

# CONSTITUTION OF THE VICTOR VALLEY COLLEGE ACADEMIC SENATE

## PREAMBLE

The Victor Valley College Academic Senate exists to ensure democratic participation of the faculty in the development of policies and procedures of the college and to foster the long-range interests and well-being of the College.

## ARTICLE I: AUTHORIZATION AND POWERS OF THE ACADEMIC SENATE

The Academic Senate is established for the purpose of participating in the formation of educational and professional policy. The Senate Council shall include the Executive Board and the Area Representatives, which serve as the official representative body of the Academic Senate. The Senate Council is empowered to make recommendations to the College President. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the college.

## ARTICLE II: MEMBERSHIP

All full-time faculty *and part-time faculty* ~~academic employees who are not designated supervisory management~~ are members of Academic Senate, and thus permitted to vote on any Senate issues.

## ARTICLE III: OFFICERS AND EXECUTIVE BOARD

The officers of the VVC Senate shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President.

## ARTICLE IV: NOMINATIONS AND ELECTIONS

### **Section 1: Process and Timelines**

*Academic Senate elections shall be conducted by the Elections Committee. The Executive Board Vice-President serves as the chair of the Elections Committee. The Elections Committee shall consist of a total of 3 members. Two members of the Executive Board, or two designees nominated by the current Vice-President and approved by the Executive Board.*

*At this time, only full-time faculty are eligible to vote for Senate Representatives or Executive Officers. Part-time Faculty Representatives (2) will be elected by Part-Time faculty only.*

**January-February March – April:** Solicit nominations from faculty on the offices of Vice-President, Secretary, ~~and Treasurer~~ *and senate representatives as needed.* ~~The Executive Board Vice President serves as the chair of the Elections Committee. The Elections Committee shall consist of a total of 3 members. Two members of the Executive Board, or two designees appointed by the current Vice President and approved by the Executive Board and the Vice-President.~~

April – May: *Open nominations and a last call are to be taken from the floor at the Senate meeting.* ~~**Late February–March:** The Elections Committee presents written slate or ballot to membership.~~

- ~~1. Not less than five days later, open nominations are to be taken from the floor.~~
- ~~2. Nominees on ballots are then to be given the opportunity at the next Senate Meeting to campaign or tell faculty (3–5 minutes) why they are running and why they would be the best candidate. Also, candidate forums may be set up at lunchtimes, etc., for the same purpose.~~

May – June: ~~**Late March:**~~ Election takes place (secret ballot) and the results are to be presented to the membership *prior to the last day of the semester.*

#### Secret Ballot Process:

1. Ballots will be prepared under the direction of the Academic Senate Vice-President. The placement of names may be determined by using the state random alphabet for the current year, or by having names chosen by an agreed upon random drawing.
2. *Election may take place through secure electronic voting or through a paper ballot process (described below.)*
3. *The Election Committee Chair shall submit the final report to the President or designee who shall inform all candidates of the results. The President shall announce the results as prescribed by the timelines.*

#### Process for Electronic Ballots

1. *The electronic voting process will be managed through a secure and confidential online program to ensure one vote per person.*

#### Process for Paper Ballots

1. The VVC faculty ballot box will be placed in the mail area, and the key will be retained by the Executive Board President. A second key is to be held in the Academic Senate office in case of absence of the President. All ballots are to remain in the box until the end of the election. Faculty will be given at least one week for voting.
2. All ballots are to be signed on the outside of the large envelope by the voting member. Without a signature, the vote is ineligible to be counted (NO EXCEPTIONS TO THIS REQUIREMENT). Instructions will be typed on the ballot.
3. The Election Committee will count the votes. If a member of the Elections Committee is on the ballot, the Election Committee Chair will appoint a replacement for the purpose of counting ballots. Ballots and results will be held in the Academic Senate office for a minimum of six months (for review by any faculty member, if requested).

## **Section 2: Campaigning/Endorsements**

The Executive Board is prohibited from endorsing and/or campaigning for or against any nominee or group of nominees on the ballot. The Executive Board (as a group) is to remain

impartial. However, as individual faculty members, Executive Officers may campaign for or endorse nominees.

## **ARTICLE V: RECALL ELECTIONS**

**Section 1:** The recall of any person in an Academic Senate elected position may be initiated by a petition signed by one-third (1/3) of the active Senate membership. A statement of the reasons for the proposed recall petition shall be part of the recall petition.

**Section 2:** Each person named in the recall petition shall have the right to make a rebuttal statement, which shall be distributed to his/her constituency at least 7 days before the recall election.

**Section 3:** Recall elections shall be by secret ballot, and regular election procedures (e.g., election of officers) shall be followed including voting times.

**Section 4:** A two-thirds (2/3) majority vote of the Senate membership shall be necessary to affect the recall.

**Section 5:** Any vacancy, in any office, created by recall shall be filled according to the procedures provided in Article IV for election of officers.

## **ARTICLE VI: TERMS AND VACANCIES**

**Section 1:** Officers *and representatives* shall be elected for a period of two years, commencing on August 1 and ending on July 31 two years later with the exception of the Vice-President, who will automatically ascend to the Presidency and then to the position of Past-President. Members should be reminded to take this into account when voting for the office of Vice-President.

**Section 2:** A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Senate. Any vacancy in the office of Secretary, Treasurer or Vice-President, shall be filled by holding a special election.

**Section 3:** In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office.

**Section 4:** If the Vice-President leaves office with one year or less remaining on his or her two-year term, the newly elected Vice-President will fulfill the remainder of the aforementioned officer's term plus one year before ascending to the presidency. If and when this should occur, the incumbent President's term will be extended to correspond with the Vice-President's term.

**Section 5:** The replacement for the Past-President must be drawn from the ranks of Past-Presidents and filled by special election. In the event that there are no Past-Presidents available, the position may be filled from the ranks of past Executive Officers by special election.

**Section 6:** All replacement elections shall be held according to the procedures provided in Article IV, sections 1 and 2. A meeting to solicit nominations shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

**Section 7:** In the event that an executive board office is vacant as a result of no one running for that position, the Senate President shall assume the duties and/or assign the duties to a designee or conduct a special election.

**Section 8:** *A quorum of Senate Representatives is required for voting purposes. If a representative misses two consecutive meetings without cause, the President may hold a special election or appoint a replacement for the remainder of the term.*

## ARTICLE VII: EMPOWERMENT

The Academic Senate shall make recommendations and have direct access to the College President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative consideration.

## ARTICLE VIII: MEETINGS

Academic Senate shall meet as often as business requires but not less than once each semester.

## ARTICLE IX: ORGANIZATION OF THE SENATE COUNCIL

**Section 1: Purpose.** It shall be the purpose of the Senate Council to serve as the official voice of the Academic Senate.

**Section 2: Membership.** The Senate Council shall be composed of the President, Immediate Past-President, Vice- President, Secretary and Treasurer of the Academic Senate, and ~~one~~ representatives from each area. The officers of the Academic Senate shall serve as the officers of the Senate Council. The Faculty Areas shall be established by the Executive Board dependent upon the number of faculty in each area, including at-large representatives.

**Section 3: Terms of Office: Representatives.** ~~The terms of office shall be for a period of two years, terms to be staggered with one half of the representatives retiring each year.~~

**Section 4: Election of Senate Representatives.** ~~Prior to the third Monday in May, the Elections Committee will call for nominations for Senate Council representatives for each of the affected areas. Ballots will be prepared, distributed, and counted by the Elections Committee. Announcements of the results of the election shall be made not later than the Friday following the third Monday in May. In no case shall area representatives be chosen before the election of Academic Senate officers. Vacancies may be filled as soon as possible following the procedures above.~~

**Section 5: Meetings.** The Academic Senate Representative Council shall meet as often as business requires, but not less than once each semester.

**Section. 6: Empowerment.** The Senate Representative Council is the executive body representing Academic Senate. The Senate Representative Council shall be empowered to conduct investigations and such business as shall be referred to the Senate Representative Council or initiated by council members. In the conduct of official business a quorum shall consist of one more than half of the area representatives. Recommendations to the President of the College or the Board of Trustees must be authorized by a majority vote of the Senate Council

**Section 7: Committees.** The Senate Council shall be empowered to establish such committees as are needed to conduct investigations and to conduct such business as shall be referred to the Senate Council or initiated by Senate Representative Council members. The Senate Council defines the power and duties of committees.

## ARTICLE X: AMENDMENTS

**Section 1:** Amendments to this Constitution may be proposed by the Academic Senate or by petition of 30 percent of the members of the Academic Senate.

**Section 2:** All proposed amendments shall be submitted in writing to the ~~entire~~ full-time faculty membership at least ten days prior to voting.

**Section 3:** An amendment shall be considered adopted if it receives a simple majority vote *by*  
full-time faculty membership.