

Approved Academic Senate of Sierra College Bylaws
May 20, 2026

Articles:

- I. Article I: Authority and Scope
- II. Article II: Procedures
- III. Article III: Voting
- IV. Article IV: Elections
- V. Article V: Officer Duties
- VI. Article VI: Senator Duties
- VII. Article VII: Standing Committees and Other Groups
- VIII. Article VIII: Review and Amendment of Bylaws

Appendices:

- A. Senatorial Agreements
- B. Land Acknowledgements and Commitment to Respectful Dialog
- C. AP 2510 with Board Approved delineation of Academic and Professional Matters (10+1)

Article I: Authority and Scope

1) Foundational Mandate

The Sierra College Academic Senate, hereinafter referred to as “the Senate,” derives its authority from Title 5 (§53200–53206) of the California Education Code, and Assembly Bill 1725. These statutes designate the Senate as the legally recognized representative voice of the faculty in academic and professional matters.

2) Areas of Purview

The Senate’s specific "10+1" areas of purview are explicitly defined in Title 5 and reiterated in Article II, Section 1 of the Senate Constitution. As established in Article II of the Academic Senate Constitution. Namely, the Senate shall provide recommendations to and consult collegially with the District Governing Board or designee regarding 10+1 items.

3) Operational Application (The "10+1")

The practical application of Senate authority, including areas of "Primary Reliance" and "Mutual Agreement," is defined by Board Policy and Administrative Procedure (AP 2510).

4) Participatory Governance

The Senate also participates in the College’s broader participatory governance structure alongside other constituent groups. Participation in general governance does not diminish the Senate’s authority in academic and professional matters.

5) Hierarchy of Governance

These Bylaws serve as the operational procedures of the Senate Constitution, which remains the presiding document for the Senate. The Senate exercises its authority through formal action consistent with these Bylaws, the Senate Constitution, and the Brown Act. taken at duly noticed meetings, Amendments to these Bylaws require the consensus of the Senate.

Article II: Procedures

1) Meeting Days and Times

- a) The Senate will schedule regular meetings in accordance with the Brown Act.
- b) The Senate may schedule special meetings as necessary to address time-critical topics.

2) Agendas

- a) The President will establish agendas for all Senate meetings.
- b) Agenda items may be suggested by any Senator, faculty, staff, or student during a Senate meeting or by contacting the Senate President.
- c) The President may reorder agenda items to facilitate the meeting. Substantive modifications or additions to the agenda during a meeting shall occur only in accordance with the Brown Act.
- d) The appropriate Sierra College Land Acknowledgement and Commitment to Respectful Dialogue (see Appendix B) are included in every agenda and read by the Secretary.

3) Quorum

- a) Quorum shall consist of 50% plus one of the number of currently filled Senate seats.
- b) Quorum must be met before any meeting is called to order.

4) Time Limits

- a) The Senate shall set time limits for agenda items for the purpose of facilitating flow and productivity.
- b) Suggested time limits for Senate agenda items are as follows:
 - i) Public Comments: 2 minutes
 - (1) Public comment during this period is reserved for items not listed on the current agenda.
 - (2) Public comment regarding items appearing on the agenda shall be deferred until the time the item is considered.
 - (3) Members of the public are encouraged to notify the President at the beginning of the meeting of their intent to comment on a specific agenda item so that time may be appropriately managed.
 - (4) At the beginning of each agenda item, the President may provide an opportunity for relevant public comment prior to Senate discussion or action.
 - ii) President's Report: 10 minutes
 - (1) Only clarifying questions and requests to add topics to a future agenda are permitted.
 - iii) Senator, Student Senator, Committee Chair, and Coordinator Reports: 5 minutes
 - iv) Visitor Presentations: 15 minutes
 - (1) Visitor presentations should include a brief period for clarifying questions and appreciations.
 - v) Discussion Items: 30 minutes
 - (1) At 20 minutes, the Senate should shift discussion to explore opportunities and identify tasks to advance towards consensus action in the next meeting.
 - vi) Action Items: 5 minutes
 - (1) Actions are taken at the conclusion of a consensus reaching process and thus brief. If additional time is needed the item should be returned to discussion.

5) Time Limit Extensions

- a) The President may extend the time for a given topic by a specified amount of time.
- b) Time limits may be extended only for presentations, reports, and discussions.
- c) Time limits should only be extended for urgent matters of broad concern for the College.

6) Supplemental Guidance

- a) The Senate may maintain supplemental guidance documents, such as handbooks, or procedural guides, to support its operations and provide additional detail beyond these Bylaws.

- b) The procedures outlined in these Bylaws establish general frameworks for Senate operations. Specific timelines, sequencing, and implementation details may be adapted as needed, provided such adaptations remain consistent with the Senate Constitution and these Bylaws.
- c) Such documents are advisory in nature and may be updated as needed without formal amendment to these Bylaws.
- d) In the event of a conflict, these Bylaws shall prevail.

7) Summer Operations

- a) The Senate may engage in essential business during the time period between the last meeting of the Spring semester and the first meeting of the Fall semester via alternate protocols.
- b) Matters of essential Senate business include:
 - i. Summer hiring committee appointments;
 - ii. Appointment recommendations for 10+1 related summer work; and
 - iii. Academic and professional matters which emerge during summer and require resolution prior to the second week of the Fall semester.
- c) The Senate President makes decisions and recommendations on behalf of the Senate during the summer period.
 - i. Hiring committee appointments will be made on a first-to-apply basis after checking anti-bias training requirements.
- d) Recommendations regarding summer 10+1 work appointments and emergency matters shall be made after reasonable efforts to obtain input from key faculty stakeholders and available Senators in a manner consistent with applicable open meeting requirements.
- e) The Academic Senate Vice President shall conduct Senate summer business should the President be unavailable.

Article III: Voting

1) Consensus Voting

- a) For almost all matters, Senate voting follows the consensus model.
- b) Consensus Model Defined
 - i) For purposes of Senate voting, consensus is defined as the absence of any thumbs-down votes and the presence of a majority of thumbs-up.
 - ii) The Senate's consensus model of deliberation begins with an assumption of divergent views and proceeds through dialogue toward clarity, shared understanding, and broadly supported action.
- c) For a motion to carry, it must receive only thumbs-up and thumbs-sideways votes.
 - i) A majority of votes cast must be a thumbs-up ("yes") for a motion to carry.
 - ii) A motion cannot be approved by a majority of thumb-sideways votes, since this majority would not indicate strong support.

2) Voting Procedures

- a) The Senate votes on motions made and/or disclosed in meetings by casting one of the following three votes:

- i) A thumbs-up is a yes vote.
 - ii) A thumbs-down is a no vote, which results in the motion failing for consensus votes
 - iii) A thumbs-sidewise means “I can live with it.”
 - (1) It is important to note that a sideways thumb indicates agreement enough to approve the motion, not abstention.
 - b) Each Senate Seat is entitled to one vote.
 - i) Senators sharing a seat shall decide how to cast that vote.
 - ii) If the Senators sharing the seat cannot agree on a vote, they must refrain from voting.
 - iii) A shared seat that does not cast a vote shall be treated as an abstention and shall not count toward votes cast.
 - c) Results of Senate votes shall be disclosed in the meeting minutes.
- 3) Suspension of Consensus Voting
- a) If the Senate is unable to reach consensus on a matter requiring timely action, the Senate may consider invoking an alternative voting procedure. A matter shall be considered *time-sensitive* when delay would:
 - i) result in missed institutional, legal, or accreditation deadline;
 - ii) significantly impede college operations or governance processes; or
 - iii) prevent the Senate from fulfilling its consultative responsibilities within required timelines.
 - b) The Senate may determine that good-faith efforts toward consensus have been exhausted when:
 - i) the matter has been considered at multiple meetings;
 - ii) Senators have had adequate opportunity to raise concerns and propose revisions; and
 - iii) further discussion is unlikely to produce new information or movement toward consensus.
 - c) Invocation of the 80% voting procedure requires a motion, a second, and an affirmative vote of 80% of votes cast by Senators present.
 - d) The decision to invoke the 80% voting procedure rests with the Senate as a whole and shall not be determined solely by the presiding officer.
 - e) In cases where the Senate moves to an 80% vote, the vote shall be recorded by roll call, and all votes shall be either “yes” or “no.”
- 4) Situational Ballot Voting
- a) Officer elections, competitive awards and award nominations, as well as other potentially contested personnel matters (ex. interim Senator appointments) shall be made by casting written ballots, which shall be marked and tallied in open session during a duly noticed meeting.
 - b) Ballots are disclosable public records as specified by the Brown Act.
 - c) Ballots shall be maintained as public records and retained in accordance with applicable District records retention policies.
 - d) The results of ballot voting shall be determined by a simple majority.
 - i) In the case of a tie vote, the Senate will revisit discussion and conduct another vote.
- 5) Prioritization Process Ranked Voting
- i) Prioritization processes, such as the Faculty Hiring Prioritization Process, involve a particular ranked voting process.

- ii) Effective prioritization relies on Senators reviewing the justification materials in advance of discussion.
- iii) Senators review requests for personnel, equipment, or operational expenditures and rank each item individually in terms of perceived priority based on criteria established within the process or by the Senate.
 - (1) Shared Senate positions contribute one ranked vote to the process, ideally by a coordinated and confirmed single ranked vote or by averaging prior to inclusion.
- iv) Each Senator's individual ranking votes are submitted to the Senate Officers or designee for calculation into an overall Senate ranking.
- v) The Senate may, as time permits, engage in discussion of the preliminary ranking to provide additional context, clarify perspectives, or suggest adjustments prior to final approval by the Senate.
- vi) Further discussion and adjustments to the overall Senate ranking may be made in committee during an agendaized discussion followed by a related action item.
 - (1) Such modifications of Senate rankings should only take place in processes of central importance to the Senate, defined as those with significant impact on institutional resource allocation or academic and professional matters, most notably the Faculty Prioritization Process.
 - (2) Approval of final rankings adjusted during committee should be made by motion, second, and consensus vote.
 - (a) If groups of adjustments are approved incrementally throughout the process, a final vote on the overall ranking shall be taken.

Article IV: Elections

- 1) Academic Senator Elections
 - a) Article IV of the Senate Constitution establishes Procedures for the Spring elections of Academic Senators.
- 2) Interim Senator Appointments
 - a) As established in Section 5 of Article IV of the Constitution, the Senate shall seek and appoint replacements for vacant positions as well as leaves of absence.
 - i) A position shall be considered vacant should a Senator resign, be removed, or a position remain unfilled after election.
 - ii) Vacant Senate positions shall be announced to all faculty with encouragement, instructions, and enough time (at least one week) to apply.
 - iii) Faculty interested in an interim Senator appointment must submit a brief letter of interest.
 - iv) Applications shall be reviewed and suitable applicants appointed by the Senate.
- 3) Interim Senator Terms
 - a) Terms for Academic Senators appointed to fill a vacancy or leave of may vary in length and shall last no longer than one year:
 - b) At the conclusion of a leave of absence, the elected Senator will replace the interim appointee.

- c) Interim Senator appointments made to fill a vacancy shall become open positions in the next Academic Senate election cycle.
- 4) Senate Officer Elections
 - a) Elections for open Senate leadership positions will be held annually promptly following the Spring election cycle.
 - b) Officer elections are a three-week process:
 - i) Week 1
 - (1) Nominations for officer candidates will be made during the first agendaized meeting of the three-week process.
 - (2) A Senator who accepts a nomination will draft a candidate statement to be forwarded by the Vice President to Senate membership prior to the next meeting.
 - ii) Week 2
 - (1) The Senate will discuss the statements of officer nominees in a second meeting.
 - iii) Week 3
 - (1) The officer election cycle concludes with official voting during the third meeting.
 - c) The Senate will select its officers by casting written ballots, which are marked and tallied in an open session during an appropriately agendaized meeting. Ballots are disclosable public records as specified by the Brown Act.
 - d) Senate officer positions shall be elected by a majority of yes votes, not by filled by acclamation. If no candidate receives a majority of yes votes, the Senate shall reopen nominations and repeat the election process.
- 5) Officer Eligibility
 - a) Only currently serving Senators are eligible to be nominated as officers. Interim appointees are eligible only if they have been elected or appointed to a full Senate term that extends into the officer term of office.
 - b) The President and Vice President shall not hold a shared Senate seat. Senators who share a seat may be nominated for and elected to either of these roles but must arrange for one party to resign from the shared seat prior to assuming office. The Senator who resigns remains eligible for appointment or election to another Senate seat in accordance with Senate procedures.
 - c) The offices of Secretary and Treasurer may be held by Senators who share a Senate seat.
- 6) Extension of Senatorial Term When Needed to Complete Presidential Term of Office
 - a) To maintain continuity of office, when a President's term as an Academic Senator expires in the middle of their term of office, rather than seeking re-election as a Senator, the term of the President's Senate seat shall be extended by a year to align with the conclusion of the President officer term.
 - b) The President's Senate seat shall be regularly elected in the next election cycle with the usual three-year term.

Article V: Officer Duties

- 1) Coordinating Roles

- a) Although flexibility is encouraged to enable emergent coordination leveraging individual strengths, the Senate has established the following basic responsibilities aligned with officer roles.
- 2) The Academic Senate President shall:
- a) Attend and facilitate Senate meetings.
 - b) Be responsible for the preparation for all Senate meetings.
 - c) Post and distribute agendas to the campus community at least 72 hours in advance of meetings to ensure compliance with the Brown Act.
 - d) Preside and be a voting member of the Senate.
 - e) Be the official representative for the Senate and the faculty at large on academic and professional matters.
 - f) Oversee all communication between the Senate and any other person or organization.
 - g) Represent the Senate on major governance bodies, including the Board of Trustees, Strategic Council, the Presidential Equity Advisory Committee, PARAC, Program Vitality, Faculty Prioritization Committee, and the Student Conduct Committee, and participate in associated meetings and hearings.
 - 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 and Senate interests.
 - i) Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction, and Vice President of Student Services.
 - j) Communicate with the ASCCC and attend key meetings such as the plenary sessions and Area A meetings.
 - k) Engage in professional development, such as the ASCCC Faculty Leadership Institute, to prepare for or grow further related to the role (as funding allows).
- 3) The Vice President shall:
- a) Attend Senate meetings.
 - b) Facilitate meetings during absences of President.
 - c) Assist the Senate President in preparing for meetings.
 - d) Be a voting member of the Senate.
 - e) Aid the President with official Senate communication and faculty advocacy as needed.
 - f) Assist the Senate President in representing the Senate on major governance committees when available or needed.
 - g) Chair special ad-hoc Senate committees as needed.
 - 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 and Senate interests.
 - i) Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction, and Vice President of Student Services.
 - j) Oversee elections of Academic Senators as well as Academic Senate Officers
 - i) If the Vice President is a candidate in an election, the Senate will designate another Senator to oversee the election.
 - k) Help maintain Senate website including Standing Committee membership and Senate membership lists.

- l) Solicit faculty members to serve on hiring committees, standing committees, college committees, or any faculty appointments needed for campus service.
 - m) Engage in professional development, such as the ASCCC Faculty Leadership Institute, to prepare for or grow further related to the role (as funding allows).
- 4) The Secretary shall:
- a) Attend Senate meetings.
 - b) Assist the President with correspondence and meeting preparation, particularly as related to distributing meeting recollections.
 - c) Publicly post Senate recollections and other official documents in accordance with the Brown Act.
 - d) Represent the Senate on major governance committees, such as the Conduct Committee, as needed.
 - e) Attend the bi-weekly Standing Leadership meeting with the President, Vice President of Instruction, and Vice President of Student Services.
 - f) Engage in professional development, such as the ASCCC Faculty Leadership Institute, to prepare for or grow further related to the role (as funding allows).
- 5) The Treasurer shall:
- a) Maintain a running account of the Senate budget, both district funds and foundation account funds, and Senate physical resources (e.g., computer).
 - b) Provide updates and reports on budget matters to the Senate.
 - c) Monitor the use of funds for conferences, workshops, meetings, travel, and off-campus sessions.
- 6) Student Conduct Hearings
- a) Senate officers will serve on Student Conduct Committee Hearings as part of their duties.
 - b) Senate Officers must take the Restorative Justice training for student conduct hearing participants early in their terms in order to become eligible to serve.
 - c) Senate officers should be approached and shall fill conduct hearing vacancies in the following order: President, Vice President, and then Secretary.
- 7) Standing Agenda Items
- a) At the opening of each meeting a member of the Senate shall read aloud the Sierra College Land Acknowledgement.
 - b) At the opening of each meeting the Academic Senate Commitment to Respectful Dialogue shall be read aloud (see Appendix A).
- 8) Officer Accountability and Support
- a) Officers are expected to fulfill the duties outlined in this Article.
 - b) The Senate shall maintain a supportive environment for its officers by providing opportunities for regular check-ins, feedback, and access to training or resources necessary to effectively carry out their responsibilities.

- c) If an officer is experiencing challenges in fulfilling their duties, the Senate shall first seek to understand the circumstances and offer appropriate support, which may include mentorship, redistribution of responsibilities, or professional development opportunities.
- d) If, after reasonable efforts to provide support, an officer remains unable or unwilling to perform their duties, the Senate may take appropriate action, including reassignment of responsibilities or removal from office, in accordance with Senate procedures and the Constitution.

Article VI: Senator Duties

- 1) Representation Responsibilities. Each Senator shall:
 - a) Represent faculty within their elected area of representation while remaining attentive to broad faculty and institutionally collaborative interests.
 - b) Serve as a liaison between the Academic Senate and their constituents.
 - c) Communicate Senate actions, discussions, and recommendations to their constituents and bring forward constituent concerns to the Senate.
- 2) Participation and [Monday, August 3, at 11:00 a.m.Attendance](#). Each Senator shall:
 - a) Regular attendance is expected. Repeated absences may prompt a check-in by Senate Leadership.
 - b) Notify the Senate President or designee when unable to attend.
 - c) Uphold professional conduct, transparency, and adherence to Senate's Respectful Dialogue Statement (Appendix B).
 - d) Participate actively in discussions and deliberations.
 - e) Review Senate agendas, recollections, and materials in advance of the meeting.
- 3) Voting Responsibilities. Each Senator shall:
 - a) Vote on matters brought before the Senate.
 - b) Consider institutional data, student outcomes, and program effectiveness when participating in Senate decisions or voting.
- 4) Communication Duties. Each Senator shall:
 - a) Communicate time-sensitive and as-needed information regarding Senate business to their represented area (e.g., meetings, emails, reports).
 - b) Solicit feedback and bring forward issues, concerns, and recommendations from faculty.
 - c) Report back to the Senate regarding committee activities.
- 5) Senator Accountability
 - a) Senators are expected to fulfill the responsibilities outlined in this Article.
 - b) The Senate shall support Senators in meeting these expectations through communication, guidance, and access to relevant information.
 - c) If a Senator is unable to fulfill their responsibilities, the Senate shall seek to understand the circumstances and offer appropriate support.
 - d) Continued inability or unwillingness to fulfill Senator responsibilities may result in further action, consistent with Senate procedures and the Constitution.

Article VII: Standing Committees and Other Groups

- 1) Definition and Powers
 - a) Senate Standing committees are permanent governance bodies that formalize opportunities for faculty to engage in deliberations regarding specific academic and professional matters.
 - b) The Senate's exclusive power to form, change, or disband standing committees is established in Section 7 of the Academic Senate Constitution and shall be conducted in accordance with procedures established in the Academic Senate Bylaws.
 - c) Standing committees are advisory to the Senate and shall forward recommendations for Senate consideration and action. Committees may be granted decision-making authority only through explicit Senate action.
- 2) Current Standing Committees
 - a) Academic Standards
 - b) Academic Support
 - c) Career and Technical Education (CTE)
 - d) Counseling
 - e) Curriculum
 - f) Distance Learning and Instructional Technology (D-LIT)
 - g) Educational Effectiveness
 - h) Equivalency
 - i) Faculty Professional Development
 - j) Gender Equity
 - k) Honors
 - l) New Legacy
 - m) Program Review
 - n) Spectrum
- 3) Forming, Changing, or Disbanding Standing Committees
 - a) Standing Committees may be established, amended, or dissolved by the Senate by regular public meeting and voting procedures.
 - i) The Senate shall evaluate Standing Committee decisions in terms of advancing academic and professional matters and associated faculty interests as established in the Academic Senate Constitution, Article II.
 - b) Standing Committee Formation
 - i) Proposals to form a new standing committee can be made by any faculty member and shall be agendaized after review by the current Senate Officers. Proposals should include a rationale demonstrating the need for the committee, including how its work is not duplicative of existing committees and how it supports the mission and priorities of the Senate and the institution.
 - ii) Establishment of a new standing committee requires review and approval by the Senate.
 - iii) Senate must review and approve bylaws of standing committees, which shall include a purpose statement and membership composition.

- iv) Upon forming a standing committee, the Academic Senate will promptly solicit interest and appoint members.
 - v) Academic Senate leadership will facilitate initial meetings of newly formed standing committees.
 - vi) The first meeting of a newly formed standing committee shall include an election of committee leadership from among the membership appointed by the Senate.
 - c) Standing Committee Modifications
 - i) A standing committee may propose changes to its mission, membership, or procedures by reviewing and revising governing documents by the committee itself or an appointed subgroup.
 - ii) After standing committee vote, the recommended changes will be forwarded to the Senate for final approval.
 - iii) The standing committee's proposal should include an explanation of the interests behind the proposed changes.
 - iv) Should concerns or revision interests arise during Senate discussion, the proposal will be returned to the committee for further deliberation.
 - d) Disbanding a Standing Committee
 - i) Proposals regarding the termination of existing committees shall be presented to Senate leadership along with an explanation of how ending the committee advances faculty interests.
 - ii) The Senate shall allow ample time and opportunity for public discourse related to a proposed committee termination, including proactive identification and invitation of key stakeholders.
 - iii) Proposals to disband standing committees shall be assessed via Senate deliberations in terms of advancing our ability to enact the powers and meet the responsibilities outlined in the Academic Senate Constitution, Article II.
 - iv) Should the Senate vote to conclude a standing committee, Senate leadership shall promptly inform and explain the decision to the campus community.
- 4) Standing Committee Expectations
 - a) All standing committees of the Senate shall adhere to the following stipulations:
 - i) Senate standing committee chairpersons must always be faculty.
 - ii) Quorum rules must ensure faculty retains a voting majority.
 - iii) Communication between the Senate and its standing committees should be regular, two-way, and effective, including:
 - (1) Invite committee representatives to speak about agenda items pertinent to the standing committee's charge.
 - (2) Forward recommendations or other committee actions promptly.
 - (3) Request assistance with the expectation of unconditional timely support.
 - (4) Disclose concerns, such as an inability to conduct committee business (e.g., not regularly meeting quorum)
 - (5) Schedule annual reports.
 - b) Committees shall be accountable to the Senate for fulfilling their charge, adhering to established procedures, and maintaining effective communication. Accountability includes timely reporting of activities, transparency in decision-making, and responsiveness to Senate requests and feedback.

- i) Failure to meet these expectations may result in action by the Senate, including but not limited to corrective measures, increased oversight, changes to committee leadership or membership, modification of the committee's charge, and recommendation for suspension or disbandment in accordance with established procedures.

5) Standing Committee Duties

- a) The Senate is committed to transparency and public participation. Although standing committees are not subject to the Brown Act, they will adhere to the spirit, if not the letter, of the law.
- b) Each standing committee shall:
 - i) Be open to the public and allow for public comment.
 - (1) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the committee on matters within its purview.
 - (2) Each standing committee may adopt reasonable regulations, including time limits, on public comments.
 - ii) Post an agenda at least 72 hours in advance of the meeting on Diligent Community which contains:
 - (1) The time and place of the meeting.
 - (2) A brief general description of each item of business to be transacted or discussed at the meeting.
 - (3) Any writings to be distributed to the standing committee during the meeting.
 - iii) Take minutes during the meeting that are also posted on Diligent Community and, at a minimum:
 - (1) Contain a brief summary of actions taken and topics discussed during the meeting.
 - (2) Include any writings distributed to a majority of the standing committee in connection with an agenda item during the meeting that were not included in the agenda.

6) Academic Senate Ad Hoc Groups

- a) The Senate may establish ad hoc groups to address specific time-sensitive matters.
- b) Ad hoc groups can be established by Senate action to address aspects of discussion or action items, which due to the nature of the task, time available, and/or current capacity is impractical to attempt in open committee (e.g., research, drafting resolutions, compiling interests into formal recommendations).
- c) Ad hoc groups are informal bodies composed of a small number of promptly available Senators who volunteer..
 - i) Ad hoc group membership shall be limited to fewer than a quorum of the Senate and shall not include a quorum of any standing committee.
 - ii) The Senate shall ensure that the formation and operation of ad hoc groups comply with applicable Brown Act requirements.
 - iii) Ad hoc committees may solicit experts as resources.

- d) Ad hoc groups are advisory and focus on generating recommendations or reports for Senate deliberation and are subject to Senate oversight and approval.

Article VIII: Review and Amendment of the Bylaws

1) Periodic Review

- a) **Regular Review Cycle:** The Senate shall conduct a comprehensive review of these Bylaws at least every four (4) years to ensure that they remain current and consistent with Senate practices, institutional governance structures, and applicable laws or regulations.
- 2) **Additional Review:** The Senate may initiate a review of the Bylaws at any time when warranted by operational needs, governance changes, or legal requirements. Responsibility for Review
 - a) The Senate shall designate an ad hoc committee that includes the President and Vice President and other Senators to review the Bylaws.
 - b) **Chairperson:** Any member of the ad hoc committee may serve as the chairperson. The chairperson shall be responsible for organizing meetings, timelines, and communications.
 - c) **Faculty Input:** The coordinating body shall solicit feedback from Senators and faculty and present recommended revisions to the Senate for consideration.

3) Proposals for Amendment

- a) **Eligible Proposers:** Amendments to these Bylaws may be proposed by Senate Officers, any standing committee of the Senate, or any member of the Senate.
- b) **Written Submission:** Proposed amendments must be submitted in writing to the Senate President for inclusion in the agenda and distribution to Senators.

4) Notice of Proposed Amendments

- a) **Advance Distribution:** Proposed amendments shall be distributed to all Senators at least two regular meetings prior to the vote to allow adequate time for review and discussion.

5) Adoption of Amendments

- a) **Effective Date:** Unless otherwise specified in the motion adopting the amendment, approved amendments shall take effect immediately following the vote.

6) Record of Revisions

- a) **Documentation:** The Senate shall maintain a record of all approved amendments, including the date of adoption and a summary of the change.
- b) **Availability:** The current version of the Bylaws shall be made available to the faculty through appropriate institutional channels.

Appendix A: Senatorial Agreements

- 1) The Senate shall establish a list of Senatorial Agreements to help guide the engagement of all Senators to best enact our purpose in a manner that best aligns with our principles.
- 2) Senatorial Agreements shall be reviewed annually, preferably at each Fall Pre-Semester Retreat, for reminders and an opportunity to discuss improvements.
 - a) Adjustments to the Senatorial Agreements shall be recorded for inclusion in the next Bylaws revision while guiding Senator engagement in the interim.
- 3) The current Senatorial Agreements of the Sierra College Academic Senate specify that Senators shall:
 - a) Prepare for meetings
 - i) Review agendas and associated documents.
 - ii) Investigate and dialogue with colleagues about agenda items.
 - b) Engage in discussion, identifying any pertinent areas about which they are not fully-prepared to speak. Attend all Senate meetings.
 - c) Express interests and concerns on behalf of fellow faculty members.
 - d) Follow the agenda and be attentive to timelines and time limits.
 - e) By rotation, serve as the meeting timekeeper.
 - f) Only ask clarifying questions of visitor presentations, leaving deeper discussion for a future agenda item.
 - g) Actively cultivate a welcoming atmosphere, particularly for visitor presenters, by offering kudos, appreciation, and gratitude.
 - h) Take communal responsibility for welcoming and encouraging all Senators, as well as our Student Senate Representatives, to contribute their perspectives, knowledge, and experiences, especially faculty from systemically marginalized communities and those whose silence may signal dissent.
 - i) Seek to understand the intentions of a presentation or other agenda item in terms of specific Senate action.
 - j) Share responsibility for projecting clearly stated motions.
 - k) Call “time out” for urgent comments, interjections, and quick clarifications when waiting may hinder the discussion.
 - l) Focus engagement upon representative area as well as matters to the benefit of our faculty and College rather than purely personal or individual departmental interests.
 - m) Express concerns and interests regarding Senate discussions and proceedings during meetings rather than airing dissent exclusively in a non-governance context.
 - n) Seek consensus efficiently; avoid “piling on” with exclusively pro or con comments.
 - o) Provide the Secretary with an electronic transcript of public or other key comments and reports, promptly.
 - p) Facilitate the Secretary’s accurate recording of each thumbs-up, sideways, or thumbs-down vote. Be prepared to explain your vote.

Appendix B: Land Acknowledgements and Commitment to Respectful Dialog

1) Land Acknowledgements

a) Sierra College Land Acknowledgement - Rocklin Campus

With respect, we acknowledge the Rocklin Campus of Sierra College as the traditional and unceded land of the Nisenan and Miwok peoples. The Secret Ravine, known in Nisenan as Hoyok, is home to an ancestral village site protected for generations by local tribal nations and their members. Sierra College commits to an ongoing relationship with the United Auburn Indian Community and other local tribes, and to respect the legacy of the first peoples of this land and their future generations who are an integral part of the Sierra College community.

b) Sierra College Land Acknowledgement - Nevada County Campus

With respect, we acknowledge the Nevada County Campus of Sierra College as the traditional and unceded homelands of the Nisenan peoples. For countless generations, the Nisenan have carried out their responsibility as stewards of this place originally known as daspah. Sierra College commits to an ongoing relationship with the Nevada City Rancheria Nisenan Tribe and their future generations who are an integral part of the Sierra College community.

c) Sierra College Land Acknowledgement - Tahoe-Truckee Campus

With respect, we acknowledge the Tahoe-Truckee Campus of Sierra College as the traditional and unceded land of the Wasiw peoples. Before there was a town of Truckee the Wasiw called the place “k’ubüna detdéyi” and the river is called “Awaku wata.” The tribe is still connected to place and maintains active involvement with the Town of Truckee and the surrounding landscapes. Sierra College commits to an ongoing relationship with the Washoe Tribe of Nevada California and other local tribes, and to respect the legacy of the first peoples of this land and their future generations who are an integral part of the Sierra College community.

2) Commitment to Respectful Dialogue

We would like to begin by welcoming all senators, presenters, and visitors with an immense appreciation for your voice and presence in this space as partners on campus. As we engage in conversation that can sometimes be contentious, we encourage intentionally listening with humility and speaking with respect for one another. While recognizing diversity and practicing inclusion, we invite you to engage in honest, thoughtful, and reflexive conversation that fosters effective communication across differences and boundaries in order to continue learning from each other.

Appendix C: AP 2510 with Board Approved delineation of Academic and Professional Matters (10+1)

**Sierra College
ADMINISTRATIVE PROCEDURE**

AP 2510

Participatory Governance

Date Adopted:	6/13/1989
Date Revised:	10/7/2022
Date Reviewed:	10/7/2022
References:	ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5); Education Code Section 70902 subdivision (b)(7); Title 5, Sections 53200 et seq., 51023.5, and 51023.7

Participatory Governance is one of three complimentary processes which function within the college: (1) the administrative process, which deals with the operations of the college within established policies and procedures; (2) the collective bargaining process, which deals with contractual matters and working conditions as defined by the collective bargaining law; and (3) the participatory governance process described below, which provides recommendations to the Superintendent/President on the strategic direction and the policies and procedures of the college.

An evaluation of the structures and processes within this procedure, and communication of the results of the evaluation, shall be conducted on a regular basis minimally every two years.

- I. PURPOSE OF PARTICIPATORY GOVERNANCE
 - A. Provide the process for shared development of policies and procedures;
 - B. Provide the means through which all members of the academic community (students, faculty, management, and classified) can participate effectively in the orderly growth and development of the college;
 - C. Provide the coordination of college-wide standing committees, academic standing committees, and task forces.
- II. STRUCTURE
 - A description of each major component of the governance structure follows:

A. Strategic Council

1. Purpose: To provide a forum for members of Strategic Council to present and discuss the concerns and interests of their constituent groups; to collaborate with the Superintendent/President by conveying the interests of the constituent groups on the strategic direction of the college; to share in decision-making by advising the Superintendent/President in the development of policies and procedures; and to assist in the dissemination of information to the college community.
2. Access: Access to the council is available to all constituencies, committees, staff members and students. The form of approach to the council for all individuals will be through the appropriate senate, a collective bargaining unit, the Superintendent/President, or during the college community public comment agenda item scheduled each meeting. Agenda items may be submitted by/through any constituency group. Whenever possible, back-up material should be submitted with the agenda request form to allow council members time to prepare.
3. Recommendations:
 - a. All actions and recommendations of the Council will be communicated to its constituencies in the form of recollections.
 - b. Should the Superintendent/President reject or modify a recommendation of the Council, the reasons for such action will be communicated to the Council and the Board of Trustees.
 - c. To recognize the primacy granted to the Academic Senate by Title V regulation in the 10 + 1 areas and to protect the access that regulation grants to the Academic Senate with regards to making recommendations to the Board of Trustees, formal Academic Senate recommendations to the Board of Trustees will be brought to Strategic Council for discussion and information only. Such recommendations shall not require consensus at Strategic Council or permission of the Executive team to proceed to the Board of Trustees. The Academic Senate will, in the spirit of participatory governance, seek advice and input from the other Senates, Strategic Council, and Executive team whenever possible but this procedure shall in no way be interpreted as superseding the Academic Senate's primacy in the 10 + 1 areas and the obligations given to the Academic Senate, by Title V regulation, to present recommendations within the 10 + 1 areas directly to the Board of Trustees. (see Appendix A)
4. Membership by Constituency:
Chair – Superintendent/President (non-voting)

Five (5) faculty members:

- 1 Academic Senate President
- 1 appointed by Sierra College Faculty Association (SCFA)
- 2 selected by Academic Senate
- 1 part-time faculty selected by SCFA and the Academic Senate

Five (5) classified members:

- 1 Classified Senate President
- 2 selected by the Classified Senate
- 1 appointed by United Public Employees of California Local 792 (UPEC)
- 1 selected by UPEC and the Classified Senate

Five (5) management members:

- 1 Management and Confidential Senate Board Member
- 2 selected by Management and Confidential Senate
- 2 selected by the Superintendent/President

Five (5) student members:

- 1 Student Senate President
- 4 selected by the Student Senate

5. Alternates: Each constituent group may have up to 3 designated alternates. Only designated alternates are allowed to participate in meetings in the absence of a representative. Alternates are strongly encouraged to attend meetings for continuity purposes.
6. Selection: The process for selection and term limits for representatives and alternates will be determined by each constituency group.
7. Release from Duties: It is recognized that release time may be required for Council membership and participatory governance.
8. Other Incentives: It is recognized that other incentives may be provided for Council membership and governance participation.

B. Academic Senate

The Academic Senate provides the faculty with a formal representative voice when making recommendations to the administration of the college and to the governing board with respect to academic and professional matters under the provisions of Title 5 Regulations, Subchapter 2, § 53200-53203. (This description of purpose describes the participation of the Academic Senate through Strategic Council and does not interfere with or supersede the Academic Senate's ability to make recommendations directly to the board of trustees on the 10 +1 areas of purview granted in Title V regulation.) Membership in the Academic Senate is as described by, and

according to, the current Constitution of the Sierra Community College Academic Senate which may be found on the Sierra College website. The Academic Senate President is elected every other year according to the Constitution.

C. Student Senate

The Student Senate represents the students as a consultative body to the council on all professional and academic matters affecting the campus/students. Membership in the Student Senate is as described by and according to the current Constitution of the Student Senate which may be found on the Sierra College website.

D. Classified Senate

The Classified Senate provides the classified staff with a formal representative and professional voice when making recommendations to the administration of the college and to the governing board with respect to classified and professional matters. Membership is as described by, and according to, the current constitution of the Sierra Community College Classified Senate which may be found on the Sierra College website.

E. Management and Confidential Senate

The Management and Confidential Senate provides the managers, supervisors, and confidential employees with a formal representative voice when making recommendations to the administration of the college and to the governing board with respect to management and professional matters. All personnel designated management, supervisory, or confidential shall be the constituents of the Management and Confidential Senate with the exception of the Superintendent/President and Vice Presidents.

F. Committees

Committees are structured under one of the following categories: Standing Committees, Task Forces, Advisory Committees and Bargaining Committees. These categories are intended to provide a structure for committee work within the College. Committees may be created, modified or disbanded after consultation with and/or action by the Strategic Council and appropriate campus body(ies) and placed within the structure. In the spirit of participatory governance, committees should have broad representation of all constituencies where appropriate.

1. Standing Committees

- a. Administrative Standing committees discuss and act on administrative and operational issues. These committees report to the Superintendent/President through the Management and Confidential Senate or to the appropriate administrator. On policy and regulations, they report through the Management and Confidential Senate to the Council.

- b. Classified Standing committees are concerned with issues affecting the classified staff. On issues of policy and regulations, they report through the Classified Senate to the Council.
 - c. College Standing committees are committees concerned with college-wide matters. Generally, these committees have a balanced number of members from all constituencies.
- 2. Task Forces
 - a. Task forces are created to meet specific purposes relating to broad-based academic and professional matters. All task forces are subject to review once a year.
 - b. The task force will be composed of representatives from the appropriate body or bodies in the college community and will elect a chair from its membership.
 - c. Task Forces are created in the following fashion:
at the direction of the Superintendent/President; at the request of the Academic Senate, the Classified Senate, the Management and Confidential Senate and/or the Student Senate in consultation with the Council; or at the request of the Strategic Council.
- 3. Advisory Committees - The general purpose of these committees is to advise the District relative to specific program emphasis and change. In addition, Advisory Committees should be comprised of specialists in the subject matter area.
- 4. Bargaining Committees - Bargaining related committees deal with matters subject to collective bargaining and report to their respective bargaining units.

III. PROCESS

- A. The method of conducting business should be predetermined by each group. The above groups may operate under Robert's Rules of Order or by such other protocols as they prefer.
- B. All meetings with the exception of personnel, negotiations, and litigation sessions are open to all members of the college community. Agendas will be published prior to the meetings, posted, and distributed as appropriate to aid communication and in compliance with current state regulations.
- C. Development and dissemination of the Strategic Council agenda and related materials is the responsibility of the President's Office.

- D. When an issue requiring action is presented to Strategic Council, the council will provide a response period sufficient to allow for comment from all constituents before acting upon the issue. Council representatives may waive their rights to the response period.
- E. Recommendations from committees and task forces shall be forwarded to the appropriate senate and Strategic Council. Should the council reject the recommendation of a committee, the following shall occur:
 - 1. Strategic Council or Strategic Council representatives shall consult with the committee from which the recommendation emanated in an attempt to resolve any differences;
 - 2. In the event an agreement cannot be reached, the Council or representatives shall meet and consult with the appropriate senate in an attempt to resolve the differences;
 - 3. In the event an agreement is not reached in #2 above, the Council is recognized as the final recommending authority to the Superintendent/President; however, policies relating to academic and professional matters are subject to the provisions of Title 5, Subchapter 2. Academic Senates, § 53200-53203.
- F. Recommendations from the Academic Senate on academic and professional matters are normally forwarded to the Board of Trustees through the governance process. However, under Title 5, § 53203(c)&(d) while in the process of consulting collegially, the Academic Senate shall retain the right to meet with or appear before the Board of Trustees with respect to the views, recommendations, or proposals of the Academic Senate. In addition, after consultation with the administration of the College, the Strategic Council and/or District, the Academic Senate may present its views and recommendations to the Board of Trustees.

The Board of Trustees shall respond to the Academic Senate in the following manner:

- 1. In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Academic Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees or its designee, upon request of the Academic Senate shall promptly communicate its reasons in writing to the Academic Senate.
- 2. In instances where the Board of Trustees elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy

exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

G. Appeals

1. If an individual or committee decides to appeal the recommendation of a committee or task force, that appeal shall be directed to that body.
2. If the appellant is dissatisfied with the results of appeal, a request for a hearing may be made to the Strategic Council.
3. The Council shall hear the appeal including all supporting evidence provided by the academic committee or task force whose decision is being appealed.
4. The recommendation of the Council will be forwarded with all arguments to the Superintendent/President for a final decision.
5. Any action of the Council may be appealed directly to the Superintendent/President.

H. Amendment to Administrative Procedure 2510

1. Proposed amendments to Administrative Procedure 2510 may be initiated in any of the following ways:
 - a. By the Strategic Council
 - b. By any of the four representative bodies (Academic Senate, Classified Senate, Management and Confidential Senate, Student Senate)
 - c. By any committee currently approved under this policy
 - d. By a statement signed by 25 members of the college community
 - e. By the President's Office as necessary on an ongoing basis, at least every six years, to ensure compliance with law and effectiveness in fulfilling the District's mission
2. The process for approval of an amendment is as follows:
 - a. The recommendations for an amendment must be submitted to Strategic Council as an agenda item.
 - b. The Council shall refer the proposed amendment to all the representative bodies with a designated return date.

Approved Academic Senate of Sierra College Bylaws
May 20, 2026

- c. Each representative determines its own process for review and approval by its constituency.
- d. Strategic Council must consider the results of the review by the representative bodies and take formal action.
- e. A recommendation for approval shall be forwarded to the Superintendent/President and the Board of Trustees.
- f. In the event that Strategic Council disapproves the proposed amendment, it shall consult with the group from which the recommendation emanated in an attempt to resolve any differences.
- g. Strategic Council is recognized as the final recommending authority to the Superintendent/President. However, policies relating to academic and professional matters are subject to the provisions of Title 5, Subchapter 2. Academic Senates, § 53200-53203.

Note: This procedure in no way usurps the legal requirement as cited below regarding participation of faculty in:

Distribution of academic presentations (Education Code 66450)
Administrative retreat rights (Education Code 87458)
Equivalencies to minimum qualifications (Education Code 87359)
Faculty hiring (Education Code 87360)
Faculty evaluation (Education Code 87663)
Faculty tenure (Education Code 87610.1)
Faculty service areas (Education Code 87743.2)
Curriculum committee (Title 5 Section 55002)
Academic senate/union agreements (Title 5 Section 53204)

See Board Policy 2510.

APPENDIX A

Sierra College
Academic and Professional Matters
10+1

Title 5 §53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. Section 53200 (c) “Academic and professional matter” means the following policy development and implementation matters:

1. Curriculum including establishing prerequisites and placing courses within disciplines..... Rely Primarily
2. Degree and certificate requirements Rely Primarily
3. Grading policies..... Rely Primarily
4. Educational program development Mutually Agree
5. Standards or policies regarding student preparation and success Rely Primarily
6. District and college governance structures, as related to faculty roles..... Mutually Agree
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports..... Mutually Agree
8. Policies for faculty professional development activities Rely Primarily
9. Processes for program review..... Rely Primarily
10. Processes for institutional planning and budget development..... Mutually Agree

- +1. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

Board Approved 12/11/2018