

Table of Contents

Preamble	1
Section 1	Purpose of the Senate.....	1
Section 2	Senate Recommendations to the President of the College	1
Section 3	Senate Acting as Committee on Committees (Excluding the Bargaining Unit).....	1
Article I—Composition		1
Section 1	Types of Senate Representatives	1
Section 2	Electorate Defined	1
Section 3	How the Number of Senate Representatives from Each Division is Determined	2
Article II—Selection and Terms of Membership.....		2
Section 1	Senate Terms Defined, How Vacancies will be Filled, When Elections shall be Completed, and When new Senators are Seated	2
Section 2	How At-large Representatives are to be Selected.....	2
Section 3	How Alternates are to be Elected and Replacing a Senate Member who is Elected President	2
Section 4	When and How to Elect Representatives for Part-time Faculty	2
	Replacement of Part-time Faculty Senate Representatives.....	2
Section 5	Definition of Who may be Recalled.....	2
Section 6	When Representatives and Officers Assume their Full Duties.....	3
Article III—Unfilled Representation		3
Section 1	Declaring an Unfilled Seat an At-large Seat for Lack of Attendance at One Meeting Prior to October 1	3
Section 2	Who may Run for an Unfilled At-large Seat	3
Section 3	When Candidates for Open Seats will be Elected and their Terms.....	3
Section 4	Declaring a Division or At-large Senate Seat Unfilled due to Absence; How to Fill It	3
Section 5	When Representatives and Officers Assume their Full Duties.....	3
Article IV—Officers/Executive Council.....		3
Section 1	Identification of Senate Officers.....	3
Section 2	Terms of Senate Officers	3
Section 3	When Officers shall Assume Office	3
Section 4	Composition of Executive Council during First Year of the President’s Term.....	3
Article V—Duties of the Officers		4
Section 1	President’s Duties.....	4
	a. Preside over Meetings	4
	b. Approve Expenditures	4
	c. Represent the Senate	4
	d. Perform other Duties	4
Section 2	Duties of the President-Elect.....	4

	a.	Preside over Meetings in Absence of President.....	4
	b.	Conduct Senate Elections.....	4
	c.	Represent Senate.....	4
	d.	Keep Senate Records	4
	e.	Represent Senate to the Board of Trustees in the Absence of the President	4
	f.	Perform other Duties	4
Section 3		Duties Immediate Past President (during the First Year after Completion of a Two-year term as President)	4
	a.	Preside over Meetings in Absence of President.....	4
	b.	Conduct Senate Elections.....	4
	c.	Represent Senate.....	4
	d.	Keep Senate Records	4
	e.	Represent Senate to the Board of Trustees in the Absence of the President	5
	f.	Perform other Duties	5
Section 4		Duties of the Secretary.....	5
	a.	Keep Record of the Proceedings of the Senate.....	5
	b.	Distribute Unofficial Minutes	5
	c.	Prepare and Distribute Seconds, Official Minutes, Calls for Agenda Items.....	5
	d.	Perform other Duties	5
	e.	Modify, Update, and Prepare Information of Senate	5
Section 5		Duties of the Treasurer.....	5
	a.	Keep Accurate Accounting of Revenues and Expenditures	5
	b.	Present Semiannual Financial Statements.....	5
	c.	Review Senate Expenditures with President	5
Article VI—Meetings.....			5
Section 1		Executive Council Establishes Meeting Calendar.....	5
Section 2		Agendas for Senate Meetings	5
Section 3		Senate Meetings Open to any Interested Party	5
Section 4		Governance of Actions and Procedures of Senate Meetings	5
Section 5		Special Meetings of the Senate	6
Section 6		Actions as Motions and Resolutions. Definition of Quorum	6
Article VII—Elections.....			6
Section 1		April as Month for Elections of Senate Officers	6
Section 2		Qualifications of Senate Officer Candidates, Nominations	6
Section 3		Election of Senate Officers by Secret Ballot, Majority Required, Runoff of Two Top Candidates if no Majority	6
Article VIII—Adoption.....			6
Article IX—Amendments.....			6
Section 1		How Amendments may be Made.....	6
Section 2		How Proposed Amendments shall be Submitted.....	6
Section 3		Ratification of Amendments	6

Fullerton College Faculty Senate

CONSTITUTION

adopted by vote of full-time faculty, May 17, 1995
approved by Board of Trustees, June 13, 1995
amended January 25, 2000

Preamble

We, the faculty of Fullerton College, in order to promote the cause of education, to promote communication and understanding between the faculty and the Board of Trustees, Campus and District administration, and the Associated Students, to achieve the highest possible degree of professional relations, and to assure regularized means whereby those affected by major policy, procedure, or program development or changes may have a voice in their development prior to their adoption, do hereby establish the Faculty Senate of Fullerton College, which shall be governed by and consistent with all provisions of California Law.

- Section 1.** The purpose and primary function of the Faculty Senate shall be to represent faculty interests and views in relations with College and District administration, Associated Students, and the Board of Trustees of the North Orange County Community College District in academic and professional matters and fulfill its responsibilities through shared governance processes.
- Section 2.** Any Senate recommendation on academic or professional matters shall be communicated promptly to the President of the College. Unless the President disapproves or requires that the recommendation be considered further by other bodies, it shall become a rule and/or regulation of the College, provided it is within and not in conflict with Board policy or collective bargaining provisions. If the recommendation is disapproved by the President of the College, the Senate shall be notified of the disapproval and the reasons thereof.
- Section 3.** The Senate shall act as the committee on committees. It shall establish and define the jurisdiction and elect faculty representatives to all District and Campus committees, except for Bargaining Unit representation. Except for Bargaining Unit representation, all faculty membership on committees will be filled by election of the Senate with nominations drawn from the campus at-large.

Article I

Composition

- Section 1.** The Senate shall be composed of elected representatives from each Division, five (5) at-large representatives, the Curriculum Chair, and the Senate officers, one of whom will serve as the representative to the State Academic Senate. For purposes of representation in the Senate, the Counseling, Library, and part-time faculty (as defined by District and State regulations) shall be considered as separate Divisions. When the term faculty is used in this document it refers solely to Fullerton College faculty.
- Section 2.** All full-time faculty who are not educational administrators shall be the electorate and shall be eligible for elective membership in the Senate. Part-time faculty shall be eligible for membership as referred to in Sections 1 and 3 of this Article.

Section 3. The Senate shall be composed of the following divisional members: Each Division of the College, as defined in Section 1 of this Article, shall have at least one (1) representative. An additional representative will be elected when there are sixteen (16) members. Additional representatives will be elected for each fifteen (15) members thereafter. Part-time faculty shall be represented by two (2) elected representatives.

Article II

Selection and Terms of Membership

Section 1. Each Division shall elect its representatives to the Senate. Election shall be by secret ballot. The elected representatives shall serve two-year terms, one-half (1/2) being elected each year. Vacancies shall be filled by Division election within thirty (30) days of the vacancy being announced by the Executive Council of the Senate. Elections shall be completed by April 1, and new Senators will be seated to begin their term at the last May meeting.

Section 2. Five (5) at-large representatives shall be elected in the following manner: Nominations shall be made by petition signed by ten (10) full-time faculty members. Petitions are to be submitted to the Senate by April 8, with election by secret ballot completed prior to May 1. A plurality of full-time faculty voting shall elect. The term of office shall be two (2) years. Unfilled or declared vacancies in at-large positions shall be filled by election by the Senate. Divisions shall be limited to a maximum of six (6) representatives, including at-large and part-time faculty representatives. In an at-large election, if those receiving votes sufficient to be elected when added to existing divisional representatives, part-time faculty representative, and other at-large representatives, should exceed a total of six (6) from that division, only those up to and including that total of six (6) shall be elected, and the at-large candidate(s) from another division receiving the next highest number of votes will be considered elected.

Section 3. Divisions shall elect at least one (1) alternate representative who shall have the privilege of voting when attending in the place of a regular representative. The alternate shall be elected in the same manner and at the same time as representatives. If any Division representative becomes President of the Senate, an alternate from that Division shall become a representative from that Division and that Division shall elect a new alternate.

Section 4. Two representatives from the part-time faculty will be elected to serve two-year terms, one being elected each year. A call for nominations for the representative shall issued to part-time faculty the second week of the fall semester. Nomination papers from interested part-time faculty indicating general background, background as a part-time instructor at Fullerton College, and a statement of interest and motivation to serve as representative of part-time faculty shall be submitted to the Senate President by the end of the fourth week of the fall semester.

Election of these representatives will be by the Senate at the first meeting in October. Cessation of part-time employment at Fullerton College during the term of office will constitute de facto resignation from the Faculty Senate by that representative. Mid-year vacancies shall be filled by the Senate from otherwise eligible runner-up nominees not selected in the most recent election.

Section 5. The following are subject to recall procedures initiated by their electors: members of the Senate Executive Council, Division representatives and alternates in the

Senate, and at-large Senators. Representatives elected by the Senate on College or District committees are subject to recall by action of the Senate. The Senate By-Laws shall prescribe the appropriate procedures for recalls.

Section 6. Representatives and officers of the Senate shall assume their full duties at the last meeting in May.

Article III Unfilled Representation

Section 1. If a Division seat is unfilled or the representative has not attended one meeting prior to October 1, the Senate Executive shall declare the seat an at-large position for the balance of that academic year.

Section 2. Such unfilled Division seats will be filled by the Senate from full-time faculty from other Divisions.

Section 3. Candidates for the open seats will be nominated and elected by the Senate, but shall be elected prior to November 1 and will serve until the last meeting of the spring semester.

Section 4. The Senate Executive Council shall declare a seat unfilled if a division representative or respective alternate or an at-large representative is absent from three (3) consecutive regular Senate meetings. In the event a Division seat is declared unfilled due to such absence, the Division shall have thirty (30) days to fill the seat after which, if it remains unfilled, the Senate Executive shall declare the seat an at-large position for the balance of that academic year.

Section 5. Representatives and officers of the Senate shall assume their full duties at the last meeting in May.

Article IV Officers/Executive Council

Section 1. The officers of the Senate shall be a President, President-Elect or Immediate Past President, Secretary, and Treasurer.

Section 2. The term of office shall be one (1) year for President- Elect, Secretary, Treasurer, and Immediate Past President, and two (2) years for the President. The position of Immediate Past President will be held during the first year of the President's term. The position of President-Elect will be held during the second year of the President's term and will be elected at the regularly scheduled election of Senate officers occurring mid-point in the President's term.

Section 3. Officers shall assume office at the last meeting in May.

Section 4. During the first year of the President's term, the Executive Council will be composed of the President, Treasurer, Secretary, Immediate Past President, and one Senator appointed by the Executive Council with approval of the Senate. During the second year of the President's term, the Executive Council will be composed of the President, President- Elect, Treasurer, Secretary, and one Senator appointed by the Executive Council with approval of the Senate.

Article V
Duties of the Officers

- Section 1.** The President of the Senate shall:
- a) preside over the meetings of the Senate and the Senate Executive Council;
 - b) approve expenditures of the Senate funds in conjunction with the Senate Treasurer;
 - c) represent the Senate on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees as required to fulfill shared governance processes and mandated obligations; and at meetings of the Board of Trustees.
 - d) perform other duties authorized and directed by a majority vote of a quorum of the Senate.
- Section 2.** The President-Elect of the Senate shall, during the term of that office:
- a) preside over meetings in the absence of the President;
 - b) conduct all Senate elections;
 - c) represent the Senate as a member on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees;
 - d) collaborate with the Senate Secretary to keep records of all Senate elected representatives to Campus and District committees, update the faculty membership to the Fullerton College Committee Handbook with information on background and purpose, typical action/decisions, meeting time and length, meeting place, committee composition, and current committee membership, for distribution to at least all Senators and Divisions yearly;
 - e) represent the Senate in the absence of the President to the Board of Trustees;
 - f) perform other duties authorized and directed by a majority vote of a quorum of the Senate.
- Section 3.** The Immediate Past President of the Senate, during the first year after completion of a two-year term as President, shall:
- a) preside over meetings in the absence of the President;
 - b) conduct all Senate elections;
 - c) represent the Senate as a member on College and District consultative, planning, and budget committees, councils, cabinets, and Ad Hoc committees;

- d) collaborate with the Senate Secretary to keep records of all Senate elected representatives to Campus and District committees, update the faculty membership to the Fullerton College Committee Handbook with information on background and purpose, typical action/decisions, meeting time and length, meeting place, committee composition, and current committee membership, for distribution to at least all Senators and Divisions yearly;
- e) represent the Senate in the absence of the President to the Board of Trustees;
- f) perform other duties authorized and directed by a majority vote of a quorum of the Senate.

Section 4. The Secretary of the Senate shall:

- a) keep record of the proceedings of the Senate or appoint a designee to keep the records in his/her absence;
- b) distribute the unofficial minutes of the Senate to the Senators for review prior to a meeting;
- c) prepare and distribute Senate seconds, official minutes, and the Senate Call/Agenda to the faculty at-large;
- d) perform other duties as authorized by the Senate;
- e) modify (with the President-Elect during the term of that office or the Immediate Past President during the first year after completion of that individual's two-year term as President of the Senate), update, and prepare for distribution information of all Senate elected representatives to campus and district committees.

Section 5. The Treasurer of the Senate shall:

- a) keep an accurate accounting of all revenues and expenditures of the Senate;
- b) present semiannual financial statements to the Senate in open meeting;
- c) review all Senate expenditures with the Senate President.

Article VI
Meetings

Section 1. The Executive Council shall establish and distribute a yearly calendar providing for regular meetings of the Senate twice a month when possible during the academic year.

Section 2. The Executive Council shall establish and distribute in a timely manner the official agenda for all Senate meetings,

Section 3. All meetings of the Senate shall be open to any interested party.

- Section 4.** Actions and the conduct of Senate meetings shall be by procedures established in the Senate By-Laws or when not so specified according to the parliamentary manual, Roberts Rules of Order Newly Revised.
- Section 5.** Special meetings may be called by the President of the Senate or shall be called at the request of any five (5) members of the Senate.
- Section 6.** Actions of Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the members present, a quorum being fifty percent plus one (50%+1) of the Senate membership.

Article VII
Elections

- Section 1.** Elections of Senate officers shall take place at the last meeting in April.
- Section 2.** Officers of the Senate may be Senate or non-Senate members of the full-time faculty. Any full-time faculty member may be nominated and nominations may come from the floor of the Senate prior to the election. Nominations from the floor will be received at both the first and second meetings in April.
- Section 3.** The election of Senate officers shall be by secret ballot vote of the Senate and a majority of votes cast shall elect. If no candidate receives a majority vote then there shall be a runoff of the top two (2) candidates.

Article VIII
Adoption

This Constitution shall go into effect immediately upon approval by two-thirds (2/3) vote of the members of the full-time faculty voting and approval by the Board of Trustees.

Article IX
Amendments

- Section 1.** Amendments to this Constitution may be proposed by the Senate or by a petition of seven percent (7%) of all full-time faculty.
- Section 2.** All proposed amendments shall be submitted in writing to the full-time faculty at least one (1) week prior to voting.
- Section 3.** To be ratified, amendments must receive an affirmative vote of at least two-thirds (2/3) of the full time faculty members voting and approval of the Board of Trustees.