

Sierra College Academic Senate Bylaws

Spring 2022

Article I: Standing Committees

1. Standing Committees of the Academic Senate include but are not limited to Academic Standards, Academic Support, Career and Technical Education, Curriculum, Distance Learning and Instructional Technology, Educational Effectiveness, Gender Equity, Honors, Natural History Museum, New Legacy, Program Review, Spectrum, and Staff Development.

2. The Senate may alter the number and type of standing committees as specified in the Academic Senate Constitution, Article II, Section 6. 3. The Standing Committees must follow the requirements specified in their individual Purpose, Goals, and Membership statements. These parameters along with the current standing committee's Membership, Agenda, and Recollections should be posted on each standing committee's webpage and on Boarddocs. The Senate shall maintain oversight of standing committees and must approve all changes in standing committee policy.

Article II: Elections

1. If more than one Senator accepts the nomination for an office, the Senate will select its officers by casting ballots either orally or in writing as long as written ballots are marked and tallied in open session and ballots are disclosable public records as specified by the Brown Act.

2. Senate Officers may not share a seat. Senators who are interested in running for office and share a seat with another Senator must arrange for one party to resign in order to run for an office. The Senator who resigns may run for another seat.

3. Vacancies in Senate seats will be filled by interim appointment by the Senate. Positions determined by appointment shall be filled in the next election cycle.

4. Senators serving on shared seats may cast one vote in elections as with all other Senate business: one seat, one vote. If the Senators cannot agree on a vote, they must abstain.

Article III: Officer Duties

1. The Academic Senate President shall:

a. Attend and lead all Academic Senate meetings.

b. Attend state Academic Senate Leadership Institute as funding allows for initial training.

c. Be the official representative for the Academic Senate and the faculty at-large on academic and professional matters.

d. Be in charge of all communication between the Academic Senate and any other person or organization.

e. Be responsible for the preparation for all Academic Senate meetings. Agendas should go out at least 72 hours before meetings in accordance with the Brown Act. Also, this allows Senators and the campus community to be sufficiently prepared for the meeting.

f. Preside and be a voting member of the Academic Senate.

g. Represent the Academic Senate on all major governance committees such as Strategic Council, PARAC, Board of Trustees Meetings, Program Vitality, Faculty Prioritization Committee, Conduct Committee, Statewide Plenary Sessions, and Area A meetings.

h. Meet regularly or when necessary, with the Sierra College President, Vice President of Instruction, and Vice President of Student Services to represent faculty views. Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction and Vice President of Student Services.

2. The Vice-President shall:

a. Attend all Academic Senate meetings.

b. Attend state Academic Senate Leadership Institute as funding allows for initial training.

c. Chair special ad-hoc Senate committees as needed.

d. Aid the President with official communication from the Senate as needed.

e. Represent the Academic Senate on major governance committees such as the Faculty Prioritization Committee, Conduct Committee, and Statewide Plenary Sessions. Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction and Vice President of Student Services

f. Oversee elections. If the Vice President is a candidate in the officer elections, another Senator will be designated to oversee the election.

g. Help maintain Senate website including Standing Committee membership and Senate membership lists.

h. Solicit faculty members to serve on hiring committees, standing committees, college committees, or any faculty appointments needed for campus service.

i. Prepare and distribute the Senate Newsletter each semester.

j. Chair meetings during absences of President.

3. The Secretary shall:

a. Attend all Academic Senate meetings.

b. Attend state Academic Senate Leadership Institute as funding allows for initial training.

c. Assist the President in correspondence and compiling the agenda and recollections.

d. Archive agendas and recollections in accordance with the Brown Act. e. Archive Senate correspondence and records.

f. Publish minutes to campus community and the Senate website in a timely manner.

g. Represent the Academic Senate on major governance committees such as the Conduct Committee as needed.

h. Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction and Vice President of Student Services

4. The Treasurer shall:

a. Maintain a running account of the Senate budget, both district funds and foundation account funds, and Senate physical resources (i.e. computer, etc).

b. Assist the President in reporting budget matters to the Academic Senate.

c. Monitor the use of funds for conferences, workshops, meetings, travel, and off-campus sessions.

5. Academic Senators shall:

a. Attend all Academic Senate meetings.

b. Represent the division for which they are elected as well as the faculty at-large in academic and professional matters.

c. Present issues or concerns to the Academic Senate on any faculty member's behalf.

d. Serve on Academic Senate committees or task forces as assigned by the Academic Senate.

e. Review documents to be discussed prior to meeting to provide feedback on behalf of the faculty.

Article IV: Procedures

1. The Senate will conduct regular meetings with time for public comment each Wednesday from 3:30-5:30 pm and at other times as appropriate and in accordance with the Brown Act.

2. Agenda items may be suggested by any Senator, faculty, staff, or student.

3. The Senate may select a new regular meeting date and time if needed to facilitate participation upon public announcement to the faculty at-large.

4. Senate meetings will function in accordance with the consensus model. Should the Senate fail to attain consensus on a time-sensitive matter, the deadlock may be broken by an 80% vote. To shift to a vote rather than consensus requires a motion and a second, and a vote of 80%.

5. All Senate meetings may be recorded by the Secretary for recollection purposes. These electronic recordings will be deleted once the Recollections are approved by the Senate.

6. The President may modify the agenda to accommodate visitors or urgent issues but only in accordance with the Brown Act.

Article V: Other:

1. The officers will serve on the Conduct Committee as part of their duties and should be contacted by the Conduct Committee in the following order until one can attend said hearing: President, Vice-President, and then Secretary.

2. The Vice President will plan and reserve off-campus sessions and will fund these sessions for reimbursement as agreed upon by the officers.