

Fullerton College Faculty Senate Bylaws

Fall 2023

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 Bylaws 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 President in writing two weeks prior to the Senate meeting for which the agenda is being prepared. Emergency agenda items may be proposed less than two weeks 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:

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 except if continuation would nullify the motion (per Robert's Rules).

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

Committee reports and all other reports or proposals submitted for Senate action 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.

All Senate committees report annually to Senate in writing and (time permitting) during Senate meetings.

Article VII

Faculty Membership on College and District Committees

The Senate shall elect the faculty representatives to all College and District committees with the exception of Bargaining Unit representatives. 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-Elect or Past 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.

Whenever possible, Senate will elect alternates to committees that will convene when Senate is not in session. When extenuating circumstances require immediate faculty representation on a committee that meets while Faculty Senate is not in session, the President will appoint a faculty member to serve on the committee.

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.

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. Adjuncts may serve as faculty representatives on at-large on campus-level committees; faculty seats on divisional representation committees, hiring committees, the President's Advisory Council and Planning and Budget Steering Committee are limited to full-time faculty unless there are specific expectations articulated for representative(s) to a specific committee.

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

Confirmation of divisional representatives and alternates, Curriculum Committee representatives, representatives to Division Dean Hiring Committees and election of officers of the Senate and Representatives-at-large 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, two members of the Senate, and one alternate to the committee. Election of these members will be by the Senate at its first meeting of each academic year. Each Elections Committee will serve for the balance of its respective academic year. 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 Senate 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 fulltime 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 Senators and Alternates

1. In the Spring semester, the President Elect or Immediate Past President will notify division representatives if any of their terms are ending.
2. Division Senators will hold elections within their division to fill vacancies for division representatives and at least one alternate division representative during the Spring semester.
3. Division Senators will notify the President Elect or Immediate Past President of the results of the division's election before the second-to-last Senate meeting of the Spring semester. The President Elect or Immediate Past President will include the division's selection on the Senate ballot for confirmation at the second-to-last Senate meeting of the Spring semester.
5. When the Senate receives confirmation that a division representative to the Senate will be absent for an entire semester due to a scheduled load bank leave or sabbatical or for an extend leave of absence of more than a month, division Senators will hold elections within their division to fill the vacancy for the length of the absence. The results of the division's election will be reported to the President Elect or Immediate Past President. The President Elect or Immediate Past President will include the division's selection on the Senate ballot for confirmation at the next Senate meeting. When the Senator returns from load bank leave, sabbatical, or the leave of absence, they will reassume their seat for the duration of the term.
6. If Senators resign their position, division Senators will hold elections within their division to fill the vacancy for the remainder of the term. The results of the division's election will be reported to the President Elect or Immediate Past President. The President Elect or Immediate Past President will include the division's selection on the Senate ballot for confirmation at the next Senate meeting.

For Representatives At-large

1. By the last week in March, an electronic 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 of a completed form bearing a required ten (10) signatures of other full-time faculty. Completed forms with signatures will be returned electronically.
2. Should no nominations be received by the announced deadline, a second request for nominations will be distributed by electronically, with a deadline to return of completed nominating petitions by email 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 electronically to each full-time faculty. The deadline to return those ballots 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 runoff 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 or 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 fulltime faculty of the college for the duration of the absence or as soon as the absence is reported. The eligibility, nomination, and balloting procedures detailed above for regular at-large representatives will be used.

6. An election for an alternate at-large representative will take place following the eligibility, nomination, and balloting procedures detailed above. The alternate at-large representative will attend Senate in the place of at-large representatives when necessary for short absences.

7. If the Senate learns that an at-large representative will take an extended leave under emergency circumstances or that an at-large representative has resigned, the eligibility, nomination, and balloting procedures detailed above for regular at-large representatives will be used. The replacement at-large representative will serve the remainder of the term in the case of resignation or for the length of the leave of absence.

8. At-large adjunct representatives are elected by a vote of all adjunct faculty members teaching at Fullerton College the semester the elections take place. Adjunct candidates will submit statements of interest and elections will take place electronically following the balloting procedures detailed above.

For Senate Committee Representatives

1. In the Spring semester, the President Elect or Immediate Past President will notify division representatives if any of their division representatives on Senate committees are ending.

2. Division Senators will hold elections within their division to fill vacancies for division representatives on Senate committees.

3. Division Senators will notify the President Elect or Immediate Past President of the results of the division's election before the last Senate meeting of the Spring semester. The President Elect or Immediate Past President will include the division's selection on the Senate ballot for confirmation by the last Senate meeting of the Spring semester.

5. If the Senate receives confirmation that a division representative to a Senate committee will be absent for an entire semester due to a scheduled load bank leave or sabbatical or for an extend leave of absence of more than a month, division Senators will hold elections within their division to fill the vacancy for the length of the absence. The results of the division's election will be reported to the President Elect or Immediate Past President. The President Elect or Immediate Past President will include the division's selection on the Senate ballot for confirmation at the next Senate meeting. When the Senator returns from load bank leave, sabbatical, or the leave of absence, they will reassume their seat for the duration of the term.

6. If a division representative resigns their position, division Senators will hold elections within their division to fill the vacancy for the remainder of the term. The results of the division's election will be reported to the President Elect or Immediate Past President. The President Elect or Immediate Past

President will include the division's selection on the Senate ballot for confirmation at the next Senate meeting.

7. Division representation on the Curriculum Committee is necessary to comply with requirements from the State Chancellor's Office. 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.

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 notify division representatives.
2. Division Senators will hold elections within their division to fill vacancies for faculty on Division Dean hiring committees and at least one alternate.
3. Division Senators will notify the President Elect or Immediate Past President of the results of the division's election. The President Elect or Immediate Past President will include the division's selection on the Senate ballot before the first hiring committee meeting.

For Senate Officers

1. At the first Senate meeting of the semester, 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 March.
3. By the second Senate meeting in March, 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. If the Senate receives confirmation that the President takes an extend leave of absence of more than a month to a full semester, the Immediate Past President or President Elect will serve as acting President. When the President returns from the leave of absence, they will reassume their seat for the duration of the term.
6. If the President resigns or otherwise permanently vacates their position in their first year, the Immediate Past President will serve as acting President for the remainder of the year. If the President resigns or otherwise permanently vacates their position in their second year, the Present Elect will serve as acting President for the remainder of the year. Election for the next President Elect commences immediately following the standard President Elect election process.
7. If the Senate receives confirmation that the President Elect, Secretary, Treasurer, or At-Large Executive Officer will be absent for an entire semester due to a scheduled load bank leave or sabbatical or for an extend leave of absence of more than a month, the President and Executive Council will

appoint a replacement with the confirmation of Senate. When the officer returns from load bank leave, sabbatical, or the leave of absence, they will reassume their seat for the duration of the term.

8. If the President Elect, Secretary, Treasurer, or At-Large Executive Officer resigns or otherwise permanently vacates their position with more than a semester remaining in their term, an election commences immediately following the standard election process.

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