

# Academic Senate of Oxnard College

## Bylaws

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### Introduction

These Bylaws constitute the procedures and rules whereby the Academic Senate of Oxnard College shall conduct its business. The bylaws may be amended by a 2/3 approval of senators voting at a regularly scheduled meeting of the Senate. At least two weeks' notice of the proposed change shall be sent to all Senate members.

### **ARTICLE I: MEMBERSHIP AND RESPONSIBILITIES**

#### **SECTION 1: The Academic Senate and Academic Senate Assembly**

- A. The Academic Senate shall consist of the Faculty, as defined in Article I, Section 3 of the Constitution.
- B. The Academic Senate Assembly shall be the Senators selected by and from this Faculty; selected in accordance with the provisions of Article III, Section 1 of these Bylaws.

#### **SECTION 2: Faculty Dues**

Dues for the faculty membership shall be fixed annually by the Senate Executive Board subject to approval by a majority of the Senate Assembly.

#### **SECTION 3: Honorific Titles for Faculty**

- A. Academic titles bestowed on faculty are honorific.
- B. The following academic titles are awarded to faculty as follows:

Professor	Tenured full-time faculty
Associate Professor	Full-time non-tenured faculty
Assistant Professor	1 year leave replacement
Adjunct Professor	Part-time faculty completing 7 semesters or greater
Instructor	Part-time faculty less than 7 semesters
- C. These titles will be implemented with all new faculty hired for the Fall 1998 semester and beyond.
- D. All permanent full-time instructors employed as of Spring 1998 will be designated the title of "Professor".
- E. Any new tenure-track faculty with a title from another institution, could at his/her choice retain that title. However the tenure review process, per the Collective Bargaining Agreement, must be completed.
- F. A one-year leave replacement, who is an Oxnard College part-time faculty member, will revert back to the appropriate title after the expiration of the leave replacement assignment.

#### **SECTION 4: Selection, Recall, and Replacement of Senators**

- A. Each representational/discipline group, as defined in Article III, Section A, shall select its Senators according to guidelines established within the group. Newly selected Senators shall be

# Academic Senate of Oxnard College

## Bylaws

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seated at the first Academic Senate Assembly meeting of the academic year or at the first Academic Senate Assembly meeting after their selection.

- B. Representational/discipline groups must ensure that their selected Senator is provided a teaching or work schedule that permits attendance at regularly scheduled Senate meetings.
- C. A representational/discipline group may select, recall, and replace its Senator using its own method as articulated in Paragraph A of this section.

### **SECTION 5: Academic Senate Vacancies**

The Academic Senate President may declare vacant the seat of any Senator who (1) is unable to complete his/her term of office, (2) misses three consecutive regularly scheduled meetings with or without sending a designee, or (3) becomes ineligible to hold membership in the Academic Senate. Vacancies shall be filled immediately in the manner described in Section 4 A of this Article.

### **SECTION 6: Designated Representatives**

A representational/discipline group whose Senator cannot attend a meeting may be represented by another member of the area. This representative shall have full rights and privileges of a Senator during that Academic Senate Assembly meeting. The designee(s) must provide to the Academic Senate Secretary upon their arrival a written notice, via email, that includes the date and authorization from the Senator for the designee to act as a proxy.

### **SECTION 7: Duties of Senators**

- A. Senators shall attend and actively participate in all regular and special meetings of the Academic Senate. It is the Senator's responsibility to develop, with the assistance of his/her Division Dean and department chair, a teaching or work schedule which permits attendance at the Senate's regularly scheduled meetings as defined in Article IV, Section 1.
- B. All Senators shall be eligible for and accept a possible appointment to at least one Academic Senate standing committee or ad hoc committee per academic year.
- C. Senators shall be the liaison between their constituents and the Academic Senate and as such shall provide regular and diligent reporting to and canvassing of constituent faculty so that proper articulation of views may occur.

## **ARTICLE II: ELECTION OF OFFICERS**

### **SECTION 1: Election of Officers**

- A. The President, Vice-President, Secretary, and Treasurer are elected officers. All elected officers are elected for a two-year term by a vote of the faculty.
- B. An Academic Senate Elections Committee shall be formed by the President, in consultation with the Academic Senate, at the second Academic Senate Assembly meeting of the Spring Semester.
- C. The Elections Committee shall:

# Academic Senate of Oxnard College

## Bylaws

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1. Seek nominations for election of the following:

- (a) Officers,\*
- (b) Part-time representative-at-large,
- (c) Elected committee chairs\*, and

\* Officers of the Senate are the President, Vice-President, Secretary, and Treasurer. The elected committee chairs are the Professional Development Chair and the Sabbatical Committee Chair, the latter of which shall serve as the Senate's representative to the District Sabbatical Committee. Both of these elected committee positions will be for a two-year term.

2. Plan and supervise the election. The Elections Committee is responsible for printing and distributing ballots in a timely manner to all faculty.

D. Before the ballot is prepared and forwarded to faculty for a vote, nominations for any Academic Senate elected office, part-time rep-at-large, elected committee chair, or representatives to district councils may be made and seconded at that Academic Senate Assembly meeting which reviews and confirms the slate of candidates presented by the Elections Committee.

Inclusion of any nominee's name on the ballot is contingent on the confirmation by the Election Committee of that nominee's willingness to serve.

E. Nominations shall close no later than the last full week of March.

F. The election of officers shall take place during the month of April. Faculty shall be given two weeks to cast their ballots at a secure place determined by the Academic Senate Election Committee in accordance with the following procedure:

- 1. Election ballot packets shall be distributed to full-time and part-time faculty.
- 2. The ballots shall be distinct and different from one another, e.g., ballots can be printed on different colored paper.
- 3. The election packet shall consist of a ballot, a return envelope, and a voting label all stapled together.
- 4. The voting label shall contain instructions requiring the printed name of the faculty member and the signature of the faculty member.
- 5. The election packet shall also include clear and precise voting instructions in accordance with this Paragraph F.
- 6. Each faculty member may vote for only one person for each office.
- 7. Write-in candidates are permitted; provision for write-in candidates shall be made on the pre-printed ballot form.
- 8. The ballot shall be placed into the envelope and then the envelope is to be sealed.
- 9. The voting label shall be placed over the sealed flap of the envelope.
- 10. The required information is to be completed on the voting label.
- 11. The complete voting envelope shall be placed in a locked ballot box in a location to be determined by the Elections Committee.

G. After the close of the election period, the Chair of the Elections Committee shall take charge of the locked ballot box and ensure that it is delivered to a pre-determined, publicly announced,

# Academic Senate of Oxnard College

## Bylaws

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and secure location. At least three members of the Elections Committee shall be present for the tallying of votes. Verification procedure shall be as follows:

1. Votes shall be tallied publicly at a time and appropriate place previously chosen by the Elections Committee. Such a time and place must be announced at the time when ballots are distributed.
2. Each voting envelope shall be reviewed to ensure that the voting label is properly affixed and includes the required information. Any violation of procedure Article II Section 1 Paragraph F Item 8, 9, and 10 shall invalidate the ballot. All suspected invalidated voting envelopes shall be reviewed by the entire committee which must unanimously concur that the envelope is invalid. All invalidated envelopes shall be bundled, unopened, for audit.
3. Each valid voting envelope shall be verified against a list of faculty members; invalid envelopes from this process shall be added to the previous invalid group.
4. The remaining valid envelopes shall be opened, the empty envelopes shall be bundled together and the ballots shall be separated into full-time and part-time ballot.
5. Each ballot shall be read by a committee member, a second committee member shall tally, and a third committee member shall verify the correctness of the other two members.
6. The vote of each full-time faculty member shall be counted as one. The vote of each part-time (adjunct) faculty member shall be counted as one third of a vote.
7. After all ballots are counted, the committee shall prepare a final tally.
8. All envelopes and ballots shall be gathered together, bundled appropriately and stored for audit in a locked file cabinet in the office of the Academic Senate President.

- H. A candidate must receive a majority of votes cast for that position to be elected. A candidate running unopposed is required to participate in the election process by having his/her name included on the ballot. In the event a candidate is not selected by a majority of the votes cast on the first ballot, the top two candidates shall participate in run-off election *before or during* the first week of May.
- I. After the votes are tallied, the names of the newly elected officers, chairs, and representatives shall be emailed too all users within 24 hours and announced at the Academic Senate Assembly meeting scheduled immediately following the counting of votes.
- J. At the Senate Assembly meeting following the tally of the election votes, the Chair of the Elections Committee shall report to the Academic Senate the results of the election. The report shall include the total number of ballots cast, total valid and total invalid ballots, and the number of votes cast for each candidate.
- K. Failure to observe these election procedures shall be grounds for dismissing the election as void. Any faculty member may request that the Executive Board organize an investigation and review of the election process to determine if a violation of election procedures has occurred. The Executive Board shall appoint a special committee consisting of 3 Senators, not serving on the Election Committee, to investigate and review the election process to determine if a violation of election procedures has occurred. They shall report their findings at the next regular Academic Senate Assembly meeting.
- L. If it is determined by the special committee referenced in Paragraph K that a violation of the

# Academic Senate of Oxnard College

## Bylaws

---

election process has occurred, the Academic Senate Assembly may approve remedy(ies), by a majority vote, to include but not limited to declaring the election to be null and void and the calling for a special election.

- M. If the entire slate of Elected Officers are running unopposed, no formal election needs to take place. Rather, officers are elected by a Senate vote at the last Spring meeting. The officers will win a two-year term if they receive a majority vote from the voting Senators.

### **SECTION 2: Eligibility of Officers**

- A. All tenured faculty who are current or former Senators or Senate Officers are eligible for nomination for the office of President. All full-time faculty are eligible for nomination for any of the other offices.
- B. Part-time faculty are eligible for nomination for the office of Part-Time Representative-At-Large.
- C. No faculty member may be nominated for or hold more than one office (as defined in Section 1, Paragraph C 1 of this Article) simultaneously.

### **SECTION 3: Term of Office**

- A. The newly elected officers are invited to participate in the activities of the Executive Board in an *ex officio* role until they assume their respective offices.
- B. Newly elected officers shall be inducted at the last regular meeting of the academic year and assume their offices on July 1 of each calendar year.
- C. The term of office shall be for a two-year term.
- D. There are no term limits.

### **SECTION 4: Duties of the Officers**

- A. The President shall:
  - 1. Serve as chief executive officer of the Academic Senate and the Chair of the Executive Board (Executive Board is defined in Article I, Section 4 of the Constitution).
  - 2. Prepare agendas and preside over all meetings of the Academic Senate Assembly and Executive Board.
  - 3. Represent the Academic Senate at all VCCCD Board of Trustees meetings.
  - 4. Serve as co-chair of the Planning and Budget Committee, or its successor committee, and represent the Senate on the District Council of Administrative Services.
  - 5. In consultation with the Academic Senate, appoint faculty to represent the Academic Senate on district and college shared governance committees.

# Academic Senate of Oxnard College

## Bylaws

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6. Implement the plans, recommendations, and decisions of the Academic Senate Assembly and the Executive Board.
  7. Serve as an *ex-officio* member of all committees except the Senate Elections Committee.
  8. Supervise all affairs of the Academic Senate.
  9. In consultation with the Executive Board, establish *ad hoc* committees as needed.
  10. Deliver a State-of-the-Senate report at the first meeting of the fall semesters.
  11. Assign to members of the Executive Board appropriate duties as necessary.
  12. Participate fully and substantially in the development of program review processes.
  13. Represent the Academic Senate at the Fall and Spring Academic Senate Plenary Sessions or designate a Senate representative for the California Community Colleges and other appropriate regional meetings.
  14. Ensure Academic Senate representation at college, district, state or national meetings where representation is required or needed; this includes designating a proxy when the President is unable to attend a meeting.
  15. Represent the collective intentions of the members of the Academic Senate in meetings with college and district administration staff.
- B. The Vice President shall:
1. Act as president in his/her absence and assume the presidency in the event that the president cannot complete his/her term.
  2. Assist the Senate president in the execution of the President's assigned duties.
  3. Represent the Academic Senate on one or more district councils, as assigned.
  4. Represent the Academic Senate on one or more college shared-governance committee, if assigned.
- C. The Secretary shall:
1. Keep a permanent record of all regular and special meetings.
  2. Record, compose and circulate minutes of the Senate meetings (such minutes shall contain verbatim record of resolutions proposed, together with their disposition).
  3. Maintain a listing of all Senators and check on the maintenance of requisite representative ratios by discipline department.
  4. Monitor the process for proposal and ratification of amendments to the Constitution.
  5. Represent the Academic Senate on one or more college shared-governance committee, if assigned.
- D. The Treasurer shall:
1. Collect, review, and report all Senate dues
  2. Keep all financial records and submit financial reports at each regular meeting.
  3. Represent the Academic Senate on one or more district councils, as assigned.
  4. Produce spreadsheet at the start of each semester with line itemized expenditures.
  5. Represent the Academic Senate on one or more college shared-governance committee, if assigned.

# Academic Senate of Oxnard College

## Bylaws

---

E. The Past-President may:

1. Provide support and expertise to the President.
2. Act as parliamentarian by recommending parliamentary procedures as prescribed in Robert's Rules of Order Newly Revised; in the event that the Past President's position is vacated, the President may assign these duties to another officer.
3. Undertake other duties as mutually agreed to by the President and the Past-President.

### **SECTION 5: Reassigned Time for Officers, Senators, and Others**

By VCCCD board action, the Academic Senate has 2.0 FTE to re-assign as follows:

President	100%	
Vice President	20%	
Secretary	20%	
Treasurer	20%	
Past President	20%	<i>only for the semester immediately following a completed term of office as President. Additional re-assignments are optional. This 20% is then redistributed by direction of the Executive Board (see directly below)</i>
Curriculum Co-Chair	20%	
By direction of Executive Board	*20%	

\* 20% reassignment may be awarded to a faculty member for a project pertaining to an academic and professional matter that will benefit the Oxnard College community. The Executive Board shall establish the criteria for a proposal/project to be considered for reassignment. The Executive Board shall determine the selection of the faculty member to receive the reassignment.

### **SECTION 6: Removal and Replacement of Officers**

- A. An Academic Senate officer may be removed for cause by two-thirds (2/3) vote of the Academic Senate Assembly.
- B. The Academic Senate President may declare vacant the seat of any officer who (1) is unable to complete his/her term of office, (2) misses three consecutive regularly scheduled Academic Senate Assembly meetings, or (3) becomes ineligible to hold membership in the Academic Senate.
- C. If the Presidency becomes vacant, the office shall be assumed by the Vice President.
- D. A vacancy in the office of Vice President, Secretary, Treasurer, or President-elect shall be filled by a two-thirds (2/3) vote at the next regular Academic Senate Assembly meeting after the vacancy occurs. Proper notification in compliance with the Brown Act shall occur. This shall include notification to all full-time faculty that the office is vacant and shall be filled by vote at the next regular Academic Senate Assembly meeting.
- E. Elections shall be held at the following Academic Senate meeting where additional candidates may be nominated from the floor. Election requires a 2/3 vote of Senators present when the quorum for the meeting was declared and voting shall be by roll call or signed ballot.

# Academic Senate of Oxnard College

## Bylaws

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- F. The term of office for any replacement approved by the Senate shall be the remaining length of term for that office.

### **SECTION 7: Executive Board**

- A. The Executive Board is comprised of the Academic Senate President, Vice-President, Secretary, and Treasurer. The officers represent the faculty at-large and are voting members of the Academic Senate Assembly. In accordance with Article IV, Section 1, Paragraph E, the President may cast a deciding vote in the case of a tie.
- B. The Executive Board shall be called to meet at least once per month during the academic year and will be scheduled by the Senate President,

## **ARTICLE III: THE ACADEMIC SENATE ASSEMBLY**

### **SECTION 1: Composition of the Senate**

- A. Each of the representational/discipline groups that selects a department chair or designated “lead”, in accordance with the collective bargaining agreement between the VCCCD and AFT Federation of Teachers, Local 1828; Student Support Services as a group (EOP&S, Financial Aid, Educational Assistance Center, Health Care Center); and the Library may select a minimum of one Senator. See Article I, Section 4 of these Bylaws for the selection procedures.

Representational/discipline groups are entitled to one Senator for every eight (8) full-time faculty members or portion thereof.

- B. Part-time faculty shall be represented by one elected representative at-large, in addition to representational/discipline group representation as described in Paragraph C below. See Article II of these Bylaws for election procedures.
- C. Additional part-time Senators can be selected from each representational/discipline group described in Paragraph A of this Section at the rate of one representative for each eight FTE, or portion thereof, comprising the hours scheduled for part-time faculty (not to include extra-hourly assignments by full-time faculty.) All part-time Senators shall be part-time faculty. For the purposes of this paragraph, the FTE of the previous academic year as reported by the Office of Student Learning shall be used. See Article I, Section 4 of these Bylaws for the selection procedures for additional part-time Senators.

### **SECTION 2: Duties of the Academic Senate Assembly**

The Executive Board and Academic Senate Assembly acting collectively as the Academic Senate of Oxnard College Assembly shall:

- A. Assume, at scheduled meetings, the legislative powers of the Academic Senate by making, discussing, and voting on items presented on the agenda.
- B. Carry out the purpose, functions, and responsibilities of the Academic Senate as prescribed in Article II of the Academic Senate Constitution.

# Academic Senate of Oxnard College

## Bylaws

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- C. Review policies and procedures of the College and District management to ensure Academic Senate participation in accordance with §53200–53204 of Title 5 of the CCR.
- D. Recommend policies for the faculty in appropriate and designated areas including those of the College and District administration and Governing Board.
- E. Consider and recommend actions and resolutions to the Academic Senate for the California Community Colleges and maintain liaison with the Academic Senates of Ventura and Moorpark Colleges, as well as other educational institutions.
- F. Consider and act on all other matters of concern to the Oxnard College faculty.

### **ARTICLE IV: MEETINGS AND SENATE PROCEDURES**

#### **SECTION 1: Procedure for Assembly Meetings**

- A. Regular meetings: The Academic Senate Assembly shall meet each month of the semester on the second and fourth Monday of the month.
- B. Organizational meeting: The first meeting in the Fall semester may be primarily an organizational meeting to:
  - 1. Introduce all newly elected officers and Senators.
  - 2. Discuss informally the role of the Executive Board, duties of the officers, and duties of the senators.
- C. Agenda: Each regular meeting of the Senate Assembly shall be preceded by an agenda sent to each all faculty members and posted in a campus location accessible and convenient to all faculty in accordance with the Brown Act.

Any member of the faculty wishing to place an item on the agenda of the Senate Assembly shall be able to do so by informing the Senate President no later than 6 days prior to an Assembly meeting.
- D. Quorum: A simple majority of the Senate Assembly and Executive Board members shall constitute a quorum for the transaction of business at any meeting. Absence of any part-time faculty representatives shall not constitute lack of a quorum. A simple majority of the quorum present at any meeting shall be required to carry a motion.
- E. Voting: Each bona-fide member of the Board and Assembly shall be entitled to one vote. In case of a tie, the President may cast a deciding vote should the President wish to do so.
- F. Parliamentary authority: The principles of parliamentary procedure derived from Robert's Rules of Order Newly Revised shall govern the procedures at meetings. For unusual issues these procedures may be suspended by motion. Such suspension shall only be for the duration of discussion of that issue.
- G. Special meetings may be called by:
  - 1. The President.

# Academic Senate of Oxnard College

## Bylaws

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2. The President, upon receiving a written petition signed by five per cent (5%) of the total Senate membership.
3. The Senate Executive Board, which can:
  - (a) Petition the President to call a meeting, or
  - (b) By a majority vote, call a meeting.

### **ARTICLE V: GOVERNANCE PROCESS**

In accordance with Article II, Section 2 of the Constitution, the Academic Senate accepts responsibility to pay attention to, and make recommendations on, all subjects pertaining to matters academic and professional.

#### **SECTION 1: Sub-committees of the Academic Senate**

The Academic Senate President, in consultation with the Senate Executive Board, shall designate the co-chairs of all standing shared-governance committees. The following committees are designated as sub-committees of the Senate to carry out the designated responsibilities:

- A. Curriculum Committee, which is charged with primary responsibility for curriculum, degree and certificate requirements, and grading policies; and is committed to collegial consultation with college and district administration in educational program development and student preparation and success.
- B. Planning and Budget Committee, which is charged with oversight responsibility in making recommendations regarding fiscal resources and budget.
- C. Other committees may be added as needed.

#### **SECTION 2: Academic Senate Assembly**

The Academic Senate Assembly takes responsibility to provide recommendations on:

- A. Curriculum including establishing prerequisites and placing courses within disciplines
- B. Degree and certificate requirements
- C. Grading policies
- D. Educational program development
- E. Standards or policies regarding student preparation and success
- F. District and college governance structures, as related to faculty roles
- G. Faculty roles and involvement in accreditation processes, including self-study and annual reports
- H. Policies for faculty professional development activities
- I. Processes for program review
- J. Processes for institutional planning and budget development
- K. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

# Academic Senate of Oxnard College

## Bylaws

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### **ARTICLE VI: CONTENTIOUS MATTERS**

The faculty in the form of referenda may consider any contentious matters, which cannot be settled by any of the above procedures, or initiatives submitted to it by any party whatsoever. The procedures regarding such submission shall be in line with procedures detailed above for disposition of regular business.

Adopted: 03/2018