

Skyline College Academic Senate By-Laws

Article I. Name and Definitions

Section 1.01 Name

The organization shall be known as the Skyline College Academic Senate, hereinafter referred to as the Academic Senate or Senate.

Section 1.02 Definitions

The following terms are to be understood in the restrictive and technical sense herein defined.

- **Adjunct Faculty:**
An adjunct faculty member shall be any member of the faculty who is employed part-time.
- **Advisory Members:**
An advisory member shall be any member of the faculty appointed by the Senate to any position whose work applies to academic and professional matters (10+1) of the Academic Senate. This includes, but is not limited to, liaison positions created by the State Academic Senate, collective bargaining, student representation, and other non-senate representative bodies.
- **Collegial Consultation:**
Per California Code of Regulations: Title 5, Article 2, 53200. Definitions
“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
 1. relying primarily upon the advice and judgment of the Academic Senate;
 2. or agreeing that the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations
- **District:**
The district shall be known as the San Mateo County Community College District, hereinafter referred to as the District.
- **Division:**
A division shall be any academic or administrative area as recognized by the Academic Senate.
- **Electorate:**
The electorate shall be all full-time faculty and adjunct faculty members

- **Executive Committee:**
The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, immediate Past-President (or appointed Past-President if the immediate past-president isn't available) and two senate members voted on by the Senate.
- **Executive Officers:**
The Executive Officers shall be the President, Vice President, Secretary, Treasurer, and Past-President hereinafter referred to as Executive Officers or Officers.
- **Faculty:**
A faculty member shall be any certificated employee of Skyline College who is employed in an academic position that is not designated as supervisory, management or administrative positions. Reassigned time responsibilities will not affect membership.
- **Full-time Faculty:**
A full-time faculty member shall be a member of the faculty who is tenured or tenure-track at Skyline College.
- **Standing Committee Chairs:**
A standing committee member shall be any member of the faculty elected to serve as chair of the Curriculum Committee, the Educational Policy Committee, and the Professional Personnel Committee.

Article II. Purpose

Section 2.01 Reference

The authority for the operation of the Academic Senate is established in Title 5, Article 2 of the California Administrative Code (53200).

Section 2.02 Roles and Responsibilities

The Academic Senate's primary function is to represent the faculty and make recommendations to the administration of the college and to the governing board of the San Mateo Community College District with respect to academic and professional matters.

Section 2.03 Academic and Professional Matters

Academic and professional matters include policy development and implementation in the following areas:

1. Curriculum; including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development

5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Section 2.04 Purpose

In order to further its responsibility to develop and recommend educational policy with respect to academic and professional matters, the academic senate shall devote its attention to the following commitments:

1. To select, study, and discuss significant educational issues that promote more student-ready, transformative, and equitable teaching and learning experiences, policies, and practices.
2. To meaningfully represent the faculty in participatory governance on academic and professional matters.
3. To communicate and collaborate with all constituencies of the Skyline College community.
4. To promote the Skyline College Academic Senate in its role as an instrument for the implementation of college policy in faculty matters.

Section 2.05 Powers

1. The Academic Senate shall have the power to establish and amend its own composition, structure and procedures.
2. The Academic Senate has the right to meet with or appear before the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senate.
3. The Academic Senate has the right to meet with or appear before the Administration of Skyline College with respect to the views, recommendations or proposals of the Academic Senate.
4. The Academic Senate shall have the right to appoint or to determine the method of appointment of the faculty members who serve on college and/or district participatory governance committees, task forces or other groups established for the purpose of implementing participatory governance.

Section 2.06 Section 6: Senate Relationship with Board of Trustees and Administration

The Board of Trustees or its designees will consult collegially with the Academic Senate when adopting policies and procedures. The Board of Trustees will rely primarily on faculty expertise on academic and professional matters as listed above (Section 3) through the established Academic Senate processes. The Academic Senate will consult collegially with the administration of the college and/or district (per Board Policy No. 2.05).

Article III. Membership and Dues

Section 3.01 Academic Senate Membership

The Academic Senate shall consist of:

(A) Division Senators

1. Division senators will be elected by and from the faculty from the following recognized divisions:
 - Academic Support and Learning Technologies (ASLT)
 - Business, Education and Professional Programs (BEPP)
 - Counseling
 - Global Learning Programs and Services (GLPS)
 - Kinesiology, Athletics and Dance (KAD)
 - Language Arts (LA)
 - Science, Mathematics and Technology (SMT)
 - Social Science/Creative Arts (SS/CA)
 - Strategic Partnerships and Workforce Development (SPWD)
 - Student Equity and Support Programs (SESP)
2. Divisions that include nine tenure & tenure track (9) or fewer faculty may join another division, by mutual choice, for purposes of representation.
3. Each division shall appoint their Senators according to the following formula:
 - a. One senator per one (1) through nine (9) full-time faculty of the division.
 - b. Two senators per ten (10) through nineteen (19) full-time faculty of the division.
 - c. Three senators per twenty (20) through twenty-nine (29) full-time faculty of the division.
 - d. Four senators per thirty (30) through thirty-nine (39) full-time faculty of the division.
4. Each division is allotted this number of senators, but they don't have to furnish them.

(B) Adjunct Senators

Adjunct senators will be elected by and from the adjunct faculty at Skyline College. The number of adjunct senators will be equal to that of the largest division (ex. If SMT is the largest division with four senators, then there will be four adjunct senators).

(C) One at-large senator from the Career and Technical Education

One at-large senator from the Career and Technical Education (CTE) faculty at Skyline College elected by the faculty.

(D) The Executive Officers

President, Vice President, Secretary, and Treasurer elected by and from the faculty at Skyline College.

(E) Past President

Past President of the Academic Senate appointed by the current Academic Senate President.

(F) Standing Committee Chairs

Standing committee chairs as elected by the faculty.

(G) Advisory Members

Advisory members as designated by the Executive Officers, and appointed by their respective bodies.

Section 3.02 Dues

Consistent with the California Education Code, the Academic Senate may call upon the faculty for payment of professional dues.

1. Professional dues are not to be a condition for eligibility to membership in or representation by the Senate, and no sanctions are to be imposed upon those who do not pay such professional dues.
2. Collection of dues payments may be accomplished under the District's payroll deduction arrangements or through receipt from the members of personal checks made payable to: Skyline College Academic Senate.

Article IV. Senate Roles and Duties

Section 4.01 Executive Officers

The duties of the officers shall be as described below:

(A) President or designee

1. The President shall, in every way, endeavor to promote the interests and purposes of the Senate.
2. The President shall be familiar with and operate according to the Senate Constitution and Bylaws.
3. The President shall organize and preside over all meetings of the Senate and Executive Committee, and shall see that all meetings are held in compliance with the Brown Act, parliamentary procedures and senate rules. Meeting organization shall include scheduling the time and place of meetings, the preparation and distribution of meeting agendas, and review of minutes and reports.
4. The President shall act as a liaison between the Senate and all other constituent groups including campus administration, district administration and the Board of Trustees.
5. The President shall serve on the College Governance Council (CGC), District Academic Senate (DAS), District Participatory Governance Council (DPGC) and shall co-chair the College Strategic Planning and Allocation of Resources Committee (SPARC).
6. The President or Senate designee shall be an ex-officio member of all Standing Committees.
7. The President shall authorize all orders drawn upon the Treasury.
8. The President shall suggest charges and jurisdiction for standing and special committees, and shall be held responsible for the progress and work of the Senate.
9. The President may require an audit of the Senate books at the close of each term of office.
10. The President shall vote in the case of a tie.
11. The President shall serve as a voting delegate at all state academic senate plenary sessions, and represent the Academic Senate at all state academic senate area meetings.
12. The President shall register senate endorsement of certain important documents, sent to relevant authorities, (e.g. SSSP (Matriculation), Program Development, Accreditation-Self Study, Annual Report, and Annual Curriculum Approval Certification.)
13. The President shall develop recommendations relating to academic and professional matters in consultation with the Academic Senate for presentation to the Board of Trustees.
14. Advocate for adequate resources for the Senate and manage them.

(B) Vice-President or designee

1. The Vice-President shall assist the President in the preparation and distribution of meeting agendas, minutes, and reports.
2. The Vice-President shall serve as President in the temporary absence of the President.

3. The Vice-President shall help in the coordination and appointment of members to the standing committees.
4. The Vice-President shall coordinate and conduct the annual election process for adjunct senators.
5. The Vice-President shall attend District Academic Senate (DAS) and College Governance Council (CGC) meetings.
6. The Vice-President shall assist the President with regular senate business and special projects.
7. The Vice President shall represent the Academic Senate or be responsible for other duties as deemed necessary and appropriate by the President. Such activities may include meetings with the District or College administrators or representatives of other shared governance bodies or bargaining units.

(C) Secretary or designee

1. The Secretary shall post the meeting agendas and materials.
2. The Secretary shall assist the President with regular Senate business and special projects.
3. The Secretary shall keep a record of the proceedings of each Senate and Executive Committee meeting.
4. The Secretary shall prepare and post the minutes of all actions taken by the Senate in accordance with State Laws.
5. The Secretary shall maintain the files of the Senate and be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President.

(D) Treasurer or designee

1. The Treasurer shall be responsible for the collection and disbursement of Senate monies, including those for dues, the Academic Senate scholarship and any other funds established by the Academic Senate.
2. The Treasurer shall keep an itemized list of receipts and expenditures and shall make a written report at the last regular Senate meeting of the academic year.
3. The Treasurer shall assist the President with regular Senate business and special projects.

(E) Past-President or designee

1. The Past-President shall serve as a reference and resource for the President and the Academic Senate.
2. The Past-President shall serve as parliamentarian for the Executive Committee and the Senate and shall assist in interpreting the bylaws to assist the body in deliberation and procedure.

3. In the absence of the President and the Vice President, the Past-President shall preside over meetings of the Academic Senate or assume other duties of the President as directed by the Senate.
4. The Past-President shall be responsible for preparing documents for nominations, collecting nominations, creating a ballot, counting and reporting the Senate election results.
5. The Past-President may assist the President with regular Senate business and special projects.

(F) Senators (Division, Adjunct, and CTE)

1. Senators shall engage in, encourage, and ensure the process of collegial consultation.
2. Senators shall concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and district.
3. Senators shall be knowledgeable of professional rights, responsibilities, standards, and policies.
4. Senators shall represent the voice of their respective constituencies in all senate discussions and business.
5. Senators shall review all meeting materials prior to the meeting.
6. Senators shall inform their constituencies of Senate business in a timely manner.
7. Senators shall determine the will of their constituency.
8. Senators shall vote to represent the view of their constituency at all Senate meetings.

(G) Standing Committee Chairs

1. Standing Committee Chairs shall be knowledgeable of professional rights, responsibilities, standards, and policies.
2. Standing Committee Chairs shall attend all Senate meetings.
3. Standing Committee Chairs shall provide information/updates from their respective committees to the Senate.
4. Standing Committee Chairs shall take requested Senate items back to their committees for further review, discussion, or recommendations in a timely manner.
5. Standing Committee Chairs shall represent the voice of their respective committees in all senate discussions and business.
6. Standing Committee Chairs shall collaborate with the Senate on academic and professional matters.
7. For specific chair duties please reference the Curriculum and Ed Policy handbooks.

(H) Advisory Members

1. Advisory members shall attend Senate meetings when requested.
2. Advisory members shall provide information/updates from their respective bodies.

3. Advisory members shall represent the voice of their respective bodies.
4. Advisory members shall collaborate with the Senate on issues.

Article V. Elections and Terms of Office

Section 5.01 Elections

(A) Executive Officers

1. All nominees for President must have served on an academic senate (at Skyline College or at any other accredited academic body) for at least one academic year in the last ten years.
2. Elections for president and treasurer shall be conducted in or before April of even numbered academic years (ex. Spring 2022, Spring 2024), to take office the following fall term (ex. Fall 2022, Fall 2024).
3. Elections for vice-president and secretary shall be conducted in or before April of odd numbered academic years (ex. Spring 2023, Spring 2025), to take office the following fall term (ex. Fall 2023, Fall 2025).
4. Vice-president and secretary positions can be co-officer positions, meaning two people can hold the office concurrently (one vote in quorum).
5. The nominating committee is charged with initiating and conducting the election process for all executive officers.
6. The nominating committee shall report the results of the executive officers' election to the Senate at the next regularly scheduled Senate meeting following the division election, but not later than the first Senate meeting in May.

(B) Division Senators

1. All nominees for President must have served on an academic senate (at Skyline College or at any other accredited academic body) for at least one academic year in the last ten years.
2. Elections for president and treasurer shall be conducted in or before April of even numbered academic years (ex. Spring 2022, Spring 2024), to take office the following fall term (ex. Fall 2022, Fall 2024).
3. Elections for vice-president and secretary shall be conducted in or before April of odd numbered academic years (ex. Spring 2023, Spring 2025), to take office the following fall term (ex. Fall 2023, Fall 2025).
4. Vice-president and secretary positions can be co-officer positions, meaning two people can hold the office concurrently (one vote in quorum).
5. The nominating committee is charged with initiating and conducting the election process for all executive officers.

- (C)** The nominating committee shall report the results of the executive officers' election to

the Senate at the next regularly scheduled Senate meeting following the division election, but not later than the first Senate meeting in May.

(D) Adjunct Senators

1. Elections for adjunct senators shall be conducted in April of each academic year, to take office the following fall term.
2. The nominating committee is charged with initiating and conducting the election process for adjunct senators.
3. The nominating committee shall report the results of the adjunct senator election to the Senate at the next regularly scheduled Senate meeting following the adjunct senator election, but not later than the first Senate meeting in May.

(E) At-large CTE Senator

1. Elections for adjunct senators shall be conducted in April of each academic year, to take office the following fall term.
2. The nominating committee is charged with initiating and conducting the election process for adjunct senators.
3. The nominating committee shall report the results of the adjunct senator election to the Senate at the next regularly scheduled Senate meeting following the adjunct senator election, but not later than the first Senate meeting in May.

(F) Standing Committee Chairs

1. Elections for the Curriculum Chair, Educational Policy Chair, and Professional Personnel Chair shall be conducted in April of the even numbered spring semesters (ex. Spring 2022, Spring 2024), to take office the following fall term.
2. The election shall take place on the same ballot as the election for the Executive Officers.
3. All nominees for Educational Policy Committee Chair and Professional Personnel Committee Chair must have served on an academic senate (at Skyline College or at any other accredited academic body) for at least one academic year in the last ten years.
4. All nominees for Curriculum Committee Chair must have served on a curriculum committee (at Skyline College or at any other accredited academic body) for at least one academic year in the last ten years.

(G) Executive Committee Senate Members

1. Elections for the two Executive Committee Senate members will be held in May.
2. Executive Committee Senate members are nominated and voted on by the Academic Senate.

(H) Recall Elections for Officers, Adjunct Senators and At-Large CTE Senator

1. On petition from 40% of the respective electorate for each position, a recall election

shall be held.

2. A simple Yes or No ballot shall be submitted to the Senate within two weeks of the submission of said petition.
3. On a two-thirds (2/3) affirmative vote of those voting, the elected Senate official shall be considered recalled.
4. The recalled Senate official shall be replaced by a senator appointed by the Senate President.
5. In case, however, the recalled Senate official shall be the Senate President, the individual shall be replaced by the Senate Vice President immediately upon counting of the recall ballots. Then, the Senate Vice President shall be filled as indicated above for recall vacancies.

Section 5.02 Terms of Office, Resignations & Vacancies

(A) President

1. The term of office shall be two (2) academic years.
2. The President shall be limited to two (2) consecutive terms. They shall have the option of running again after a break of at least one term.
3. A President who resigns during their term shall be replaced by one of two options:
4. Conduct a special election within 30 days of the vacancy becoming known.
5. Appoint the Vice President or Immediate Past President to serve as President for the remainder of the term

(B) Other Executive Officers (Vice President, Secretary, and Treasurer)

1. The term of office shall be two (2) academic years.
2. Executive Officers shall be limited to two (2) consecutive terms in one office. They shall have the option of running again after a break of at least one term in that office.
3. For co-officer positions (the Vice President and the Secretary), the co-position nominees would need to run for office together.
4. An executive officer who resigns during their term shall be replaced by one of two options:
5. Conduct an election within 30 days of the vacancy becoming known.
6. Appoint a senator to serve for the remainder of the term.

(C) Division Senators

1. The term of office shall be two (2) academic years.
2. Senators shall be limited to two (2) consecutive terms. They shall have the option of running again after a break of at least one term.
3. If no new senators are interested/available for nomination, the nominating committee could move to lift the term limit for previously serving senator(s).
4. In the event a division senator resigns at any point during their term of service,

their division shall be responsible for finding a replacement in a timely manner.

5. Divisions senators missing more than three consecutive senate meetings or a total of five total meetings in an academic year will be considered to have resigned their seat. Their division shall be responsible for finding a replacement in a timely manner. In the case that a division has a vacant senator position, the Senate will advise the division of the vacancy and request that it be filled in a timely manner.

(D) Adjunct Senators

1. The term of office shall be one (1) academic year.
2. In the event that an elected adjunct senator is unable to serve, the senate may choose one of the following options:
 - a) The nominating committee chair contacts Adjunct Senator nominees (who ran in the last election, but were not elected) and determines if they would be interested in serving.
 - b) Conduct a special election to replace the adjunct senator in a timely manner.
 - c) Appoint an adjunct senator to serve the remainder of the term in which the position was vacated.
3. In the case that there is a vacant adjunct senator position, the Senate will advise the adjunct faculty of the vacancy and support a process of appointing an adjunct senator in a timely manner.

(E) At-large CTE Senator

1. The term of office shall be two (2) academic years.
2. CTE Senators shall be limited to two (2) consecutive terms. They shall have the option of running again after a break of at least one term.
3. In the event that an elected at-large CTE senator is unable to serve, the senate may choose one of the following options:
 - The nominating committee chair contacts CTE Senator nominees (who ran in the last election, but were not elected) and determines if they would be interested in serving.
 - Conduct a special election to replace the at-large CTE senator in a timely manner.
 - Appoint an at-large CTE senator to serve the remainder of the term in which the position was vacated.
4. In the case that there is a vacant at-large CTE senator position, the Senate will advise the faculty of the vacancy and support a process of appointing an at-large CTE senator in a timely manner.

(F) Standing Committee Chairs

1. The term of office shall be two (2) academic years.

2. Committee Chairs shall be limited to two (2) consecutive terms in one office. They shall have the option of running again after a break of at least one term in that office.
3. In the event that an elected Standing Committee Chair is unable to serve, the senate may choose one of the following options:
 - a) The nominating committee chair contacts Standing Committee Chair nominees (who ran in the last election, but were not elected) and determines if they would be interested in serving.
 - b) Conduct a special election to replace the Standing Committee Chair in a timely manner.
 - c) Appoint a senator to serve the remainder of the term in which the
 - d) position was vacated.
4. In the case that there is a vacant Standing Committee Chair position, the Senate will advise the faculty of the vacancy and support a process of appointing a Standing Committee Chair in a timely manner.

(G) Executive Committee Senate Members

1. The term of office shall be one (1) academic year, commencing in May and ending the following May.
 - a) Their term will include summer break months of June, July and August
 - b) Their term will include the winter break month of January
2. Executive Committee senate members who resign during their term shall be replaced in a timely manner by the Senate.

(H) Advisory Committee Members

1. The term of office shall be one (1) academic year.

Article VI. Executive Committee

Section 6.01 Membership and Responsibilities

(A) Membership

The Executive Committee shall be composed of the executive officers of the Senate (President, Vice President, Treasurer and Secretary), the Immediate Past-President (who is still faculty), two members of the Senate who are voted on by the Senate and standing committee chairs (if available to attend).

(B) The Executive Committee members shall:

1. Assist in implementing Senate decisions and policies
2. Assist in drafting motions.
3. Assist in making decisions with the President when the Senate is not in regular session outside the Academic Calendar.
4. The Executive Committee members shall meet twice monthly to set the agenda for Academic Senate meetings.

(C) Outside of normal semester

The Executive Committee shall also meet as necessary in January (prior to the start of the semester) and during the summer (after the last Senate meeting of the academic year to the first Senate meeting of the following academic year).

Article VII. ARTICLE VII – Committees and Duties

Section 7.01 Standing Committees

(A) There shall be the following standing committees of the Senate:

1. Curriculum Committee
2. Educational Policy Committee
3. Professional Personnel Committee

(B) Membership

1. Each standing committee shall be composed of one faculty member from each division. Divisions which include nine (9) or fewer full-time faculty may join another division by mutual choice for purposes of representation.
2. Standing committees shall also include Administrators who shall be ex-officio members, appointed by the College President and students who shall be ex-officio, appointed by the Associated Students of Skyline College (ASSC).

(C) Responsibilities

1. All standing committees of the Senate are responsible in an advisory role to the Senate.
2. Minutes of all meetings shall be posted within two weeks of each meeting.
3. All work of the standing committees shall be carried out in accordance with applicable California State Laws.

(D) The charge of each standing committee shall be as follows:

1. Curriculum Committee
 - a. Curriculum Committee members shall participate in a regular review of the entire college curriculum through the program review process.
 - b. Curriculum Committee members shall make recommendations on all matters of administrative policy concerning curriculum.
 - c. Curriculum Committee members shall consider for approval proposals for new courses and programs.
 - d. Curriculum Committee members shall consider for approval all deletions, classifications, and modifications to existing courses and programs.
2. Educational Policy Committee
 - a. Educational Policy Committee members shall consider for recommendation all matters of educational policy including academic standards, probation, disqualification, re-admission policies, grading procedures, matriculation, student behavior, and student grievances.
 - b. Educational Policy Committee members shall consider for recommendation all matters of administrative policy concerning educational policy, including policies of the Office of Instruction and the Office of Student Services.
3. Professional Personnel Committee
 - a. Professional Personnel Committee members shall help plan the end of the year celebration, as well as coordinate other social activities for faculty.
 - b. Professional Personnel Committee members shall review materials and make recommendations concerning faculty awards.
 - c. Professional Personnel Committee members shall process nominations for ASCCC awards, as well as the Meyer Excellence in Teaching Award.
 - d. Professional Personnel Committee members shall make recommendations on the Commencement Faculty Marshal each year.
 - e. The Professional Personnel Committee Chair shall serve as the Academic Senate representative to the Advisory Committee For Employee Development (ACED).

Section 7.02 Ad Hoc Committees

- A. Through discussion and the vote of the Senate an ad hoc committee can be created.
- B. All ad hoc committees are responsible to the Senate.
- C. Appointments of members to an ad hoc committee shall be made by the Senate.
- D. The scope and timeline for the ad hoc will be determined by the Senate.
- E. It is the duty of the ad hoc committee to update the Senate. Updates from the committees need to be agendaized.

Section 7.03 Nominating Committee Membership

- A. The nominating committee shall consist of either the active Senate President or the active Senate Vice President (depending on the election year) and 3-4 faculty who volunteer to help with the elections.
- B. The Chair of the nominating committee shall be the President (odd Spring semester) or Vice President (even Spring semester) of the Senate.
 - a. If the President or Vice President is unable to serve in their assigned election year the following plan will be enacted:
 - I. In the odd Spring semester, the Treasurer will chair the nominating committee in place of the President
 - II. In the even Spring semester, the Secretary will chair the nominating committee in place of the Vice President
- C. The 3-4 faculty members shall come from the Skyline College Faculty.
 - a. Faculty members serving shall be from different divisions
 - b. The nomination committee chair will ensure there is diverse representation and perspective.
- D. The nominations for President, Vice President, Secretary, Treasurer, Chair of Curriculum Committee, Chair of Educational Policy Committee, Chair of Professional Personnel Committee, division senators, adjunct senators and the at-large CTE Senator shall be made by the nominating committee.

Section 7.04 Nominating Committee Responsibilities and Procedures

- A. The nomination committee shall be formed at the beginning of November through a campus wide call for service, from the Nomination Committee Chair, to all Skyline College faculty.
- B. The Nomination Committee Chair will request an updated count of divisional full-time faculty from the Office of Instruction.
- C. Once formed, the nomination committee will review/verify the number of divisional senator allotments.
- D. At the December division meetings, the nomination committee members will inform faculty of the upcoming Academic Senate elections; including the open executive officer, standing committee chair, and Senator (Adjunct, CTE, Division)

positions up for election.

- E. The call for nominations will take place in February through a campus wide call for service, from the Nomination Committee Chair, to all Skyline College faculty.
- F. The nomination committee will compile all nominations into a formal Senate ballot by the end of March.
- G. The nomination committee will report the nominees and the ballot to the Senate, for certification, at the first meeting in April.
 - a. Additional nominations may be made from the floor after the Senate accepts the nominating committee's report.
- H. The formal election will take place in April after the Senate certifies the ballot.
 - a. Eligible faculty will receive an individual ballot via an email from the nomination committee.
 - b. They will be given a minimum of 2 weeks in April to cast their vote.
- I. After the elections window has closed, the nomination committee will calculate and verify the results in order to produce a report for the Senate.
- J. The nomination committee chair will be placed on the agenda of the first Senate meeting in May to report the election results.

Article VIII. Senate Processes and Procedures

Section 8.01 Meetings

- A. The President shall determine the time and place of all regular meetings.
- B. A regular meeting of the Senate shall be held at least once every month during the academic year.

- C. An agenda for each Senate meeting will be posted according to the regulations of the Brown Act.
- D. Agendas may be amended with a majority affirmative vote at the beginning of the meeting.
- E. A special meeting shall be called by the President upon request from a majority of the Senate.

Section 8.02 Quorum

- A. Senate meetings shall require a quorum of the membership to vote on action items.
- B. A quorum shall consist of a simple majority of the elected senators (Division, Adjunct, CTE).

Section 8.03 Rule of Order

- A. Robert's Rules of Order shall be used as the primary reference on questions of parliamentary procedure.
- B. The parliamentarian may consult other sources if the primary references are not sufficient.

Section 8.04 Voting

(A) Executive Officers

- 1. The President is a non-voting member except in the case of a tie.
- 2. The Vice President, Secretary, and Treasurer each have one vote with no proxy voting allowed.
- 3. The Past President is a non-voting member.

(B) Division Senators

- 1. Each division may elect up to the number described in Article III, Section 1, A.
- 2. Each division senator will have one vote.
- 3. No proxy voting is allowed.

(C) Adjunct and CTE Senators

- 1. Each adjunct and CTE senator will be allowed one vote.
- 2. No proxy voting is allowed.

(D) Standing Committee Chairs

- 1. Standing Committee Chairs are non-voting members of the Senate.

(E) Advisory Members

- 1. Advisory members are non-voting members of the Senate.

(F) Method for Voting

1. Voting members (Vice President, Secretary, Treasurer, Division Senators, Adjunct Senators, and CTE Senators) get a card from the Secretary at the beginning of every meeting. Each voting member holds up the card to vote. The secretary counts the cards to tally the vote totals.

Article IX. Appeals

The decision of any Senate committee or officer may be appealed to the Executive Committee.

Article X. Senate Appointments and Removals

- A. The Senate shall make all faculty appointments to college and/or district participatory governance committees, task forces, or other groups dealing with academic and professional matters. Senate appointees to such committees shall report regularly to the Senate.
- B. Failure to attend meetings may result in Senate removal from committee or office. The criteria and procedures for removal are specified in Senate rules.

Article XI. Adoption and Amendments to Constitution & Bylaws

Section 11.01 Adoption

- A. The Constitution shall be adopted if approved by a simple, affirmative, majority vote of the Electorate.
- B. The By-laws shall be adopted if approved by a simple, affirmative, majority vote of the Academic Senate.

Section 11.02 Amendment

- A. The Academic Senate shall have the power to amend its Constitution by a simple majority affirmative vote of the Electorate.
- B. The Academic Senate shall have the power to amend its bylaws by a simple majority affirmative vote of the Senate.
- C. Any Amendment to the Senate constitution or by-laws must be communicated to the electorate within 7 days of adoption.