

Fullerton College

Faculty Senate By-laws

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Fullerton College Faculty Senate

By-Laws

Adopted December 7, 1995
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Article I

Teaching Schedules of Senate Members

Teaching schedules of Senate members shall, when possible, be arranged so that there will be no conflict with the meetings of the Senate.

Article II

Rules of Procedure

Matters not specifically covered in the Constitution or By-Laws shall be governed by Robert's Rules of Order: Revised. When questions of procedure regarding the conduct of a meeting of the Senate arise, the Immediate Past President or President Elect, as applicable, will function as the official parliamentarian.

Article III

Additions to the Agenda

The Executive Council will set forth a schedule of agenda items for consideration by the Senate in accordance with specified and necessary elements of the Senate's annual program and items for Senate attention as they arise. The agenda for each meeting of the Senate shall be initially established and items prioritized by the Executive Council by the Thursday prior to the subsequent Senate meeting. Items submitted for Senate consideration at a specific meeting of the Senate need to be submitted to the Executive Council in writing prior to the Thursday prior to the Senate meeting for which the agenda is being prepared. Items submitted for placement on the agenda are to include:

1. A brief statement of the matter
2. A brief statement outlining the area(s) of Senate cognizance
3. A motion or resolution for Senate action, if applicable

Each meeting's agenda is subject to the approval of a majority of those members in attendance at that meeting. In accord with provisions of the Brown Act, additions to the agenda or modification of the agenda order can take place with the approval of a majority of the members present, if two-thirds of the membership is present and by unanimous consent if less than two-thirds of the membership is present.

Article IV

Action on Agenda Items

To facilitate both the deliberative and representative nature of the Senate the following process of consideration will be utilized:

1. When an item appears on the Senate Agenda/Call for the forthcoming Senate meeting in the manner prescribed in Article III above, the initial discussion on that item takes place at that meeting, and, unless tabled or referred to committee, is eligible to be acted upon at that meeting unless a member of the Senate requests that it be continued until a second meeting of the Senate.

2. When an item is introduced from the floor at a meeting of the Senate, if appropriate for and warranting Senate consideration or action, it will be eligible to be acted upon at that meeting unless a member of the Senate requests that it be continued until a second meeting of the Senate.

Article V
Senate Budget Preparation

Each year the Executive Council of the Senate shall prepare a Senate budget for submission to the College administration, which shall be reported to the Senate.

Article VI
Reports/Proposals to the Senate

Reports and proposals to the Senate should be submitted in writing to all members of the Senate at least three (3) days before the meeting at which the report or proposal is to be considered.

Article VII
Faculty Membership on College and District Committees

The Senate shall elect the faculty representatives, other than Bargaining Unit representatives, to all College and District committees. Nominations will ordinarily be made in the following manner: the President-Elect or Immediate Past President, as applicable, will notify the faculty well in advance of a Senate meeting which position or positions are vacant. Faculty may place themselves in nomination for a seat to be filled by submitting that nomination in writing to the President of the Senate. Those names will be presented to the Senate at the meeting where the election will take place. Nominations will also be accepted from the floor at the meeting where the election will take place. A secret ballot will be used in these elections if requested by at least one (1) Senator.

A secret ballot shall also be employed in cases where there is a single nomination to faculty positions on the type of committee named above, thereby permitting the Senate to not approve a nominee.

When the Faculty Senate is not in session, nominations will be made in the following manner: the President-Elect or Immediate Past President, as applicable, will notify all faculty via e-mail about which position or positions are vacant and allow five (5) days for faculty to nominate themselves via e-mail or in writing. Following the nomination period, the President-Elect or Immediate Past President, as applicable, will forward a ballot to all eligible Senators. The ballot will state the exact closing time and date. The President-Elect or Immediate Past President, as applicable, will notify the winner and all eligible Senators of the election outcome by the end of the next business day.

Senate representatives on College and District committees are expected to carry forth, represent, and act in accordance with the expressed positions and instructions of the Senate, whenever those positions are known.

One faculty member on each College or District committee shall be designated by the Executive Council as the lead faculty representative. This person shall report regularly to the Senate on the work of the committee and may call special meetings of the faculty representatives in order to discuss and formulate faculty positions on major aspects of the committee's work and/or make recommendations to the Senate for consideration and/or action.

The Senate shall also elect alternate and replacement representatives to committees when necessary.

Article VIII
Senate Committees

Chairs and members of Senate committees shall be nominated and approved by the Senate. Chairs and members of committees need not be members of the Senate. Committee recommendations on matters referred to it or recommendations initiated by a committee shall be based on a vote of committee members at a regular committee meeting. The results of that vote shall be reported to the Senate at the time its recommendations are presented to the Senate. Minority views must be presented with the majority recommendation.

Article IX
Election Procedures

Elections of divisional representatives and alternates, Curriculum Committee representatives, representatives-at-large, representatives to Division Dean Hiring Committees and officers of the Senate will be conducted by the President-Elect or Immediate Past President, as applicable.

Election notifications, nominating processes, and the counting of ballots for these elections will be conducted by an Elections Committee composed of the President-Elect or Immediate Past President, as applicable, and three members of the Senate, one serving as an alternate to the committee. Election of these members will be by the Senate at its first meeting of each academic year. The three members and one alternate member must each be from a division other than that of any other Elections Committee member or alternate. Each Elections Committee will serve for the balance of its respective academic year. Whenever an election is to take place involving the divisional representatives from the division of an Elections Committee member or a recall involving member of the Senate who is serving on the Elections Committee, the alternate will serve in place of that member during that election or recall process. Should more than one Elections Committee member be subject of a recall, the Senate shall elect sufficient alternates to that committee to serve in the place of those committee members during that recall process. Elections will take place through the following procedures.

Determination of Divisional Representation

During the first Senate meeting in Spring Semester, the Immediate Past President or President Elect, as applicable, will obtain from the college administration an official count of full-time faculty by division as of that meeting of the Senate. This count will be used as the basis for determining the number of seats to be allotted to each division during the term that follows the current term. At that meeting of the Senate, that Senate officer will report the count and its impact on the number of seats allotted to each division in the forthcoming election of representatives.

For Division Representatives and Alternates

1. During the week prior to March 1, a written nominating form will be sent to all full-time faculty in a division for nominations to fill the division seat(s) that will expire at the end of the current term. Deadline to return that form with nominations to the campus mailroom will be no less than seven (7) calendar days from the date of issuance. The days of Spring Vacation are not to be counted as among the calendar days referenced throughout this Article.
2. Should no nominations be received by the announced deadline, a second written request for nominations will be distributed, with a deadline to return that form with nominations to the campus mailroom to be no less than seven (7) calendar days from the date of issuance. Should no nominations be received from the second

request, the Senate will proceed with provisions of the Constitution regarding unfilled seats.

3. A secret ballot bearing the names of nominees confirmed as willing to serve will be sent to each full-time faculty in that division. Deadline to return those ballots to the campus mailroom will be no less than seven (7) calendar days from the date of issuance.
4. In case of a tie vote where more than two candidates receive votes for the same seat, a run-off election between the two candidates with the highest votes will be conducted. This election will be conducted in the same manner as the initial election. In case of a tie vote where there are only two candidates receiving votes, the candidate who did not serve more recently than the other candidate will be considered elected. If that factor does not produce an election winner, the candidate who has more seniority in the division will be considered elected.
5. When the Senate receives confirmation that a divisional representative to the Senate will be absent for an entire semester due to a scheduled loadbank leave or sabbatical, the Faculty Senate Elections Committee will conduct an election process commencing two months prior to the end of the semester prior to the start of that vacancy to fill that seat from the full-time faculty of that division for the duration of the absence. The nomination and balloting procedures detailed above for regular divisional representatives will be used.
6. When the Senate receives confirmation that a divisional representative to the Senate will be absent for at least two months beyond that confirmation for a reason other than a scheduled loadbank leave or sabbatical, the Faculty Senate Elections Committee will initiate a special election process within one week of the Senate's receipt of the confirmation. The nomination and balloting procedures detailed above for regular divisional representatives will be used.

For Representatives At-large

1. By the last week in March, a written nominating petition form will be sent to all full-time faculty for nominations to fill the at-large seat(s) that will expire at the end of the current term. The deadline will be no less than ten (10) calendar days from the date of issuance of the petition form to the return to the campus mailroom of that completed form bearing a required ten (10) signatures of other full-time faculty.
2. Should no nominations be received by the announced deadline, a second written request for nominations will be distributed, with a deadline to return of completed nominating petitions to the campus mailroom to be no less than seven (7) calendar days from the date of issuance. Should no nominations be received from the second request, the Senate will proceed with provisions of the Constitution regarding unfilled seats.
3. A secret ballot bearing the names of nominees confirmed as willing to serve will be sent to each full-time faculty. Deadline to return those ballots to the campus mailroom will be no less than seven (7) calendar days from the date of issuance.
4. In case of a tie vote where more than two candidates receive votes for the same seat, a run-off election will be conducted between the two candidates receiving the most votes. This election will be conducted in the same manner as the initial election. In case of a tie vote where there are only two candidates receiving votes, the candidate who did not serve more recently than the other candidate will

be considered elected. If that factor does not produce an election winner, the candidate who has more seniority at Fullerton College will be considered elected.

5. When the Senate receives confirmation that an at-large representative to the Senate will be absent for an entire semester due to a scheduled leave or sabbatical, the Faculty Senate Elections Committee will conduct an election process commencing two months prior end of the semester prior to the start of that vacancy to fill that seat from the full-time faculty of the college for the duration of the absence. The eligibility, nomination, and balloting procedures detailed above for regular at-large representatives will be used.

For Curriculum Committee Representatives

1. By the second Senate meeting in September, a written nominating form will be sent to all full-time faculty in a division where the three-year term for its representative to the Curriculum Committee is expiring at the end of the current term for nominations to fill that division seat for the succeeding term. Deadline to return that form with nominations to the campus mailroom will be no less than seven (7) calendar days from the date of issuance. The days of Spring Vacation are not to be counted as among the calendar days referenced throughout this Article.
2. Should no nominations be received by the announced deadline, a second written request for nominations will be distributed, with a deadline to return that form with nominations to the campus mailroom to be no less than seven (7) calendar days from the date of issuance. Should no nominations be received from the second request, the election process will be suspended for that divisional representative for the duration of that college year. The election process will resume the next year for the remaining two years of the term. During a period when there is no elected representative from a division, the Curriculum Committee will not act on curriculum matters submitted by that division.
3. A secret ballot bearing the names of nominees confirmed as willing to serve will be sent to each full-time faculty in that division. Deadline to return those ballots to the campus mailroom will be no less than seven (7) calendar days from the date of issuance.
4. In case of a tie vote where more than two candidates receive votes for the same seat, a run-off election between the two candidates with the highest votes will be conducted. This election will be conducted in the same manner as the initial election. In case of a tie vote where there are only two candidates receiving votes, the candidate who did not serve more recently than the other candidate will be considered elected. If that factor does not produce an election winner, the candidate who has more seniority in the division will be considered elected.
5. When the Senate receives confirmation that a divisional representative to the Curriculum Committee will be absent for an entire semester due to a scheduled leave or sabbatical, the Faculty Senate Elections Committee will conduct an election process commencing two months prior end of the semester prior to the start of that vacancy to fill that seat from the full-time faculty of that division for the duration of the absence. The nomination and balloting procedures detailed above for regular divisional representatives to the Curriculum Committee will be used.

For Division Dean Hiring Committee Representatives

1. When the Senate receives notice that there is a Division Dean Hiring Committee, the President-Elect or Immediate Past President, as applicable, will send a written nominating form to all full-time faculty in the division for nominations to fill the Division Dean Hiring Committee positions. The deadline to return completed nomination forms to the campus mailroom will be no less than seven (7) calendar days from the date of issuance.
2. The nominating form will ask faculty to vote for their preference of electing the committee members either a) during a division meeting and conducted by the President-Elect or Immediate Past President, as applicable, or their designee, or b) through a written ballot prepared by the President-Elect or Immediate Past President, as applicable. The election process (either a or b) earning the most votes will be used by the division.
3. The President-Elect or Immediate Past President, as applicable, will have two (2) working days to prepare a ballot with all nominees who have accepted their nomination. The ballot will indicate the election process chosen by the majority of the division and will be mailed to all full-time faculty in the division. If the division has elected to hold the vote during the next division meeting, then the President-Elect or Immediate Past President, as applicable, or their designee, will attend the next division meeting and conduct the election. If the division has elected to hold the vote through a written ballot, the deadline to return completed ballots to the campus mailroom will be no less than seven (7) calendar days from the date of issuance.
4. Should no nominations be received by the announced deadline, a second written request for nominations will be distributed, with a deadline to return that form with nominations to the campus mailroom to be no less than seven (7) calendar days from the date of issuance. Should no nominations be received from the second request, the Senate will proceed with provisions of the Constitution regarding unfilled seats.
5. In case of a tie vote where more than two candidates receive votes for the same seat, a run-off election will be conducted between the two candidates receiving the most votes. This election will be conducted in the same manner as the initial election. In case of a tie vote where there are only two candidates receiving votes, the candidate who did not serve more recently than the other candidate will be considered elected. If that factor does not produce an election winner, the candidate who has more seniority at Fullerton College will be considered elected.
6. Those candidates elected by their division will be eligible for confirmation at the next Senate meeting. Unless the last Senate meeting has already taken place, in which case the procedures for summer elections (Article VII) will be used.

For Senate Officers

1. By the first Senate meeting in January, the Immediate Past President or President Elect, as applicable, will announce the Senate officer terms to be filled and the election procedures, as listed below.
2. The first call for and acceptance of nominations from the floor for the Senate officer terms to be filled will take place by the first Senate meeting in February.

3. By the second Senate meeting in February, the Immediate Past President or President Elect, as applicable, will make the second call for nominations, starting with President Elect.
4. After the close of nominations for that office and prior to conducting the vote for that office, those who accept nomination will be provided the opportunity to make up to a three (3) minute statement regarding their candidacy.
5. A secret ballot by the Senate will be conducted for that office to elect amongst those who accept nomination.
6. After the determination of the election of President Elect, the second call for candidates for Treasurer will take place in the same manner used for President Elect. Nominees not elected to the office just voted upon will be eligible for subsequent nomination to another office to be filled in that election.
7. After the determination of the election of Treasurer, the election of Secretary will proceed in the same manner.

Article X Recall Procedures

Recall procedures may be initiated by submitting to the Senate Executive Council a written request for a recall election bearing valid signatures as outlined below.

For Senate officers – a request signed by at least one-fifth of the members or alternates to the Senate.

For division representatives, alternates, or Curriculum Committee representatives – a request signed by at least one-fifth of the voting membership of that division.

For representatives-at-large – a request signed by the number of faculty that corresponds to at least one-fifth of the number of ballots in the immediately preceding election for Senator-at-large.

For Senate representatives on College and District committees – a request signed by at least one-fifth of the members to the Senate.

Upon receipt of a valid request, the Elections Committee shall organize a recall election immediately after one school week or the next regular Senate meeting, whichever time is longer.

Voters in recall elections shall consist of the electorate to whom the individual is responsible. A simple majority of votes cast shall determine the outcome of the election. If the recall of an elected individual is successful, a special election shall be held to determine the successor in that office. If the recall of an appointed individual is successful, the position shall be filled through the procedures outlined in these By-Laws.

Article XI Amendments

To take effect, amendments to these By-Laws must be ratified by a two-thirds (2/3) vote of the Senate membership.