



P A L O V E R D E C O L L E G E

ACADEMIC SENATE

BYLAWS

ARTICLE I: DEFINITIONS

The following terms are understood in the restrictive and technical sense herein defined:

1. Faculty Member: Any employee of the Palo Verde Community College District, as described in Article II: Membership, who is in an academic or non-academic position that is not supervisory or management.
2. Senator: A faculty member who participates in the Academic Senate by means of, but not limited to voting, committee work, and other tasks, assigned or volunteer.
3. Officer: An officially elected member of the Palo Verde College faculty who adheres to the responsibilities and duties of the Academic Senate office designated. An officer is the official representative of the Academic Senate to the Administration and Board of Trustees of Palo Verde Community College District.
4. Academic Senate: The representative body for the faculty of the Palo Verde Community College District, in regards to policies and procedures implemented in said District. The Academic Senate participates in shared governance.
5. General Meeting: An official public meeting of the Palo Verde College Academic Senate where it shall conduct all business.

ARTICLE II: MEMBERSHIP

Section 1. Full-Time Faculty

1. In accordance with Education Code Title 5, Section 532(a), full-time certificated employees who are not designated as management by the college administration shall be Members of the Palo Verde College Academic Senate.

Section 2. Part-Time Faculty

1. Insofar as the duties and responsibilities of part-time Faculty are proportionately similar to those of full-time Faculty, and that the Academic Senate is recognized as the representative of all Faculty to the Board of Trustees, the Academic Senate recognizes its responsibility to encourage and solicit membership of part-time Faculty.

ARTICLE III: SENATE OFFICERS

The affairs of the Senate, as herein specified, shall be conducted by the Senate Officers.

Section 1. Officers

1. The Officers of the Senate shall be the President, the Vice-President, and the Secretary.

Section 2. Duties & Responsibilities

1. The duties and responsibilities of the elected officers shall be those as detailed in the Senate Bylaws and outlined in Robert's Rules of Order (current version/edition).

Section 3. Terms

1. The terms of office of each elected officer shall be two years, beginning June 1 of the year elected to May 31 of the second subsequent year.
2. Officers may succeed themselves and serve unlimited terms.

Section 4. Elections

1. Election of Officers shall be conducted in accordance to the Senate Bylaws.

Section 5. Vacancies

1. A vacancy in office shall be filled in accordance to the Senate Bylaws.

Section 6. Removal

1. The removal of Officers shall be conducted in accordance to the Senate Bylaws.

ARTICLE IV: ORGANIZATION & ACTION

Section 1. Business

1. All business of the Academic Senate shall be carried out through the Senate itself, which may approve or reject any business and action by an established quorum.
 - a. A quorum shall be a simple majority of the Academic Senate membership.

Section 2. Meetings

1. The Academic Senate shall meet on the campus of Palo Verde College in Blythe, California.
2. Senators are required to attend General Meetings.
3. A schedule of General Meetings shall be proposed by the Senate President and approved by a majority vote of the Senate.

Section 3. Resolution Process

1. The Academic Senate shall establish and maintain means by which to adopt resolutions.

Section 4. Referendum

1. Any adopted resolution of the Academic Senate may be rescinded by a referendum of the Senators.

Section 5. Communications

1. In order to provide adequate communication with the faculty of Palo Verde College, the Academic Senate will make available all agendas and minutes of its meetings, resolutions and proposals, committee reports, and other pertinent information on pending matters.

Section 6. Rules

1. The most recent edition of Robert's Rules of Order shall govern the Academic Senate on all matters not specifically covered by this Constitution and its Bylaws.

ARTICLE V: ELECTIONS

The Senate shall have a proper process for nominations and elections of its Officers. The procedure for this Article shall have rules and order established in the Senate Bylaws and as outlined in Robert's Rules of Order.

Section 1. Nominations

1. All Members of the Senate are eligible for Office.
2. Nominations will be held the first regularly scheduled meeting of April. The nomination of a candidate requires the consent of that member. No second is needed nor is there a limit of nominees per position.
3. When nominations cease or are closed, the nominees presented will have their names placed on the ballot for the election.
4. No write-in provision will be allowed.
5. In the event of only one nominee for any office, the Senate may elect that nominee by acclamation.

Section 2. Elections

1. The election of officers will be held on the first regularly scheduled meeting in May.
2. Balloting will commence fifteen minutes after the meeting is called to order or as the first unfinished business item on the agenda.
3. Ballots will be distributed by the Secretary of the Academic Senate to the members present at the meeting. After completing a ballot, it will be returned to the Secretary.
4. The Secretary, along with two classified employee volunteers, will comprise the election committee. The Secretary will verify the exact number of ballots received coincides with the number given out. Ballots will be checked to ensure only one candidate has been selected per office.
5. In the event two candidates for the same office have been voted upon, the ballot will be considered invalid and will be discarded.
6. A candidate wins the office with a plurality of the votes cast.
7. In the event of a tie, ballots for that position are resubmitted with the tied candidates only being voted upon.
8. Upon final selection of elected candidates, the normal agenda of the meeting will continue.

Section 3: Vacancies

1. Resignation from any position on the Senate Council shall be presented in writing to the Senate President. Vacancies shall be filled according to procedures outlined in the Bylaws. Vacancies shall be filled as follows:
 - a. A nomination and election process as outlined in Article V, Section D of the Constitution will be adhered to. Instead of holding the nomination in April, it will be held the first meeting after the vacancy has been made public in the Academic Senate meeting. The election of the vacant office will be held during the next Academic Senate meeting with the aforementioned procedures. The elected candidate will take over the vacant office immediately following the election. If the vacant position is that of Secretary, the Vice-President will serve in that capacity for the election.

Section 4: Committees

1. Standing committee chairpersons shall be elected by the Academic Senate membership; membership of such committees shall be appointed by the Senate.
2. Ad hoc committees may be appointed by the Senate as the need arises; the chairperson of each ad hoc committee shall be named by the Senate.
3. The Senate shall determine committee jurisdiction and responsibility.
 - a. It shall be the duty of the committees:
 - i. To consider, study, and make recommendations on all matters submitted by the President, the Committee Chairperson and/or the Senate.
 - ii. To report to the Senate.
 - iii. To submit its proposal to the Senate for approval prior to undertaking a study or investigation.
 - b. It shall be the duty of the committee chairperson:
 - i. To call regular meetings of the committee and to publish notice of committee meeting in sufficient time to inform all members.
 - ii. To prepare an agenda for committee meetings, to be responsible for maintaining all committee records, and to report committee actions to the Senate.

ARTICLE VI: AMENDMENTS

The Senate shall have a proper process for amendments and revision to its Constitution and Bylaws. The procedure for this Article shall have rules and order established in the Senate Bylaws and as outlined in Robert's Rules of Order.

Section 1. Amendment Process

1. An amendment to the Constitution or to the Bylaws may be proposed by a majority vote of the Senate, or by a written petition, of at least four members.
2. The proposed change shall be placed in Faculty mailboxes at least two weeks prior to a regular meeting of the membership, at which it will appear on the agenda.
3. Adoption of an amendment to the Constitution shall require a two-thirds majority vote of the membership voting by written ballot.
4. An amendment to the Bylaws shall require approval of a majority of the membership voting by written ballot.

ARTICLE VII: SENATE

Section 1: Function and Responsibilities

1. It shall be the function of the Senate to develop and implement the policies of the Faculty, and to serve as the voice of the Faculty.
 - a. It shall be the responsibility of the Senate:
 - i. To provide procedures for determining and implementing Faculty policies.
 - ii. To be the official representative of the Faculty in relationships with the administration and the governing board on all academic and professional matters.
 - iii. To establish Standing Rules to expedite the transaction of Senate business.
 - iv. To appoint the members of standing committees; to establish ad hoc committees when necessary, appoint the members and naming the chairperson for each.

- v. To advise the Senate President; to assist the President in preparing the agenda; and to perform those duties requested by the President or the Senate.

Section 2: Duties of Officers

1. President. It shall be the duty of the President:
 - a. To preside at all meetings of the Senate.
 - b. To be a member of the Palo Verde College administrative councils upon invitation of the Administration.
 - c. To represent the Faculty at meetings of the Governing Board and to keep the Senate informed of pertinent decisions and topics of discussions.
 - d. To assign, with Senate approval, to appropriate committees such matters as are requested by Senate members.
 - e. To communicate Senate recommendations and proposals to the President of the College.
 - f. To communicate recommendations and proposals to the Palo Verde Community College District Governing Board after consultation with the President of the College.
 - g. To prepare the agenda for Senate meetings.
 - h. To be an *ex officio* member of all committees, except as otherwise provided in these Bylaws.
 - i. To assist Faculty requesting grievance aid through the Senate.
 - j. To represent the Faculty at the annual budget meetings on campus.
 - k. To represent the Faculty at the Palo Verde College Foundation meetings.
 - l. To perform other duties as assigned by the Senate.
2. Vice-President. It shall be the duty of the Vice-President:
 - a. To serve for the President of the Academic Senate during any temporary absence of the President.
 - b. To be an *ex officio* member of such committees as are designated by the Senate.
 - c. To be a member of the Palo Verde College administrative councils upon invitation of the Administration.
 - d. To maintain a log of the actions, policies, and other proposals of the Senate.
 - e. To transfer and store pertinent Senate records, policies, etc. in the archives of the library.
 - f. To represent the President of the Academic Senate as the President or Senate may direct.
 - g. To serve with the President as Faculty representatives on the College Budget Committee.
 - h. To manage Senate committee activities.
 - i. To perform other duties as assigned by the Senate.
3. Secretary. It shall be the duty of the Secretary:
 - a. To issue notices of meetings, publish the agenda, keep appropriate records, and publish and distribute minutes of all Senate meetings.
 - b. To conduct all correspondence appropriate to this office.
 - c. To serve on the College Budget Committee at the request of the Senate President.
 - d. To perform other duties as assigned by the Senate or Council.
4. Order of Precedence. Order of precedence for officers shall be as follows:

- a. President, Vice-President, and Secretary. In the event of the temporary absence of any officer, the next in the above order shall perform any necessary functions of the absent officer. A further order of precedence may be established by the Senate Council.

Section 3: Vacancies on the Senate Council

1. Vacancies shall be filled as follows:
 - a. President: The Vice-President shall succeed to this position for the unexpired portion of the President's term.
 - b. Other elected offices: The President of the Senate shall notify the Senate membership of the vacancy. Any Senate member may nominate by petition signed by four Senate members.

ARTICLE VIII: STANDING COMMITTEES

Section 1: The Committee on Academic Affairs.

Section 2: The Committee on Evaluation and Accreditation.