

ASC President and Vice President (CIC chair) process

1. ASC appoints election committee to facilitate process (includes ASC office staff)
2. Election committee works to prepare a slate of candidates for each office and hold the election
 - a. Call for nominations
 - b. Nominations published as received
 - c. Slate closed after 10 days
 - d. Statement of candidacy requested from nominees, due date by ballot publication
 - e. Ballot published and voting by secret ballot commences
 - f. Voting closed after 10 days
3. Full faculty senate election is complete before the end of the Fall semester
4. President-elect attends ASC meetings in spring semester. Vice-president elect attends CIC meetings in spring semester.
 - a. Both are strongly encouraged to attend ASCCC spring plenary, ASCCC area B meeting, and other ASCCC events during the spring semester
 - b. Incoming ASC President encouraged to attend at least one of each: College Council, "Big 4" committee meetings during spring semester.
 - c. Incoming ASC President will attend the final President's Cabinet, FSCC, and DGC meetings of the Spring semester
 - d. Incoming ASC President attends ASCCC leadership institute in June
 - e. Incoming CIC President attends ASCCC curriculum institute in July

ASC by-law language:

1. Constitution Article IV, section 3: The Senate shall elect bi-annually a President and Vice President, who shall serve no more than two complete consecutive terms
2. Constitution Article IV, section 4: The Senate Vice-President shall serve as the chair of the Curriculum and Instruction Committee.
3. Constitution Article IV, section 9: The Senate shall elect a president-elect to shadow the current Senate President during the last semester in office (generally spring semester).
4. By-laws Article V, Section 1 (b): The Senate President and Senate Vice-President shall be elected by the Senate at large to serve a two-year term of office, commencing July 1.
5. By-laws Article V, Section 1 (f): The Senate President-Elect shall attend whenever possible the Senate Council meetings during the current Senate President's last semester in office.
6. By-laws Article V, Section 1 (g): The Senate Vice-President-Elect shall attend whenever possible the CIC meetings during the current Senate Vice-President's last semester in office.
7. By-laws Article VI, Section 2: The President of the Senate shall:
 - a. Preside over all Senate and Senate Council Meetings.
 - b. Coordinate the work of the Senate Council, Senate and Senate committees.

- c. Serve as a representative to the Faculty Senate Coordinating Council (FSCC).
 - d. Attend all district FSCC meetings
 - e. Maintain records and report to Senate Council all actions taken by the Faculty Senate Coordinating Council (FSCC) and responses thereto
 - f. Represent the Senate and Senate Council in accord with their instructions.
 - g. Attend regular meetings with officers of the United Faculty Organization (UF).
 - h. Maintain records and report to Senate Council all actions taken by the United Faculty Organization (UF) and responses thereto.
 - i. Attend regular meetings with the College President.
 - j. Maintain records and report to Senate Council all actions taken by the College President that pertain to Academic and Professional matters and responses thereto.
 - k. Attend regular meetings with the District Chancellor.
 - l. Maintain records and report to Senate Council all actions taken by the District Chancellor that pertain to Academic and Professional matters and responses thereto.
 - m. Attend regular meetings of the District Governance Council (DGC).
 - n. Maintain records and report to Senate Council all actions taken by the District Governance Council (DGC) that pertain to Academic and Professional matters and responses thereto.
 - o. Attend regular District Governing Board meetings.
 - p. Maintain records and report to Senate Council all actions taken by the District Governing Board that pertain to Academic and Professional matters and responses thereto.
 - q. Maintain State-wide correspondence.
8. By-laws Article VI, Section 3: The Vice-President of the Senate shall:
- a. Assist the Senate President in carrying out the business of the Senate Council.
 - b. Preside at Senate Council meetings in the absence of the Senate President.
 - c. Attend college and district meetings in the absence of the Senate President.
 - d. Responsible for statewide correspondence in consultation with the Senate President.
 - e. Prepare Academic Senate Council Agenda in the absence of the Senate President and in consultation with the Senate President.
 - f. Chair the Curriculum Instruction Committee (CIC) meetings.
 - g. Be a member of the Equivalency Committee.
 - h. Report monthly to the Senate Council.
 - i. Perform such other tasks as the Senate or Senate Council may assign.
9. By-laws Article X: Elections
- a. **Sections 1.** A Nominating/Election Committee Chairperson shall be appointed by the Senate Council to organize and supervise nominations and elections with help from the Senate office assistant.
 - b. **Section 2.** The Nominating/Election Committee shall present a slate of Senate nominees for the office of Senate President and Senate Vice-President and the

election shall be held by the end of the current Senate President and Senate Vice-President's third semester in office.

- c. **Section 4.** Nominees for Senate President and Senate Vice-President must register with the Nominating/Election Committee Chairperson within ten business days of the call for nominations. The nominees' names shall be published to the Senate upon submission to the Nominating/Election Committee Chairperson. The nominees shall provide the Nominating/Election Committee Chairperson with a Statement of Candidacy prior to the publication of the ballot. All Statements of Candidacy shall be published on the ballot. Voting will be closed on the tenth business day following the publication of the ballot.
- d. **Section 5.** All elected officers, Senate Council members, and committee members shall take office on July 1.
- e. **Section 6.** All Senate elections shall be by ballot. Secret balloting shall be used in other Senate elections when appropriate.
- f. **Section 7.** All nominees for elected positions must receive a majority of votes cast, and in the absence of a majority on the first ballot a run-off election shall be held between the top two candidates.