

# EAST LOS ANGELES COLLEGE FACULTY ACADEMIC SENATE BYLAWS

Revised: May 28, 2024

## Section A. Voting Units

Voting units shall consist of recognized departments to provide a broad and varied basis for representation in the Senate. Each of the following departments shall have independent Senate representation:

Administration of Justice	Communication Studies	Math
Allied Health	Computer App & Office Tech	Media Arts and Technologies
Anthropology/Geography/Geology	Counseling	Music
Architecture	Dance	Nursing
Art	Engineering & Technologies	Philosophy
Automotive Technology	English	Physics
Business Administration	Global Languages and	Psychology & Addiction
Career and Continuing Education	Cultures	Studies
Chemistry	Journalism	Respiratory Therapy
Chicana/o Studies	Kinesiology	Public Safety Affiliation (PSA)
Child, Family & Education Studies	Library	Social Sciences
Child Development Center	Life Sciences	Theater Arts

Additional voting units consist of the following constituencies:

- Adjunct Faculty
- Chairs Council
- Curriculum Committee
- Learning Assessment Committee
- Non-represented Faculty
- Professional Development Committee
- Southeast Campus (SGEC) College Council

Clause 1. Each unit, except for the Adjunct Faculty unit, shall be represented by one Senator. Eligibility for all units, except for the Adjunct Faculty unit, shall be restricted to full-time (regular and probationary) faculty members.

Clause 2 The part-time adjunct faculty shall be represented by two Senators. Senator eligibility shall be restricted to part-time adjunct faculty members who are able to attend Senate meetings, do not hold a full-time faculty or administrative position at the college, and are on a discipline seniority list. Adjunct faculty with seniority who are temporarily serving in a limited full-time faculty position are also eligible to serve as an Adjunct Faculty Senator.

## Section B. Elections

Clause 1. Elections for senators and officers will be held in the spring semester of odd years.

Clause 2. The Elections Committee.

1. The Elections Committee shall be responsible for elections of the part-time Adjunct Faculty Senators, the Non-represented Faculty Senator, and the Senate Officers, including recall elections. The Elections Committee shall be reestablished no later than the last meeting of the fall semester preceding the spring elections. At this time, the Senate shall select a committee chair and additional committee members. The Elections Committee is open to

all faculty, but it shall be chaired by a Senator. Members of the Elections Committee shall be ineligible to run for Adjunct Faculty Senator, Non-represented Faculty Senator, or Senate office. The Elections Committee members shall maintain neutrality in all election procedures and campaigns, such as not engaging in recruitment of individual candidates.

2. The Elections Committee shall forward officer nomination forms and elections procedures for Senate approval by the second Senate meeting of the spring semester. This recommendation shall include requirements for candidate statements, an election timeline, the structure of potential candidate forums, and noticing of these procedures.

Clause 3. The Senate President shall inform voting units of the election of Senators by the first meeting of the spring semester of election years.

Clause 4. Election of Adjunct Faculty Senators.

1. The Adjunct Faculty Voting Unit shall elect its Senators by the second Senate meeting of March of odd years. During the first week of the spring semester, the Chair of the Elections Committee, with the assistance of the Senate President, will send an election announcement with the self-nomination form attached via the all-faculty email distribution list (#-ELAC Faculty List) or, if available, a part-time adjunct faculty distribution list. The self-nomination form shall include instructions for providing a brief candidate statement. Nominations will close at the end of February.
2. Following the closing of nominations, the Elections Committee shall verify the eligibility of the nominees, as specified in the constitution and bylaws. The Chair of the Elections Committee, with the assistance of the Senate President, will disseminate candidate statements via the all-faculty email distribution list or, if available, a part-time adjunct faculty distribution list.
3. The election of the Adjunct Faculty Senator(s) shall be conducted by electronic ballot for a full week in March. All eligible nominees' names will appear on the ballot. All part-time adjunct faculty members are eligible to vote.

Clause 5. Election of Non-represented Faculty Senator.

1. The Non-represented Faculty Voting Unit shall elect its Senator by the second Senate meeting of March of odd years. Non-represented Faculty shall include any full-time faculty on full reassignment and ineligible to vote in departmental elections.
2. By the end of the first week of the spring semester of odd years, the Senate President will provide a list of eligible Non-represented faculty to the Chair of the Elections Committee, who will then email eligible Non-represented faculty informing them of the need to elect their Senator for the upcoming two-year term. The Chair of the Elections Committee will send out a notice to all eligible Non-represented faculty requesting nominations to serve as the Non-represented Faculty Senator with nominations to be submitted with sufficient time to conduct the election via electronic ballot before the second Senate meeting in March. All Non-represented faculty members are eligible to vote.
3. The Elections Committee Chair will notify the Senate President of the results of the voting no later than the second meeting in March.

Clause 6. Election of Department/Voting Unit Senators.

Departments/voting units shall elect by majority vote one full-time faculty member to serve as its Senator at a meeting or by ballot by the second Senate meeting in March of odd years. The Senate

President shall prepare a form on which each department/voting unit shall notify the Senate of its choice of Senator, and, if it so chooses, its Alternate Senator(s).

Clause 7. Senators-elect shall be invited to attend all remaining meetings of the Senate as non-voting observers through the end of the spring semester and will take office on the first day of July following the election.

Clause 8. Election of Officers.

1. The Elections Committee shall open the call for nominations at the second meeting in March of election years. Senators-elect shall be notified that they are eligible for all offices other than the President. Eligibility for the office of the President is specified in the constitution. All other officer nominees must be continuing senators or senators-elect to be eligible to run for office. Nominations shall be closed two weeks prior to the election of officers. If there is an office for which there are no nominees, the Academic Senate may approve a motion to reopen nominations for a period of one week. Following the close of nominations, the Elections Committee shall publicize nominees and the elections procedures. If, at the start of the meeting when the elections are held, there is an office for which there are no nominees, the Academic Senate may approve a motion to reopen nominations if at least 2/3 of the members present agree, after which nominations from the floor can be entertained.
2. Election of Officers shall be conducted at the second meeting in May.
3. Officers shall assume responsibilities on first day of July following the election.
4. In the event of a vacancy, the Elections Committee shall act expeditiously to hold an election to fill the vacancy, using the aforementioned process as a guide.

### **Section C. Duties of Officers**

Clause 1. The duties and responsibilities of the President shall be to:

1. Preside over all meetings of East Los Angeles College's Academic Senate and Senate Executive Committee.
2. Serve as the principal spokesperson of East Los Angeles College's Academic Senate and advocate for faculty in academic and professional matters. Engage in official correspondence primarily with faculty and administrative leadership at the college, district, and state-wide levels.
3. Initiate and lead the development of proposed policies for consideration by the Academic Senate, Senate Executive Committee, District Academic Senate, and the Executive Committee of the District Academic Senate.
4. Call special meetings of the Academic Senate as needed.
5. Serve as an ex-officio member on all committees of the Academic Senate.
6. Meet regularly with the college president and the vice presidents and other administrative staff as needed.
7. Serve as an Academic Senate representative on the East Los Angeles College Shared Governance Council (ESGC) and various key shared governance and strategic planning committees.
8. Serve on the District Academic Senate and the Executive Committee of the District Academic Senate.
9. Serve as the voting delegate to the Academic Senate of the California Community Colleges, unless the Senate appoints a representative in the President's place.
10. Notify members of the Academic Senate and faculty of the time, place, and agenda of all regular and special meetings of the Academic Senate.
11. Prepare Senate agenda and distribute with draft minutes and other meeting materials prior

- to each Senate meeting in accordance with the Brown Act.
12. Ensure the effective participation of faculty in the development of institutional policy.
  13. Work with the AFT Faculty Chapter President in the joint development of institutional policy.
  14. Participate on and/or appoint senate representatives to selection committees to fill administrative positions.
  15. Appoint faculty to Academic Senate Committees and to college and district-wide committees, unless otherwise specified in these bylaws.
  16. Participate, as permitted by policy, in the evaluation of staff and administrators.
  17. Develop the calendar for Senate meetings for the upcoming academic year and reserve a facility for these meetings by the end of the spring semester.
  18. Maintain electronic copy of minutes on Academic Senate SharePoint or other electronic storage method.
  19. Coordinate the development of Senate goals through the Committee Self- Evaluation and Annual Update Plan and distribute them to all Senators and faculty.
  20. Assist the Senate Officers in the performance of their duties, as necessary.
  21. Collaborate with faculty coordinators whose work aligns with academic and professional matters.
  22. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

Clause 2. The duties and responsibilities of the First Vice President (Vice President of Policy) shall be to:

1. Consult and assist the President in the development of policy proposals and Senate correspondence, and review of policies related to the Academic Senate.
2. Serve on one or more institutional planning committees, which may include the Budget Committee, co-chairing when supported by a majority of faculty serving on those committees.
3. Perform the duties of the President as assigned by the President or when the President is unable to perform those duties and serve on various campus committees as necessary to fulfill this responsibility.
4. Attend all Academic Senate and Senate Executive Committee meetings.
5. Serve as one of the Senate's representatives on the District Academic Senate.
6. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

Clause 3. The duties and responsibilities of the Second Vice President (Vice President of Communications) shall be to:

1. Prepare an annually updated record of all Senate committee memberships, Senate representatives on college committees, and terms of office.
2. Assist chairs of Academic Senate committees when procedural questions arise.
3. Oversee and facilitate use of the Faculty Center.
4. Provide support for workshops and seminars on Senate-related topics as needed.
5. Create and maintain a Senate newsletter/website and/or circulate informational updates to the Senators and/or faculty as needed, including distributing the list of meeting dates to the Academic Senate.
6. Perform the duties of the President as assigned by the President or when the President or the First Vice President is unable to perform those duties. Serve on various campus committees as necessary to fulfill this responsibility.
7. Attend all Academic Senate and Senate Executive Committee meetings.
8. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

Clause 4. The duties and responsibilities of the Secretary shall be to:

1. Record the attendance and take the minutes of each Academic Senate meeting, distributing a draft copy of those minutes to the executive officers within ten days in the same format that has been used by the Academic Senate.
2. Provide final draft of the minutes to the Senate President in advance of the next Senate meeting.
3. Submit to the Senate President and the Second Vice President, at a mutually agreed upon time, a final copy of the minutes approved at the previous Senate meeting so that the Second Vice President may post the approved minutes on the Academic Senate Website.
4. Maintain/update Senate membership roster and schedule of meetings for posting on the Senate website by the Second Vice President.
5. Attend all Senate meetings and Senate Executive Committee meetings. (If an emergency occurs and the Secretary cannot attend a Senate meeting or prepare the minutes, the Secretary shall notify the President as soon as possible.)
6. Prepare attendance reports for faculty flex credit and reporting.
7. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

Clause 5. The duties and responsibilities of the Treasurer shall be to:

1. Proactively remind faculty members to pay their Academic Senate dues.
2. Promote the use of automatic payroll deduction for paying Academic Senate dues. Work with the ELAC Foundation to facilitate this process.
3. Maintain the Academic Senate checking account and distribute funds including processing expenditures as directed by the Senate President and/or Senate Executive Committee.
4. Prepare and distribute a Treasurer's Report to the Senate at a minimum of twice each semester.
5. Serve as Senate liaison to the ELAC Foundation and the Fiscal Office pertaining to Senate Scholarships and the Scholarship timeline. Maintain contact with the academic departments to determine the recipients of the Senate scholarships. Arrange with the ELAC Foundation to disburse the checks for these scholarships.
6. Attend all Senate meetings and Senate Executive Committee meetings.
7. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

Clause 6. The duties and responsibilities of the Parliamentarian shall be to:

1. Act as advisor to the President and the Academic Senate on rules of order.
2. Maintain the official copy of the Constitution and Bylaws, and have it available for reference at all Academic Senate meetings.
3. Serve as chair of the Senate's Constitution and Bylaws Committee.
4. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.
5. Serve as a non-voting officer of the Senate unless they are also a Senator.

Clause 7. The duties and responsibilities of the Past President shall be to:

1. Advise the Senate President, as requested.
2. Serve as a resource on Senate history.
3. Perform other duties as assigned by the Senate Executive Committee or by the Academic Senate.

## **Section D. Senate Executive Committee**

Clause 1. The duties and responsibilities of the Senate Executive Committee shall be to:

1. Assume the duties of the Academic Senate after the last Senate meeting of the regular semester through the start of the subsequent semester or at other times authorized by the Senate.
2. Prepare recommendations for consideration by the Academic Senate on academic and professional matters, such as the faculty hiring policy.
3. Assist the Academic Senate President with the following duties:
  - a. Setting the agendas of Academic Senate and Senate Executive Committee meetings.
  - b. Preparing the Program Review and Annual Update Plans for the Academic Senate.
  - c. Other duties as needed.

Clause 2. In the official minutes, the Senate Executive Committee may also be referred to as the Senate Exec.

## **Section E. Committees**

Clause 1. List of Academic Senate Committees:

- Chairs Council
- Committee on Academic Freedom and Ethics (CAFÉ)
- Constitution and Bylaws Committee Curriculum Committee
- Distance Education Committee
- Elections Committee
- Global Education and Engagement Committee (GEEC)
- Information Technology Faculty Advisory Committee (ITFAC)
- Learning Assessment Committee (LAC)
- Legislative Liaison Committee
- Professional Development Committee
- Senate Executive Committee

Clause 2. The position of chair of an Academic Senate committee shall be open to all faculty members and selected by the members of the committee with exception of the Chairs Council, Constitution and Bylaws Committee, Curriculum Committee, Elections Committee, Professional Development Committee, Senate Executive Committee, Learning Assessment Committee, and Legislative Liaison Committee.

Clause 3. List of Committees with Academic Senate Representatives:

Accreditation Steering Committee  
Budget Committee  
Educational Planning Subcommittee (EPSC)  
ELAC Shared Governance Council (ESGC)  
Facilities Planning Subcommittee (FPSC)  
Faculty Hiring Prioritization Committee (HPC)  
Fourth Attempt Committee  
Graduation Committee  
Grants Committee  
Loss of Priority Enrollment Committee  
Professional Growth Committee  
Program Review and Viability Committee (PRVC)

Public Art Committee  
Southeast Campus (SGEC) College Council  
Standing Student Grievance Committee  
Strategic Planning Committee (SPC)  
Student Equity and Achievement Program Advisory Committee (SEA-PAC)  
Technology Planning Subcommittee (TPSC)  
Transfer Committee

Clause 4. The Senate President shall recommend Senate Representatives to District committees with the exception of the District Academic Senate (DAS) whose ELAC Senate representatives are the Senate President, Senate First Vice President, and two other faculty members elected by the Senate, consistent with the DAS Constitution and Bylaws.

Clause 5. The Second Vice President shall maintain a list of committees and of Senate membership on committees.

Clause 6. The Senate President shall make appointments to the aforementioned committees subject to approval by the Senate, with the exception of HPC, DAS, and Curriculum Committee positions that require election by the Senate.

Clause 7. Unless specified elsewhere by official action of the Senate, committee appointments are approved by the Senate of odd numbered years to begin in the fall semester.

Clause 8. Length of committee service shall be two years with the exception of four years for DAS representatives and six years for Curriculum Committee.

## **Section F. Meetings**

Clause 1. Regular Senate meetings shall be held on the second and fourth Tuesday of each month during the semester. This schedule may be altered by a simple majority of the Senate.

Clause 2. After conferring with the Senate Executive Committee, the Senate President may call special meetings of the Academic Senate.

Clause 3. The minutes of each meeting shall be reviewed and approved with modifications, if necessary, at the following meeting.

Clause 4. General faculty meetings are to be announced two weeks prior to the meeting. The President shall send these notices, along with the date, time, and a proposed agenda, to the all-faculty email distribution list at least two weeks prior to the meeting.

Clause 5. Each Senator shall make every effort to attend Senate meetings or have the Alternate Senator attend in their place. Absences from three consecutive meetings will render the department/unit seat vacant.

Clause 6. Items from the Floor shall be an agenda item at regular Senate meetings when requests are made during the approval of the agenda.

## **Section G. Vacancies**

Clause 1. The Senate seat of an eligible unit shall be declared vacant when, in the absence of Alternate representation, the Senator:



1. resigns from the Senate.
2. accepts a leave of absence of any kind for one semester or longer
3. separates from the department/unit or College
4. is recalled by area of representation.
5. misses three consecutive Senate meetings.

Clause 2. Unfilled Senate vacancies shall not count when determining quorum.

Clause 3. Vacancies resulting from absences shall be considered filled upon the return of the Senator or Alternate. The Secretary will alert the President of a Senator's consecutive absences. When this concerns a department Senator, the President will notify the department chair and request that the vacancy be filled. Continued absence may result in the removal of the Senator by their department, to be replaced by another member of the department.

Clause 4. If a position of an elected Part-time Faculty Senator is vacant, that position will be assumed by the candidate with the next most votes. In the event that none of the runners-up can assume the responsibilities of the position, the Academic Senate President shall appoint an eligible Part-time Faculty Senator for the remainder of that term with the approval of the Senate.

Clause 5. If the position of the elected Non-represented Faculty Senator is vacant, that position will be assumed by the candidate with the next most votes. In the event that none of the runners-up can assume the responsibilities of the position, the Academic Senate President shall appoint an eligible Non-represented Faculty Senator for the remainder of that term with the approval of the Senate.

Clause 6. Senate Officer positions shall be considered vacant when, at a Senate meeting, the Senate is notified that the officer:

1. resigns from the Senate through an official notification received at a Senate meeting.
2. accepts a leave of absence of any kind for more than one semester.
3. is recalled by the Senate.
4. misses three consecutive Senate meetings.

Clause 7. Upon notification of the vacancy of a Senate Officer position, with the exception of the Presidency, the Senate will refer the matter to the Elections Committee. Filling the vacancy of the Senate Presidency shall follow the succession outlined in the Constitution. In the event that succession has been exhausted, the Senate shall refer the matter to the Elections Committee.

Clause 8. A Senator or Senate Officer who fills a vacancy will serve for the remainder of the unexpired term.

## **Section H. Recall of Senate Officers**

Clause 1.

An election for the recall of a Senate Officer shall be held upon written request of twenty-five percent of the full-time faculty or upon written request by a simple majority of the Senate.

An election for the recall of a Part-time Faculty Senator shall be held upon written request of twenty-five percent of the part-time faculty or upon written request by a simple majority of the Senate.

An election for the recall of a Non-represented Faculty Senator shall be held upon written request of twenty-five percent of the non-represented faculty or upon written request by a simple majority of



the Senate.

Clause 2. Written requests for recall elections shall be reported as an Item from the Floor and automatically referred to the Elections Committee and not subject to approval by the Senate.

Clause 3. The Elections Committee, excluding any Senate Officers potentially subject to recall, will verify the written request is valid and report its findings within two meetings of the Senate.

Clause 4. A valid written request for a recall election will result in a Notice of a Recall Election at the next Senate meeting with the recall election scheduled for the following Senate meeting.

Clause 5. Balloting for the recall election shall be conducted by the Elections Committee following the same procedures used for the elections of officers. Removal of a Senate Officer in a recall election shall require two-thirds of the Senate membership.

### **Section I. Finances**

Faculty dues may be revised at any time during the academic year to maintain the integrity of the Senate's scholarship fund. Proposed increases in dues shall be noticed at the meeting prior to approval.

### **Section J. Review of Constitution and Bylaws**

Clause 1. The Senate will conduct a review of the Senate Constitution and Bylaws at least every four years.

Clause 2. Amendments to the bylaws may be proposed by any voting member of the Senate. A majority vote of all Senators shall be necessary for adopting proposed amendments.

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