

**ACADEMIC SENATE BYLAWS
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**
(1989; amended 2003, 2009, 2010)



Article I: Name

The name of this organization shall be the Academic Senate of the San Mateo County Community College District, hereinafter called the District Academic Senate.

Article II: Purpose

The purpose of the District Academic Senate shall be to assure that the faculty at the San Mateo County Community College District have formal and effective procedure for participating in the formation of District policies on academic and professional matters, in accord with the provisions of the California Administrative Code providing for the establishment of district senates, especially sections 53200 through 53206.

A primary function of the District Academic Senate is to represent the college faculties in making recommendations to the administration of the district and to the governing board of the district with respect to the formation of district policy in academic and professional matters.

Academic and professional matters of the District Academic Senate, as set forth in Title V and District Rules and Regulations, shall include but not be limited to the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation or success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Article III: Membership

Every person who is a member of the Academic or Faculty Senate of Cañada College, College of San Mateo, or Skyline College shall be a member of the District Academic Senate.

Article IV: Powers and Responsibilities

All powers and responsibilities of the District Academic Senate shall be exercised through the District Governing Council, which shall also have the power of interpreting these bylaws. The District Academic Senate shall be primarily charged with representing the faculty to the district administration and the Board of Trustees. Academic and professional matters specific to the individual colleges shall be within the purview of the college senates.

Article V: Membership of the District Governing Council

- A. The District Governing Council shall consist of no more than two representatives from each of the colleges in the District, chosen by each college's Senate or Governing Council. In addition, District Governing Council members shall serve as president and vice president. The president shall serve no more than two consecutive elected two-year terms. After that, the president shall be an ex-officio past president. The vice president shall serve for a term of one year.
- B. All candidates for election as an officer of the District Governing Council shall be a District Governing Council member, senate president, or have been a local senate president. In the event that no one from a particular college senate who meets these qualifications chooses to be a candidate, the District Governing Council may by resolution authorize any one member of the college faculties to be a candidate. The minutes of the meeting at which the resolution was adopted must be submitted prior to the individual's being nominated. Terms of office shall commence August 1 and end on July 30.
- C. All members of the District Governing Council shall have full voting privileges.
- D. A vacancy in office shall be filled in accordance with District Governing Council rules.

Article VI: Duties of District Governing Council Members

- A. The District Governing Council members shall represent the members of their college senate. The council shall deliberate and act upon such matters of faculty interest and concern as are brought to its attention.
- B. The District Governing Council shall approve all faculty appointments to District Academic Senate committees and District committees dealing with or relating to academic and professional matters.
- C. The District Governing Council shall require that accurate minutes of its meetings be kept.

- D. The District Governing Council shall receive and consider the reports and recommendations of the president and of the faculty committees herein specified.
- E. The District Governing Council shall direct the president to submit major issues to the members of the college senates for their deliberation and, when appropriate, for their approval.

Article VII: Duties of the President

The president shall receive .4 reassigned time each semester to carry out the duties of office. The president shall

1. Represent faculty at the Board of Trustees' meetings
2. Be responsible for establishing the time and place for all of the meetings of the District Governing Council
3. Be responsible for the preparation of the agenda for all of the meetings of the District Governing Council
4. Preside over all meetings of the District Governing Council
5. Represent and act as the spokesperson for the District Academic Senate
6. Have the power to authorize expenditures for the District Academic Senate budget, in consultation with the District Governing Council
7. Convene or appoint a designee to chair meetings of the District Academic Senate committees or subcommittees
8. Serve as co-chair of the District Shared Governance Council
9. Attend meetings of each college's Governing Council, at least once per semester, and serve as liaison with local senates
10. Attend area and Academic Senate for California Community Colleges meetings, and serve as District Academic Senate delegate to the ASCCC plenary sessions
11. Perform any function normally thought to be within the realm of a presiding officer which is not otherwise denied by the bylaws.

Article VIII: Duties of the Vice President

The vice president shall

1. Act as president in absence of that officer
2. Succeed to the presidency in the event of the vacancy of that office
3. Perform such functions as the president assigns to assist in carrying out the purposes and policies of the District Academic Senate
4. Perform any other functions as assigned by the president.

Article IX: Duties of the Past President

The immediate past president shall perform such functions as the president may assign to assist in carrying out the purposes and policies of the District Academic Senate.

Article X: Functioning of the District Governing Council

- A. The District Governing Council shall meet at least once each semester and no fewer than five times each academic year.
- B. A quorum for a meeting of the District Governing Council is defined as when greater than 50% of the council is present, provided at least one member from each college and the president, or his/her designee, are present. The District Governing Council may recognize official substitutes for official college representatives.
- C. Each member of the District Governing Council shall have one vote on substantive issues. The district Academic Senate shall bring forth only those recommendations that have the unanimous vote of all three College Senate Governing Councils. In cases where the District Governing Council is required to take an official position and consensus cannot be reached, then the District Governing Council may issue majority and minority opinions.
- D. The District Governing Council shall have elected a President and such other officers as it shall deem necessary before the end of the academic year. A vice president shall be selected by the District Governing Council from among its members at the beginning of the academic year.
- E. The District Governing Council president shall be elected by the Academic Senates at large (all full-time and part-time faculty).
- F. The District Governing Council may form ad hoc committees and may appoint to them members from the District Academic Senate.

Article XI: Amendments

Amendments are deemed properly proposed if they meet the following criteria:

- 1. A proposed amendment from the floor must be supported by the signatures of 20% of the academic senate members at any single college;
- 2. Put forth by unanimous agreement of the District Governing Council.

The bylaws shall be amended in one of the two following ways:

- 1. If the District Governing Council casts a unanimous vote in favor of a properly proposed amendment, or
- 2. Of those senate members casting votes, each college casts a 60% affirmative vote for the properly proposed amendment.

Voting procedure:

The vote on any properly proposed amendment put forth from the floor shall take place at the end of the school year as part of each college's regularly scheduled elections, provided there was adequate notice and publication of the proposed amendment. The vote on any properly proposed amendment put forth by the District Governing Council may take place at any District Academic Senate meeting after adequate notice and publication has occurred. Adequate notice and publication will be deemed to exist if the proposed amendment is published one month prior to the vote in each college senate's minutes.

Article XII: Removal of an Officer

Removal of an officer of the Council may be initiated in one of two ways:

1. A motion made by a member of the Council which is properly seconded and passed by a two-thirds vote of those officers of the Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda established prior to the meeting in which it will be considered.
2. A vote to recall any officer of the Council may be initiated by a petition signed by 50 members of the faculty and presented to the Council.

Article XIII: Standing Committees

District Curriculum Committee

The District Curriculum Committee is a standing committee of the District Academic Senate that supports the goals and objectives of the San Mateo Community College District and its three college curriculum committees. It provides a forum for discussion and makes recommendations to the District Academic Senate on curriculum matters which have district wide impact. The composition of the committee is as follows:

1. The three local college faculty chairs of the college curriculum committees
2. Vice Chancellor of Education (1)
3. Vice President of Instruction (1)

The Committee is chaired by one of the local college curriculum committee faculty chairs. Voting members shall consist of the three local chairs of the curriculum committees. Ex-officios will consist of Vice Chancellor of Education and Vice President of Instruction. Formal recommendations will be presented to the District Academic Senate Governing Council for consideration.