

**Columbia College**  
**Academic Senate By-Laws**

1. The President, Vice-President/President-Elect, Curriculum Committee Chair and Representative-at-Large shall be elected by a majority vote of the electorate. Guidelines for conducting elections are outlined in the Elections Policies and Procedures document. New officers take office the day after graduation.
2. Part-Time Faculty Representatives will be elected by a vote of all active Part-Time Faculty. In the event that three nominations are not collected, the President shall call a special election to fill the vacancies for unexpired term of office. For the purposes of the Columbia College Academic Senate, ‘active Part-Time Faculty’ are defined as those faculty *scheduled* to work one out of three semesters per year. Guidelines for conducting elections are outlined in the Elections Policies and Procedures document.
3. The Part-Time Faculty Senate Executive Representative shall be the Part-Time Faculty Representative candidate that receives the most votes for those candidates running for the Senate Executive Representative position.
4. The Curriculum Committee shall nominate one or more candidates for Curriculum Committee Chair from the current voting membership of the committee or a past member who has served a complete three-year term. These nominations shall be forwarded to the Elections Officer within the time-frame outlined in the Elections Policies and Procedures document.
5. The Yosemite Faculty Association (YFA) Member-at-Large from Columbia College shall be elected pursuant to the Yosemite Faculty Association’s Bylaws.
6. The duties of the Academic Senate President (one-year term) shall be to chair meetings; work collaboratively with classified personnel to prepare, review, and distribute agendas and minutes prior to the meetings; oversee the minimum qualifications equivalency process; to make necessary appointments and to act as liaison between the CC faculty, MJC Academic Senate Executive, the Board of Trustees, the District Chancellor, the College President and other College.
7. The Vice-President/President-Elect (one-year term) shall assume the duties of the President in the absence of the President, shall serve as President beginning one year after their election on the first day of summer session, shall be a representative on the College Council, and coordinate a monthly newsletter
8. The Senate-of-the-Whole and Senate Executive shall each meet a minimum of seven times in an academic year, approximately once per month during the Fall and Spring semester.
9. The agenda of both the Senate-of-the-Whole and the Academic Senate Executive meetings shall be distributed to the members of the electorate at least 72 hours prior to the date of the meeting and to other people upon request. Minutes of the previous meeting and supporting documents for action items, such as resolutions, will accompany the agenda.

10. A quorum for conducting the business of Senate-of-the-Whole shall be those members of the electorate present at the meeting. A quorum for conducting the business of the Academic Senate Executive shall be four.
11. Representation on college or Academic Senate committees, councils, inter-campus groups, District and State committees will come from the Senate-of-the-Whole.
12. Representation for all committee and council vacancies shall be solicited in the spring of the preceding academic year by the Vice President/President Elect. During the course of the year, the President shall continue to solicit volunteers for committee and/or council positions or vacancies that arise. The President shall make appointments subject to approval by the Senate Executive.
13. Policies and procedures regarding the function and membership of Academic Senate Committees are created, reviewed, and updated by the Academic Senate Executive and/or an appointed ad hoc committee and approved by the Academic Senate Executive. These committees must report regularly to the Senate-of-the-Whole, for example by newsletter. The specific Academic Senate committees and governance councils, including functions and duties, are described in The Governance and Committees Handbook.
14. In the event that the President wishes to serve a second term, both the Vice-President /President-Elect and the Past President must also agree to serve second terms. A resolution authored by the three officers must be approved no later than the last meeting of the fall semester.
15. The President may serve a maximum of two consecutive one-year terms.
16. Officers may hold only one Academic Senate officer position at any given time.
17. Resignations or requests for leaves of absence from an office must be submitted in writing to the Academic Senate Executive. In the event of resignation or leave of absence of any officer (with the exception of the President), the President shall call a special election to fill the unexpired term of office. In the event of resignation or leave of absence by the President, the Vice President/President Elect will fill the unexpired term of office.
18. If the Past President is unable to serve, the Academic Senate President may appoint any former Past President subject to approval by the Senate Executive.
19. Any officer may be subject to removal from office, as follows:
  - a. A recommendation for removal from office may be moved by a voting member of the Senate-of-the-Whole through the resolution process.
  - b. If the resolution passes, a two-thirds vote of the electorate is then needed to remove the officer.
  - c. In the event of removal, except in the case of the President, a special election shall be held to fill the unexpired term.
  - d. If the President is removed from office then the Vice President assumes the Presidency and a special election shall be held to fill the Vice President position.

20. All Academic Senate and Senate Executive business shall adhere to the Brown Act.
21. Senate-of-the-Whole and Senate Executive meetings shall be run by Robert's Rules of Order, supplemented by the resolution process as described in the Resolution Guidelines & Procedures.
22. All official Academic Senate documents (including those on the Internet) shall include adoption and revision dates.
23. The number of votes cast shall be used to determine the passage or failure of a proposition or the results of an election. Abstentions are not votes and therefore have no impact on the number of votes cast. Votes requiring a two-thirds supermajority for passage shall be of the entire electorate.
24. Academic-Senate-of-the-Whole: Constitutional and By-Laws' revisions; impeachment; election of officers; approval of all documents relating to District policy that is legally under the purview of the Academic Senate; approval of College policy proposed by the Academic Senate; approval of Academic Senate policies and procedures.
25. Academic Senate Executive: Committee assignments, policies and procedures regarding the function and membership of Academic Senate committees; drafting the following: Academic Senate goals, resolutions, Academic Senate policy, recommendations to the administration and the District and College Councils; acceptance of resignation or leave of absence of any senate officer.