

CONSTITUTION of the MENDOCINO COLLEGE ACADEMIC SENATE

MARCH 1976

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ARTICLE I

NAME OF ORGANIZATION AND DEFINITIONS

Section 1.

The official name of this organization shall be the Mendocino College Academic Senate.
Section 2.

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty – Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are specified by the Board of Governors (Ed. Code 87003)
- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under 66.9% and those who are compensated on the part-time hourly schedule.

- C. Member – Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution – A written expression of an opinion, or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed.

ARTICLE II

PURPOSE

Section 1.

The purpose of the Academic Senate is to represent the faculty of Mendocino College in all college academic and professional matters as defined in (section 53201 of) Title V of the California Administrative Code. Per AB 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

ARTICLE III

MEMBERSHIP, ELECTION AND TERMS, Qualifications of Officers

Section 1.

The officers of the Academic Senate shall be the President (voting only in the case of a tie), Vice President, and a number of senators, outlined in the Bylaws of the Academic Senate, elected for two-year alternating terms by the full-time faculty from various departments/divisions, representing CTE programs and academic programs, as outlined in the Bylaws of the Academic Senate. Further, two-part time faculty representatives shall be elected for two-year alternating terms by the part-time faculty from the ranks of the part time faculty. Faculty who are also management/confidential are excluded from Senate membership. All Senate members must retain their faculty status at Mendocino College to continue in office.

Section 2 – OFFICERS: ELECTION AND TERMS

Current or past senate members who are full-time faculty are eligible to be nominated for the office of Vice-President. More than one person may be nominated. Each nominee, except where it is not possible, shall be a sitting senator or have served at least one full term as a Senator. The Vice President shall be elected by the full-time faculty and the sitting Part-Time senators. The Vice-President will assume the office of President at the close of the academic year following the President's term of office, after confirmation by a simple majority of the ballots cast by the full-time faculty and the sitting Part-Time senators. If the President leaves office for any reason before the end of his/her term, the Vice President will assume the office of President through the end of that academic year, at which time elections will be held. The Past-President may elect to serve a one-year term. In the event that the Past President chooses to serve, the office of Past-President shall be a non-voting advisory position.

The Academic Senate President shall serve a two-year term and may be confirmed by an election of the faculty for an additional one-year term (such as in the event that a Vice-president is unable to run, retires, etc.). A President may not serve more than three consecutive years. The newly appointed Academic Senate President shall assume their new office at the close of the academic year. The newly elected Academic Senate members and Vice President shall assume office at

the close of the academic year of their election, or immediately following the election if the election occurs outside of the regular cycle.

ARTICLE IV

ROLE, FUNCTION AND DUTIES

Section 1. ROLE

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

Section 2. FUNCTION

The primary function of the Academic Senate shall be to act as the representative of the faculty, to make recommendations to the administration of the college and the governing board of the district, in the form of resolutions, with regard to academic and professional matters as specific according to section 53201 (section 53200 = 10 + 1) of Title V of the California Administrative Code.

Section 3. DUTIES OF MEMBERS

Academic Senate members shall:

- A. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.
- B. Research issues in order to make informed decisions on academic and professional issues.
- C. Communicate regularly with their faculty constituents regarding resolutions and other Senate activities.
- D. Attend regularly scheduled meetings or inform chair of their absence.
- E. Participate in other Senate business such as reviewing policies and serving on Senate subcommittees.

Section 4. DUTIES OF THE PRESIDENT

The President shall:

- A. Establish the time, place, and agenda of all Senate meetings, and chair those meetings.
- B. Appoint all faculty to standing, special and hiring committees as outlined in the Academic Senate Bylaws.
- C. Act as the chief liaison between the faculty, administration, and the Board of Trustees.
- D. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- E. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- F. Serve as the co-chair of the Educational Action Plan committee.
- G. Ensure that all written material is prepared for dissemination at scheduled Senate meetings.
- H. Perform any other function normally thought to be within the realm of a presiding officer which is otherwise not denied by the Senate Constitution.

Section 5. DUTIES OF THE VICE PRESIDENT

The Vice-President shall:

- A. Act as President in the absence of that officer.
- B. Succeed to the Presidency in the event of a mid-term vacancy of that office.
- C. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- D. Serve on the Educational Action Plan committee.
- E. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

Section 6. TREASURER AND SECRETARY

The positions of Secretary and Treasurer are optional and utilization of these offices is left to the discretion of the Senate.

ARTICLE V

REASSIGNED TIME

Section 1.

In order to successfully carry out the responsibilities with which the office is charged, the Senate President shall be granted reassigned time of at least 40 percent of his/her assigned load. The Senate Vice President shall be granted reassigned time of at least 20 percent of his/her assigned load.

ARTICLE VI

ELECTION PROCEDURES

Section 1. NOMINATION OF PROSPECTIVE SENATE MEMBERS

Candidates for Senate members shall be self-nominated or nominated by another faculty member during a stipulated time period with a slate of potential Senators representing different curricular areas on the ballot

Section 2. ELECTION OF SENATE MEMBERS AND VICE PRESIDENT

- (a) Shall be conducted by an election committee selected by the Senate in advance, holding elections by the end of April in years where elections are deemed necessary
- (b) Balloting:
 1. Shall be secret
 2. Shall be verified
 3. Candidates shall be listed alphabetically including incumbent status.
 4. Shall be counted by the designated election committee on the last day of the election.

Subsection A.

In the event that no sitting or past Senate member is able to accept the nomination for Vice President, an election from the full-time faculty to select a Vice-president shall be held.

Section 3. RESIGNATIONS

If a member resigns from office leaving one year or more of the term open, a special election will be held for a representative to serve the remainder of the term only. If the resignation leaves less than one year of the term open, the Senate may either appoint a replacement or hold a special election. Special elections shall be conducted for vacant positions in a timely manner per ARTICLE VI, Section 1 and Section 2b.

ARTICLE VII

REMOVAL FROM OFFICE

Section 1. VOTE OF CONFIDENCE

Any member of the Senate who is a full-time faculty shall be subject to a vote of confidence whenever 20 percent of the full-time faculty request such a vote in writing.

The Election Committee, formed at a time of need with three Senators, shall conduct and verify the vote of confidence. Balloting by the full-time faculty shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be given up, and the vacancy filled by regular election procedures.

Section 2. ABSENCE FROM OFFICE

Any Senate Member or Officer who has three consecutive absences from regular meetings may be removed from office by formal resolution action (except in the event of illness or a disability that limits participation for a limited time).

Section 3. VACANT POSITIONS

Any vacancy of one year or more created by removal from office will be filled by regular election procedures. A vacancy of less than one year may be filled by election or appointment. (As in ARTICLE VI, Section 3)

ARTICLE VIII

MEETINGS

Section 1.

Regular meetings of the Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Senate may be called at the discretion of the President or the request of any two Senate members.

Section 2.

While Senate represents the faculty, it is involved in shared governance, and works toward agreement on the ten plus one areas of academic and professional matters. Whenever possible, agreement is reached without the need for formal resolutions. However, if the action of a formal resolution is necessary, then the action taken by the Senate may be made in formal resolution form and by a simple majority vote. All such action items must come to the Senate in formal resolution form and will be required to have a first and second reading at consecutive meetings, unless extenuating and compelling reasons exist for an action to be taken at a first reading. (See Appendix B for resolution process)

Section 3.

A simple majority of voting members shall comprise a quorum. The president is not a voting member for this purpose.

Section 4.

Meetings of the faculty will be held at least once a year and when called by the President or a vote of the Senate.

**ARTICLE IX.
COMMITTEES****Section 1.**

All faculty appointments to college standing and special committees shall be made by the Academic Senate according to processes outlined in the senate constitution and bylaws. Only those faculty appointments thus made shall be considered to represent the faculty on those committees. See The Committee Handbook for a list of the standing committees which have faculty membership. That list will be updated as needed by Senate action.

Section 2. SPECIAL COMMITTEES

- (a) Special committees will be created by the Academic Senate as the need arises and will be dissolved by formal Senate action.
- (b) Each special committee shall consist of the chairperson appointed by the Senate President and as many faculty members as the Academic Senate chooses.

**ARTICLE X
AMENDMENT PROPOSAL****Section 1.**

Any faculty member may submit a resolution to the Senate proposing constitutional amendments.

Section 2.

A Constitutional Amendment shall be ratified by receiving a two-thirds (2/3) vote of the cast by full-time faculty eligible to vote.

**ARTICLE XI
RULES OF ORDER****Section 1.**

The Academic Senate is governed by the Brown Act. The Senate will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.

ARTICLE XII

RATIFICATION OF THE CONSTITUTION

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes.

Approved by ballot April 19, 2016