

# CONTRA COSTA COLLEGE ACADEMIC SENATE CONSTITUTION

*Revised October 4, 2021*

## PREAMBLE

In accordance with enabling provisions of the California Administrative Code, we, the faculty of Contra Costa College, do hereby organize and construct ourselves as an Academic Senate. As such a body we shall endeavor:

1. To demonstrate our professional commitment to the proposition that our college exists to fulfill the educational needs of our community.
2. To promote the utmost of faculty professionalism
3. To create a climate of mutual respect and cooperation among all persons striving toward the goals of our college, and
4. To provide the most effective means for faculty representation and participation in furthering the purposes of Contra Costa College.

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## CONTRA COSTA COLLEGE ACADEMIC SENATE CONSTITUTION

### **ARTICLE I: NAME**

The name of this organization shall be the Contra Costa College Academic Senate.

### **ARTICLE II: PURPOSE**

The purpose of the Senate shall be to implement the expressed and implied intent of those sections of Title V of the California Administrative Code that permit community college faculties to organize legally as senates.

### **ARTICLE III: SENATE MEMBERSHIP**

**Section 1.** Membership in the Senate shall be as defined in Title V of the California Administrative Code, but in any event members shall be all certificated personnel who are paid on a faculty salary schedule and who are not defined as management.

**Section 2.** Only Senate members shall have the right:

- (a) To serve as Senate officers, voting Senate Council members, voting members of any Senate committee, or voting Senate representatives.
- (b) To vote on all matters brought before the Senate, Senate Council, and committees.
- (c) To be represented on all matters brought before the Senate and the Senate Council.

### **ARTICLE IV: SENATE COUNCIL**

**Section 1.** The Senate shall elect a Council of Senate members in a manner specified in the By-Laws.

**Section 2.** The Senate Council shall represent the Senate in those functions specified for the Senate in Title V of the California Administrative Code.

**Section 3.** The Senate shall elect bi-annually a President and Vice President, who shall serve no more than two complete consecutive terms.

**Section 4.** The Senate Vice-President shall serve as the chair of the Curriculum and Instruction Committee.

**Section 5.** The Senate President shall serve as the representative to the Faculty Senate Coordinating Council (FSCC).

**Section 6.** The Senate President shall serve as the representative to the District Governance Council (DGC).

**Section 7.** The Senate Council shall, in consultation with administration, appoint bi-annually a Chairperson for the Distance Education Committee, the Equivalency Committee, and the Open Educational Resources and Zero Textbook Cost (OER and ZTC) Committee.

**Section 8.** The Senate shall elect a president-elect to shadow the current Senate President during the last semester in office (generally spring semester).

**Section 9.** The Senate Council shall adopt its own rules and procedures.

## **ARTICLE V: MEETINGS**

**Section 1.** Actions representing the Senate shall be taken only at a Senate or Senate Council meeting.

### **Section 2. Senate**

- (a) Regular meetings of the Senate shall be held at least once each semester.
- (b) Special meetings shall be held as provided in the By-Laws.
- (c) A vote is required for all recommendations expressed to the administration.

### **Section 3. Senate Council**

- (a) Regular meetings of the Senate Council shall be held each month of the Academic calendar.
- (b) Special meetings may be called as provided in the By-Laws.
- (c) All recommendations expressed by the Senate Council must be resolved according to the By-Laws.
- (d) Only Senate Council members may vote on all issues.

## **ARTICLE VI: SENATE COMMITTEES AND REPRESENTATIVES**

### **Section 1. Standing Committees**

The Senate shall designate its standing committees and elect members thereto according to the By-Laws.

### **Section 2. Ad Hoc Committees**

The Senate Council or the Senate President may appoint ad hoc committees.

### **Section 3. Sub-committees**

Standing and ad hoc committees may appoint sub-committees, which are responsible to the parent committee.

### **Section 4. Senate Representatives**

The Senate or Senate Council may appoint or elect Senate Representatives.

**Section 5.** All committees and Senate Representatives shall function according to the By-Laws.

**Section 6.** Standing and ad hoc committees and Senate Representatives are responsible to the Senate Council.

## **ARTICLE VII: BY-LAW CHANGES, VOTING AND OTHER RULES OR PROCEDURES**

**Section 1.** Changes in the By-Laws may be proposed by six Senate Council or twenty Senate members.

**Section 2.** By-Laws shall be changed by the Senate by a simple majority of the votes cast in a mailbox or by electronic ballot.

**Section 3.** Voting procedures on all motions shall be conducted according to the By-Laws.

**Section 4.** Procedures not provided for in the Constitution shall be resolved in the By-Laws or through the most current version of Robert's Rules of Order.

## **ARTICLE VIII: RECALL**

Any Senate Council or committee member shall be removed from office upon completion of the procedure set forth in the By-Laws.

## **ARTICLE IX: AMENDMENTS**

Constitutional amendments must be:

- (a) Proposed by four Senate Council members or twenty Senate members.
- (b) Placed on a regular Senate Council agenda and published to the Senate.
- (c) Presented in writing to the next appropriate regular Senate Council meeting.
- (d) Referred to the Senate by ballot.
- (e) Approved by a two-thirds majority of the votes cast.

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# **CONTRA COSTA COLLEGE ACADEMIC SENATE COUNCIL BY-LAWS**

## **ARTICLE I: SENATE COUNCIL MEETINGS**

**Section 1.** The Senate Council shall prepare and publish annually a schedule of its regular meetings.

**Section 2.** The President of the Senate shall call a regular Senate Council meeting to be held within the first two weeks of each semester.

**Section 3.** Special Senate Council meetings, outside of the regularly scheduled meetings of the Senate Council may be called by the Senate President, four Senate Council members or by written request to the President of the Senate by twenty members of the Senate.

## **ARTICLE II: QUORUMS**

**Section 1.** Senate members present shall constitute a quorum for Senate meetings.

**Section 2.** A majority of Senate Council members must be present to constitute a quorum.

## **ARTICLE III: PROPOSALS FOR SENATE COUNCIL OR SENATE ACTION**

**Section 1.** All proposals shall be germane subject to the intent of the enabling provisions for community college senates in Title V of the California Administrative Code.

**Section 2.** Proposals shall be submitted to the President of the Senate to be placed on an agenda.

## **ARTICLE IV. AGENDA**

**Section 1.** To be included in an agenda a proposal must be submitted to the President of the Senate or designee at least five working days prior to a regular Senate Council or Senate meeting.

**Section 2.** A Senate member's properly submitted proposal may not be refused.

**Section 3.** Agendas, minutes, and attachments for all regular meetings of the Senate Council and its standing committees shall be published on the college Academic Senate Council website, and posted in an accessible physical location 72 hours in advance of the appropriate meeting.

**Section 4.** An agenda may be amended by two-thirds of the Senate Council members present at a regular Senate Council meeting.

## **ARTICLE V: THE SENATE COUNCIL**

### **Section 1.** Membership and Term of Office

- (a) The Senate Council shall consist of the Senate President, Senate Vice-President, Distance Education Chairperson, OER and ZTC Committee Chairperson, two representatives from each division, CTE Representative, and part-time faculty representative.
- (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.
- (c) When possible, the Distance Education Coordinator shall serve as the Distance Education Committee Chairperson.
- (d) When possible, the OER Coordinator shall serve as the OER and ZTC Committee Chair.
- (e) The Senate President-Elect shall attend whenever possible the Senate Council meetings during the current Senate President's last semester in office.
- (f) The Senate Vice-President-Elect shall attend whenever possible the CIC meetings during the current Senate Vice-President's last semester in office.
- (g) Each division shall elect two representatives and alternates to serve a two-year term of office.
- (h) The Career and Technical Education Committee shall elect one representative and alternate to serve a two-year term of office.
- (i) Part-time faculty shall elect one member to the Faculty Senate Council with full senate council participation rights.

### **Section 2.** Duties of Senate Council Members

- (a) Attend all Senate and Senate Council meetings.
- (b) Take action on matters brought before the Senate Council and make recommendations to the Administration.
- (c) Develop committee assignments.
- (d) Coordinate committee activities and, at the Senate Council's discretion, assuming jurisdiction over committee activities.
- (e) Organize regular and special Senate meetings.

**Section 3.** The resignations, incapacitation or leaves longer than thirty days shall be filled by special election unless the next regular election occurs within forty-five days: The tenure of office of the replacement shall be the remainder of the terms.

**Section 4.** The Senate Council shall declare a Senate Council seat vacant upon the failure of a member to attend three unexcused consecutive regular scheduled meetings.

**Section 5.** The Senate President may appoint a Senate Council member to fulfill the remainder of any Senate Council term when it has not been filled by the appropriate division within thirty days of the vacancy.

## **ARTICLE VI: COUNCIL AND SENATE OFFICERS**

### **Section 1.** The officers shall:

- (a) Administer the business of the Senate Council and Senate.
- (b) Prepare the agenda for Senate Council and Senate meetings.
- (c) Process all proposals and recommendations.
- (d) Represent the Senate Council or Senate as directed.

### **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.

**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.

**Section 4.** The Distance Education Committee Chairperson shall:

- (a) Chair the Distance Education Committee.
- (b) Maintain records and report to Senate Council all actions taken by the Distance Education Committee and responses thereto.
- (c) Perform such other tasks as the Senate or Senate Council may assign.

**Section 5.** The OER and ZTC Committee Chairperson shall:

- (a) Chair the OER and ZTC Committee.
- (b) Maintain records and report to Senate Council all actions taken by the OER and ZTC Committee and responses thereto.
- (c) Perform such other tasks as the Senate or Senate Council may assign.

**Section 6.** The Equivalency Committee Chairperson shall:

- (a) Be the Senate President or designee.
- (b) Chair the Equivalency Committee.
- (c) Maintain records and report to Senate Council all actions taken by the Equivalency Committee and responses thereto.
- (d) Perform such other tasks as the Senate or Senate Council may assign.

**Section 7.** The Non-voting members of the Senate Council:

The Senate President shall invite the following organizations to send non-voting representatives:

- (a) Associated Student Union (ASU)
- (b) Middle College High School (MCHS)
- (c) Classified Senate Council

**Section 8.** In the event an office is vacated, the Senate Council shall, by majority vote, elect a member of the Senate to fulfill the unexpired term of office.

**ARTICLE VII: COMMITTEES**

**Section 1.** Standing Committees and workgroups

- (a) The standing committees are: Curriculum and Instruction, Distance Education, and Open Educational Resources and Zero Textbook Cost (OER and ZTC) Committees.
- (b) The Equivalency Committee is a Working Group of the Academic Senate Council.
- (c) Membership and Term of Office:  
Each division shall elect two representatives and alternates who shall serve a two-year term of office to each standing committee, except for the Distance Education Committee, which shall have three representatives and two alternates from each division.
- (d) Committees and workgroups may develop procedures for consulting with the administration and/or other groups on matters of mutual interest.

**Section 2.** Membership of the Equivalency Workgroup:

- (a) Members of the Equivalency Workgroup shall be the Senate President, the Senate Vice President, and two faculty-at-large.

**Section 3.** Standing and ad hoc committees shall:

- (a) Prepare an agenda for all meetings and establish an appropriate meeting schedule.
- (b) Accept and act on all proposals from the Senate Council.
- (c) Inform regularly the Senate Council or Senate in one or more of the following ways:
  - 1. Minutes
  - 2. Progress report
  - 3. Specific recommendation for Senate Council action
  - 4. Request for Senate Council sanction of committee activities.
- (d) Seek information from any source.
- (e) Provide the opportunity to file a minority report.

**Section 4.** Committee chairpersons shall:

- (a) Preside over all committee meetings.
- (b) Coordinate the work of the committee.
- (c) Present information and recommendations to the Senate or Senate Council.

**Section 5.** Duties of committee members:

- (a) To attend all meetings.
- (b) To take action on all assignments from the Senate or Senate Council.

**Section 6.** The Committee shall declare a committee seat vacant upon the failure of a member to attend three consecutive regular meetings.

**Section 7.** Standing committee vacancies may be filled by any member of said division appointed by the Committee Chairperson.

**Section 8.** Standing committee vacancies not so filled may be filled by any Senate member appointed by the Senate President.

## **ARTICLE VIII: SENATE REPRESENTATIVES**

The activities of Senate Representatives shall be as directed by the Senate or Senate Council.

## **ARTICLE IX: VOTING**

**Section 1.** Voting conducted by all Senate committees shall be held only at meetings called by the Senate chairperson.

**Section 2.** Secret balloting shall be used at a Senate meeting when requested.

**Section 3.** Roll call balloting:

- (a) Shall be used at all Senate Council meetings
- (b) Shall be used at all committee meetings.

**Section 4.** A mailbox ballot of the Senate shall be used:

- (a) Whenever it is desired by one-third of the Senate present at a Senate meeting.
- (b) Whenever twenty members of the Senate request the same through the Senate Council.
- (c) Whenever six Senate Council members request this procedure.

**Section 5.** Tie votes in all elections shall be decided by run-off.

**Section 6.** The use of proxy and absentee ballots shall not be permitted.

## **ARTICLE X: ELECTIONS**

**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.

**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.

**Section 3.** Divisional Council and Standing Committee Elections

Each division shall elect two Senate Council members and an alternate for the Senate Council and two members and an alternate to each standing committee. The term of office is two years for each position.

**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.

**Section 5.** All elected officers, Senate Council members, and committee members shall take office on July 1.

**Section 6.** All Senate elections shall be by ballot. Secret balloting shall be used in other Senate elections when appropriate.

**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.

**Section 8.** Voting Precincts for Division Representatives to the Senate Council.

- (a) Senate members shall vote in their respective divisions.
- (b) Senate members not attached to a division shall be assigned to a division by the Senate President for Academic Senate purposes.

**Section 9.** All voting and election challenges shall be settled by the Senate Council at its next regular meeting, and the Senate Council's decision shall be final.

**Section 10.** Voting Procedures for Part-time Faculty

- (a) The term of office for Part-time faculty is two years.
- (b) Part-time Faculty At-Large Senators are elected by current faculty members holding part-time status at the time of the election.
- (c) This representative can serve from any division at the college and must be actively employed as a part-time faculty member (either teaching a course or with other academic service) at the time of their election.
- (d) Should a part-time faculty vacate the position prior to the end of a term, the Academic Senate Council shall appoint a part-time representative temporarily until the position can be filled permanently via a new election.
- (e) The part time representative must vacate the position if they are not actively employed as a part-time faculty member for two semesters in a row.

**ARTICLE XI: RECALL**

**Section 1.** Any Senate officer, Senate Council or committee member shall be removed from office when a petition for a recall election is presented to the Senate Council after completion of the following procedures:

- (a) the petition is signed by twenty percent of the Senate, or
- (b) The petition is signed by forty percent of division Senate members regarding their divisional representative.

**Section 2.** After verification of the recall petition the Senate Council shall hold a recall election by ballot as follows:

- (a) A two-thirds majority of the votes cast by the appropriate electorate is required for a recall.
- (b) If Division Senate members petition, two-thirds of the votes cast by division members is necessary for a recall.



## **BY-LAWS FOR STANDING COMMITTEES**

### **A. Committee Organization**

1. Any committee policy or procedure not covered by the Senate Constitution or by these bylaws shall be covered by Robert's Rules of Order, newly revised.
2. Committee Meetings:
  - a. All standing committees shall meet on a regular basis, according to the published schedule.
  - b. Meeting locations shall be arranged by the committee chairs.
3. Quorum and Voting:
  - a. The quorum for each standing committee shall consist of a majority of the committee membership, not including vacant positions.
  - b. A simple majority of those voting shall carry a motion.
  - c. The chairperson shall have the right to vote on all matters.
4. Each committee chairperson shall be responsible for adequate record keeping procedures. All official committee actions and resolutions shall be recorded and sent to the Senate Office for filing and/or distribution. All official committee communications shall be routed through the Senate Office.
5. Standing committees of the Senate Council are subject to the Brown Act.

### **B. Personnel**

#### **1. Elections of Officers:**

- a. Election of committee chairperson will occur at the end of the preceding term.
- b. The name of the committee chairperson and any other elected committee officer shall be forwarded to the Senate President immediately upon election.
- c. As indicated in the Senate Constitution, the standing committee chairperson is to be a member of the Senate Council and reports to the Senate Council.

#### **2. Meeting Attendance:**

The minutes of the various committees shall list members in attendance and those absent.

#### **3. Replacement of Members:**

If any member of a standing committee resigns, withdraws, or for any reason is not attending, the chairperson of the committee shall immediately inform the Academic Senate Council that the division has lost its representation in the committee.

#### **4. Student Representation:**

Student representatives will be encouraged to participate in committee discussions but will not be eligible to vote.