

**SAN JOSE CITY COLLEGE
ACADEMIC SENATE
Approved by the Senate February 17, 2015**

BY LAWS

ARTICLE I. MEETINGS/ATTENDANCE

Function of Senate:

The main function of the Academic Senate is that of faculty participation in the review and development of policies in all academic and professional matters

- A. Meeting Time: The Academic Senate shall meet on the first and third Tuesday of each month. The meetings shall start at 2:10 pm.
- B. Members at-large and area representatives shall be present at all meetings of the Academic Senate. When a member at-large or an area representative has an unexcused absence without proxy for two (2) consecutive regular meetings or for a total of three (3) regular meetings during each semester, the office held shall be considered vacated.
- C. A senator shall not be a proxy for another senator.
- D. An absence without proxy is defined to have occurred when a member of the Academic Senate has been absent without a proxy for the entire voting portion of a regular meeting.
- E. A proxy must be designated in writing by the senator for each and every absence as defined under C.
- F. When a vacancy occurs, the provision of *Article V, Section 2.* of the Academic Senate Constitution shall apply.
- G. An “excused” absence shall be considered, but not limited to, the following:
 - a. Member has given the Academic Senate Office notice before the meeting starts.
 - b. Member has tried but was unable to locate a proxy.
- H. Academic Senate Representatives
Representatives shall be elected from the following twelve areas:
 - AREA 1 - APPLIED SCIENCES
Air Conditioning, Construction Technology, Electrician Apprenticeship, Facilities Maintenance Technology, Laser Technology, Machine Technology, Solar and Renewable Energy, Work Experience
 - AREA 2 - ARTS/HUMANITIES

Art, Dance, Humanities, Music, Philosophy, Photography, Theatre Arts/Drama

AREA 3 - NATURAL SCIENCES

Astronomy, Biology, Chemistry, Environmental Science, Geology, Meteorology, Oceanography, Physics

AREA 4 - BUSINESS

Accounting, Business, Computer Applications, Computer Information Systems, Real Estate

AREA 5 - LIBRARY/LRC

AREA 6 - COUNSELING, HEALTH SERVICES

AREA 7 - EOPS/CARE, CalWORKS, DSPS

AREA 8 - LANGUAGE ARTS

Arabic, Broadcasting, Chinese, Communications Studies, English, ESL, French, Japanese, Journalism, Reading, Sign Language, Spanish, Vietnamese

AREA 9 - PHYSICAL EDUCATION/ATHLETICS

Adapted Physical Education, Athletics (Intercollegiate), Kinesiology, Wellness and Athletics, Physical Education

AREA 10 - MATHEMATICS

AREA 11 - SERVICE CAREERS

Cosmetology, Dental Assisting, Emergency Medical Services, Health Education, Health Science, Meat Cutting Apprenticeship, Medical Assisting, Transportation

AREA 12 - SOCIAL SCIENCE

Administration of Justice, Alcohol and Drug Studies, Anthropology, Early Childhood Education, Economics, Education, Ethnic Studies, Family and Consumer Studies, Geography, Global Studies, History, Labor Studies, Law Enforcement, Political Science, Psychology, Social Science, Sociology

ARTICLE II. Election of Senate representatives

A. General election procedures

1. The Academic Senate office will announce all open positions to the faculty at large in early April.

2. Regular elections for representatives shall be conducted in April.
3. In the event that a position becomes vacant in mid-term, the Academic Office will initiate a special election to fill the position according to the procedures in this article.
4. A Teller's committee consisting of 3 faculty not running for election will be appointed by the Academic Senate in early April.
 - a) The teller's committee will be responsible for counting the ballots of any contested election.
 - b) All members of the Teller's Committee shall participate in the counting of the ballots. The chair of the Teller's Committee shall report the results of an election as soon as possible but no later than the next regularly scheduled Senate meeting following the election.
5. In the event of any contested election, there will be a minimum of 5 working days between the distribution of the ballots and the end of the election period

B. Area Elections

1. The current Senator(s) will solicit a faculty volunteer who is not running for a Senate position to solicit nominations from the area. The faculty volunteer will solicit nominations and allow a minimum of 5 working days for nominations to be submitted. If the position is uncontested, the faculty volunteer will announce the result to the area and the Senate. If there is a contested position, the faculty volunteer will join the Teller's Committee and serve as chair for the area election. Together with the Academic Senate Office, the Teller's Committee will conduct an election with written secret ballots, collect and count the ballots, and announce the result to the area and the Senate.
2. For areas with one representative, odd numbered areas shall elect representatives in odd-numbered years; even numbered areas shall elect representatives in even-numbered. For areas with two representatives, an election will be held each year to elect one representative to a two-year term.

C. At-Large Elections

The Academic Senate Office will solicit nominations and allow a minimum of 5 working days for nominations to be submitted. If the positions are uncontested, the Academic Senate Office will announce the results to the electorate and the Senate. If there is a contested position, the Teller's Committee will select a chair and together with the Senate Office, the Teller's Committee will conduct an election with written secret ballots, collect and count the ballots, and announce the result to the electorate and the Senate.

ARTICLE III. DUTIES OF AREA REPRESENTATIVES

- A. The area representatives shall serve as liaison officers between the Academic Senate and the constituents of their respective areas.
- B. Area representatives shall hold as many meetings as are necessary in their respective areas to ensure full communication of the activities of the Academic Senate.
- C. Area representatives shall call special meetings of their respective areas at any time as required by the Academic Senate.

ARTICLE IV. COMMITTEES

A. Academic Senate Executive Committee

An executive committee shall be formed that includes the elected officers and two other Senate members who are elected by the Senate. The executive committee shall meet as necessary in open meetings between regular senate meetings and/or as needed outside the regular academic calendar. The executive committee shall assist in the

- Preparation of agendas
- Implementation of senate decisions and policies
- Drafting of motions
- Making decisions with the Senate President when the senate is not in regular session outside the academic calendar

B. Academic Senate Standing committees

1. The Senate may establish standing committees that report directly to the Academic Senate if their primary purpose is to address issues related to 10+1.
2. Upon approval to establish a Senate standing committee by a majority of votes cast, the committee charge will be written by an ad hoc committee appointed for this purpose. The charge will be submitted to the Senate for approval.
3. The faculty shall be the largest single group on any Senate standing committee
4. The chair of all Senate standing committees shall be a faculty member.
5. At least once every three years, the charge of all AS standing committees will be reviewed, updated if needed and submitted to the Senate for approval.
6. Minutes and other documents pertaining to committee business will be posted on the committee webpage by the committee chair or designee in a timely manner.

C. Ad Hoc Committees

The Senate may establish ad hoc committees with a motion that includes the general charge or purpose and membership.

D. Committee Appointments

1. Faculty vacancies to committees will be announced on a regular basis according to standard procedures approved by the Senate
2. Nominations will be received, acknowledged and posted in a standard way according to procedures approved by the Senate
3. Any vacancies that are new since the last announcement must be announced at least 5 working days before nominations are brought to the Senate for approval.

Exceptions:

- i. If there is an urgent need, the president, in consultation with the Executive Committee, can appoint a member to a committee pending confirmation by the Senate at the next meeting
 - ii. During summer and winter breaks, the Academic Senate President, in consultation with the Executive Committee, may, after soliciting all eligible instructors by email at least one week in advance, make appointments to hiring/screening committees and to faculty tenure or evaluation committees. The Academic Senate President may also make temporary appointments to fill vacancies on campus or district standing committees. These appointments will be in force until the next regularly scheduled Academic Senate meeting.
4. Nominations for contested vacancies must be received by the AS office by a specified time according to the approved procedures; no new nominations may be made after that time.
 5. Nominations for uncontested vacancies may be made from the floor at a Senate meeting and voted on at the same meeting.

E. Responsibilities of Committee members

1. Choose a Senate Liaison from among the faculty on the committee. In the case of Academic Senate standing committees, the liaison will be the chair. The liaison is responsible for:
 - i. Carrying any directives from the Senate to the committee if asked to do so.
 - ii. Reporting to the Senate any particular issues of general faculty concern or issues related to 10+1 that come up in committee meetings. Reports may be written or oral.
 - iii. Updating and submitting the committee charge to the Senate when required (once every 3 years)
 - iv. Keeping track of faculty attendance at meetings and notifying the Senate office if a faculty member on the committee has not met attendance requirements.
2. Attend meetings regularly
Starting from the date of their appointment, if a faculty member is absent for 2 consecutive meetings or 25% of total meetings during a semester without a proxy or fails to meet attendance requirements in a committee charge, the AS Executive Committee will contact the member to discuss attendance requirements. If the

faculty member misses any additional meeting during the semester without a proxy or still fails to meet the requirements in the charge, the member will be informed that the Senate will seek a replacement. Once a replacement has been approved, the original member will be removed from the committee.