

OHLONE COLLEGE FACULTY SENATE BY-LAWS
Adopted 1993 - Revised April 2004- **Revised May 2007**

Section 1 – Nominations and Elections.

A. Governing Council:

1. The Governing Council will consist of fifteen members distributed in the following manner:

2 representatives Health Sciences, Athletics, and PE

Nursing (12)
PTA (2)
RT (2)
PE/Athletics/Kinesiology (8)=24 faculty

2 representatives English & ESL

English (18)
ESL (3)=21 faculty

2 representatives Counseling & Library

Counseling (21)
Library (4)=25 faculty

1 representative Math

Math (15) faculty

1 representative Fine Arts

Art (4)
Music (4)
TD (4)
ID (1)
MM (1)
Ent Tech (1)=15 faculty

1 representative Natural Science

BIOL (6)
CHEM (3)
PHYS/ASTR(2)
ANTH/GEOG/GEOL (2)
Env Science (1)=14 faculty

1 representative Social Science

BA/ECON (4)
HIST/PS (3)
PSY (3)
SOC (1)
AJ (1)=12 faculty

1 representative Computer Science, Engineering & Educational Technology

CS (4)
CNET (3)
CAOT (2)
ENGI (1)
Ed Tech (1)=11 faculty

1 representative Humanities, Speech, and Education

SPAN/FREN (2)
JOUR (1)
SPEECH (3)
CHS (1)
PHIL (1)
ECS (2)=10 faculty

1 representative Deaf Studies, ASL, & INT

Deaf Studies (4)
ASL (2)
INT (1)= 7 faculty

1 representative Part-Time

1 representative At-Large

2. The terms of office for all Governing Council representatives will be two years.
3. If circumstances require that any representative step down partway through his/her term, a replacement will be appointed, according to a vote of the remaining members of the Governing Council, until such time that the constituency can elect a new representative.

B. Nominating Committee:

1. The Nominating Committee is chaired by the Vice President.
2. Additional members of the Nominating Committee (from 2-4) are appointed by the President.
3. The nominating committee will recruit faculty to fill vacancies within the Governing Council of the Senate.

C. Nomination and Election of Representatives to the Governing Council:

1. Representatives will be nominated according to their constituency. Nominations may be made by any Senate member in written form or from the floor with prior consent of the nominees.
2. The Representative(s) to the Governing Council will be nominated before the end of the spring semester. They will assume office at the last regular Senate meeting of the academic year.
3. The Vice-President will conduct elections for representatives to be selected from those nominated. The election results will be reported to the Senate President.
4. Elections for all Representatives will be held simultaneously by secret ballot to be deposited in a secured ballot box located in a central campus location. The election will be conducted for one week during the month of May.

D. Nominations & Elections for Officers of the Governing Council:

1. Faculty will nominate and elect the President, President-elect, Secretary, and Treasurer from the elected representatives.
2. The President, Secretary, and Treasurer will be elected for two-year terms.
3. The President-Elect will serve as Vice President for one-year, whereupon he/she will assume the role of President.
4. After completion of the two-year term as President, the past-President will serve as Vice President for a term of one year.
5. Nominations for Officers of the Governing Council will be made at the first regular Senate meeting of the academic year.

6. Elections for the officers of the Governing Council will be conducted at the next Senate meeting.

Section 2 - Duties of Faculty Senate Governing Council and Officers:

A. Faculty Senate President.

1. Conducts twice-monthly meetings of the Faculty Senate.
2. Attends twice-monthly Ohlone College Board meetings.
3. Meets regularly with the United Faculty of Ohlone.
4. Meets regularly with the President/Superintendent, V.P. of Instruction, V.P. of Student Services, and V.P. of Business Services of Ohlone College.
5. Performs ceremonial duties, such as co-hosting the Ohlone Awards Banquet, presenting the Outstanding Alumni Award at Graduation, and attending the Foundation Luncheon.
6. Oversees the appointment of Faculty Senate ad hoc committees.
7. Follows up on Faculty Senate resolutions and requests.
8. Reads and disseminates mail and documents of interest to the Governing Council and Faculty at Large.
9. Keeps informed about state-wide Community College Issues through ASCCC and forums.
10. Acts as a Liaison between Faculty Senate and Staff Development.
11. Participates in the Employment Lottery for new Faculty.
12. Returns calls, answers mail, and generally conducts the business of the Senate in a timely manner.
13. Participates in Accreditation activities.
14. Serves as the official voice of the Faculty Senate to the media.
15. Coordinates the maintenance of the Faculty Senate website.
16. Prepares and distributes agendas for Faculty Senate meetings.
17. Mentors the President-Elect.
18. Serves as a standing member of the College Council and attends College Council meetings

19. Serves as standing member of Title III Monitoring Team and attends Monitoring Team meetings.
20. Attends General Sessions and Area B meetings of the Academic Senate of California Community Colleges (ASCCC).
21. Represents positions of Ohlone College Faculty Senate at ASCCC Sessions and meetings.
22. Reports information from the ASCCC Sessions and meetings to the Governing Council in a timely manner.
23. Reads position papers, pre-session resolutions, and background documents from ASCCC, distributes this information to Governing Council, and solicits feedback from the Governing Council on these issues.

B. Faculty Senate Vice-President.

1. Conducts meetings, attends meetings, hosts events and generally fills in when the President is unable to perform these duties.
2. Oversees the retirement functions for Faculty.
3. Serves as Faculty Senate Chairperson of the Committee on Committees.
4. Conducts activities to appoint faculty to committees needed to carry on the work of the Faculty Senate and the College.
5. Serves as the chairperson of the nominating committee which handles the election of Senators and Senate Officers.
6. Maintains a master list of current and past committee assignments for Full Time Faculty.
7. Sends out "call for committees" at the beginning of each fall semester.

C. Faculty Senate Secretary.

1. Takes the minutes of the Faculty Senate Meetings.
2. Coordinates the electronic posting and distribution of the first draft and the approved versions of the minutes of Faculty Senate Meetings.
3. Sends cards of condolence, congratulations, or other appropriate sentiment, to members of the Faculty Senate.

D. Faculty Senate Treasurer.

1. Keeps Faculty Senate Financial Records.
2. Keeps updated list of contributors to the Senate Treasury.

3. Asks new faculty to install payroll deduction for Senate contribution, and offers them the chance to pay directly by check.
4. Sends payment due notes to late faculty who prefer to pay by check, accompanied by forms that will enable them to begin using payroll deduction.
5. Pays Senate bills promptly.

E. Governing Council Representatives

1. Attend twice monthly meetings of the Faculty Senate.
2. If unable to attend a Faculty Senate meeting, the Governing Council representative will find a replacement.
3. Distribute relevant information from Faculty Senate meetings to constituency in a timely manner.
4. Represent views of constituency at Faculty Senate meetings.
5. Solicit feedback from constituency on matters to be voted on at Faculty Senate meetings.
6. Participate in ad hoc committees to conduct the business of the Faculty Senate as needed.

F. Faculty Senate CCLC Representative. This position is voluntary, and thus is not an elected position of the Faculty Senate Governing Council.

1. Attends the Annual Convention of the Community College League of California.
2. Reports information from the Convention to the Faculty Senate in a timely manner.
3. Represents Ohlone's Faculty Senate views at the Convention.

Section 3– Faculty Senate Consultation, Decision and Voting Procedures

A. In accordance with the requirements of Title V, Section 53203(a), the Ohlone College Board and the Ohlone College Faculty Senate have adopted the methods specified below for consulting collegially in adopting policies relating to academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines (rely primarily).
2. Degree and certificate requirements (mutually agree).
3. Grading policies (rely primarily).
4. Educational program development (mutually agree).

5. Standards or policies regarding student preparation and success (mutually agree).
6. District and college governance structures, as related to faculty roles (mutually agree).
7. Faculty roles and involvement in accreditation activities (mutually agree).
8. Policies for faculty professional development activities (mutually agree).
9. Process for program review (mutually agree).
10. Processes for institutional planning and budget development (mutually agree).
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (mutually agree).

Note: "Rely primarily" means that the Board will rely primarily upon the advice and judgment of the academic senate. "Mutually agree" means that the district governing board and the representatives of the academic senate will have the obligation to reach mutual agreement by written resolution, regulation of policy.

B. Senate Agenda Items

1. Matters of academic and professional significance may be brought before the Senate in the following ways:

- a. Any student, staff or faculty member may ask any Senator to put an item on the Faculty Senate Agenda. The Senator will then contact the Senate President about the item.
- b. Any administrator may ask the Faculty Senate President to put an item on the Faculty Senate Agenda.
- c. The Faculty Senate Executive Committee shall determine, through consultation, whether items submitted are appropriate for inclusion on the agenda.

2. Timeline for Submitting Agenda Items

- a. Like all other representative bodies on campus, the Faculty Senate needs time to conduct its business in an orderly manner.
- b. Items for the Faculty Senate Agenda must be submitted one week prior to the meeting at which the item will be an Information Item.
- c. All non-emergency items will be placed on the next available agenda as Information Items. (We expect this to be 95% of the items brought to the Senate. Lack of planning on the part of others is not necessarily considered a Faculty Senate emergency). It is helpful to the Senate if persons bringing Information Items to the Senate make copies of relevant materials to distribute to the senators before, the information meeting.

3. Emergency Agenda Items

- a. Items may be declared an emergency and put on the agenda at any meeting by a two-thirds (2/3) vote of a Faculty Senate Quorum.
- b. Persons knowing of emergency items after the Senate agenda is published, but before the next Senate meeting, are requested to alert the Faculty Senate President.

C. Senate Voting and Decision-Making

1. Information items which the Senate wishes to address will be forwarded to the next available agenda as action items.
2. Senators will consult with their constituents, and faculty are asked to read their Senate minutes and agendas carefully and contact their Senators if they have any concerns.
3. All faculty are always encouraged to attend Senate meetings to speak to the issues personally.
4. Action items may have motions made about them, and be acted on during the meeting by Senate Representatives.
5. Any faculty member may request the Faculty Senate President to put an issue, between the time that the issue is an Information Item and an Action Item, to a full vote of the faculty. In order to be placed on the agenda, such requests must reach the Faculty Senate President one week prior to the meeting at which the issue is scheduled to be an Action Item. When such a request exists, the Senate will consider the request for a full vote of the faculty before proceeding on the action item. It is expected however that most issues will not require a full vote of the faculty.

Note: For the Faculty Senate to have adequate time for consultation and decision making, most issues brought to the Senate will require about four weeks.