

3. 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.

4. 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.

5. 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** ~~his or her~~ term as President-Elect and before **their** ~~he or she~~ assumes the duties of the Presidency.

Section F - Transition Duties

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

- a.** 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.
- b.** 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.
- c.** Ensure a meeting of the President, President-Elect, and Executive Committee to ensure seamless transition of Academic Senate business.
- d.** Jointly attend at least one meeting of the Board of Trustees of the Santa Clarita Community College District.
- e. Attend as many of the Academic Senate meetings held during spring semester prior to commencement of their term.**

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

- a. 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.**
- b. 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.**
- c. Attend as many of the Academic Senate meetings held during spring semester prior to commencement of their term.**

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

Section G - Duties of the Past President

1. The Past President shall provide support and expertise to the President.

Section H – Duties of the Policy Review Committee Chair

1. Serve a two-year term.

2. Serve as a member of the Academic Senate's Executive Committee.
3. Submit an annual committee status report to the Academic Senate.
4. Recruit and manage Committee membership.
5. Schedule Committee meetings and agendas.
6. Report policy and procedure proposals to the Academic Senate.
7. Document policy and procedural history when appropriate or necessary.
8. Ensure Academic Senate web site accurately reflects policy and procedure queue.
9. Membership and attendance of the College Policy Council (CPC).
10. Advocate BP's and AP's passed by the Academic Senate to the CPC.
11. Attend ASG meetings in an advocacy role of Academic Senate BP's and AP's.

Section I – Duties of the Curriculum Committee Faculty Chair

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

Section J - Duties of Senators

1. School/Division Senators

a. 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.

i. 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.

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

b. 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.

c. 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.

2. At-Large Senators

a. 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.

b. 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.

i. 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.

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

c. 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.

3. Adjunct Senators

a. 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.

i. 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.

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

b. 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 K – Duties of Parliamentarian

1. To attend meetings of the Academic Senate.
2. To ensure orderly and effective discussion in accordance with the adopted parliamentary rules.
3. To advise the President at meetings of the Academic Senate and Executive Committee.
4. To maintain a copy of Robert’s Rules of Order for reference.
5. **To establish quorum for every Academic Senate meeting.**
6. **To record votes in anticipation of documenting actions made by the Academic Senate by tracking proxy votes, electronic, and in-person votes.**

Section L – 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 Committee, 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.

1. Eligible Positions

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

- a. Academic Senate President
- b. Academic Senate Vice President
- c. **Academic Senate President - Elect**
- d. **Academic Senate Treasurer**
- e. **Academic Senate Secretary**
- f. Curriculum Committee Chair
- g. Policy Review Committee Chair
- h. Faculty Professional Development Committee Chair
- i. Program Review Committee Chair
- j. **Program Viability Committee Chair**
- k. ~~Noncredit Liaison~~
- l. ~~Legislative Liaison~~
- m. Career Education (CE) Liaison

It is at the discretion of the Academic Senate President, in consultation with the Senate Executive Committee, 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 III – MEETINGS AND SENATE PROCEDURES

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

- 1.** 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.
- 2.** 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.
- 3.** 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.
- 4.** All Votes shall be taken in accordance with the Provisions of the Brown Act.

Section B – Meeting Procedures and Standing Rules

1. Meeting Procedures

- a.** 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.
- b.** 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.

2. Senate Readings

- a.** “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”.

b. “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.

3. Voting by the Senate

a. All votes shall be taken by voice, roll call 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.

b. Meetings of the Senate via teleconferencing require all votes to be made by roll call.

c. Voting by email is not permitted.

d. An accurate record of voting must be maintained.

4. Standing Rules

a. 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.

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

Section C Full Academic Senate Action for Program Viability

a. 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

a. Signature of the Senate President signifies that the Academic Senate has discussed the academic implications.

ARTICLE IV – ELECTIONS

Unless otherwise assigned by a majority of the Academic Senate, the Elections Committee of the Academic Senate shall administer all elections outlined in Article ~~IV~~ **V** of the Academic Senate Constitution and any other elections assigned to it by the Academic Senate.

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 and ~~their her or his~~ staff and shall be publicized on the Academic Senate web site. Standing committees include, but are not limited to the following:

1. Academic Staffing Committee
2. Policy Review Committee
3. Curriculum Committee
4. Elections Committee
5. Minimum Qualifications and Equivalencies Committee
6. Faculty Professional Development Committee
7. Honors Steering Committee
9. Academic Program Review Committee
10. Scholarly Presentation Committee
11. Committee for Assessing Student Learning (CASL)
12. Executive Committee of the Academic Senate
13. Program Viability Committee
14. Career Education (CE) Committee
15. Civic Engagement Steering Committee
16. Standards and Practices Committee (Is Ad Hoc)
17. Center for Excellence in Teaching & Learning Steering Committee (CETL)

Section C – Collegial Consultation Committees

1 - 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.

2 - 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 and ~~their her or his~~ staff and shall be publicized on the Academic Senate web site. Collegial consultation committees include, but are not limited to the following:

- a. College Planning Team (CPT)
- b. College Policy Council
- c. Facilities Master Plan
- d. Enrollment Management
- e. President's Advisory Council on the Budget (PAC-B)

- f. Technology
- g. Health and Safety Committee

Section D - 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. Membership on ad-hoc committees shall be approved by a majority vote of a quorum of the Academic Senate.

Section E - Committee Chairpersons

1 - Committee chairpersons may be recommended by the Academic Senate President or by the committee and approved by a majority of a quorum of the Academic Senate.

Chairpersons of standing committees shall be appointed for one academic year unless otherwise directed by the operating procedures of the assigned committee.

2 - 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 COMMITTEE OF THE ACADEMIC SENATE

Section A - Purpose

The Academic Senate shall establish an Executive Committee (Ex Com). The purpose of Ex Com is to foster coordination among the principle 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 – Standing Members

- a. President (Committee Chair, or designee)
- b. Vice-President
- c. **Treasurer**
- d. **Secretary**
- e. Curriculum Committee Chair
- f. Policy Review Committee Chair
- g. Faculty Professional Development Committee Chair
- h. Academic Staffing Committee Faculty Chair

- i. Program Review Committee Chair
- j. College Planning Team Committee Faculty Chair
- k. President's Advisory Committee on the Budget Faculty Chair
- l. Elections Committee Chair
- m. Honors Steering Committee Chair
- n. Program Viability Committee Chair
- o. Legislative Liaison
- p. Career Education Liaison
- q. Noncredit Liaison
- r. COCFA President
- s. AFT President

2. Ex Com may expand its membership upon a majority vote of its members.

ARTICLE VII – CURRICULUM COMMITTEE (*Note this was previously in the Constitution*)

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 -

1. Selection of voting Faculty Representatives. Voting Faculty Representatives shall be elected by the electorate unless otherwise stated. They shall serve for a two-year term starting in fall of even years. No restrictions shall exist in the number of terms served.
2. 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.
3. Voting Members. The members of the Curriculum Committee shall include:
 - a. Faculty Chair of the Curriculum Committee
 - b. Administrative Co-Chair of the Curriculum Committee
 - c. One Representative from each School/Division plus an additional Representative for every 50 courses beyond 50 in that School/Division. Adjustments to representation will be determined by the Curriculum Chair by the last Senate meeting of the Spring semester of even years.
 - d. One At-Large Faculty Representative per 40 full-time faculty
 - e. Three Adjunct Representatives
 - f. Articulation Counselor – appointed by the Academic Senate President

2. Non-voting Members

- a. Classified Curriculum Specialist
- b. Representative from the Associated Student Government

- i. **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.**
- c. **Director of Admissions and Records**
- d. **Articulation Officer if not also the Articulation Counselor**
- e. **Curriculum Chair may add additional non-voting members. In this case, the Curriculum Chair shall notify the Academic Senate President.**

ARTICLE VHVIII - 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 Committee prior to being placed on the Senate agenda. The Executive Committee must approve the draft resolution by a majority vote in order for it to move forward as a Senate agenda item. All proposed resolutions must be in writing.

- 1. **Format – All resolutions shall have a title that correlates to its content. There shall be no more than four “whereas” statements and no more than four “resolved” statements 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 ~~a quorum~~ **the membership** of the Academic Senate and shall consequently contain an accurate time stamp for historical reference.

Section D – Disposition

- 1. **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.

2. 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

1. 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.

2. *Votes of No Confidence* shall be adopted by a two-thirds vote of ~~a quorum~~ **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 ~~VIII~~ IX – 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 ~~a quorum~~ **the membership** of the Academic Senate in order to be operational.

ARTICLE ~~IX~~ X– AMENDMENTS

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

ARTICLE ~~X~~ XI– ENACTMENT CLAUSE

Section A – Initial Effective Date

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

Section B – Amendments

Amendments to these Bylaws shall be effective upon approval by a majority vote of ~~a quorum~~ **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, 2018

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