

# *Las Positas College* **Academic Senate**

## **Bylaws**

### *Article I*

#### *Preparation for Academic Senate Meetings*

- Section 1.** Items for the published agenda shall be submitted in writing to the Academic Senate President (the President) before the Executive Committee meeting preceding the Academic Senate (Senate) meeting.
- Section 2.** The agenda, significant items of business, and related information shall be disseminated by the President at least 72 hours prior to a meeting.

### *Article II*

#### *Operating Rules of Academic Senate Meetings*

- Section 1.** The rules of order shall be determined by the Senate (see Constitution, Article VI, Sec. 1(c))
- Section 2.** Discussion at a meeting, for both Senators and guests, shall be limited to discussion items listed on the agenda.
- Section 3.** The President may entertain added agenda items at the beginning of Senate meetings.
- Section 4.** The Senate shall determine when a motion shall be submitted to a referendum of the faculty by a majority vote of a quorum. Referenda concern matters that affect college policy and require a majority vote on written ballots, which include pro and con arguments for passage.
- Section 5.** Voting on a significant item of business shall take place at a meeting subsequent to the one at which it was discussed. Emergency action items may be added to the agenda at the discretion of the President.

- Section 6.** Voting on main motions, amendments, and resolutions shall be recorded by the recording secretary by a tally of yes, no, abstentions. A roll call vote may be requested by any member of the Senate at any time.
- Section 7.** These Operating Rules may be suspended by a majority vote of the Senators present in order to move into a Closed Session with no minutes. No action may be taken during a Closed Session.
- Section 8.** A quorum is fifty (50) percent or more of the representative Senate.

### *Article III*

#### *Academic Senate Minutes*

- a. All meetings shall be taped, except for Closed Sessions.
- b. One tape of each Senate meeting shall be preserved for six (6) months after the close of that meeting.
- c. Unapproved draft minutes shall be distributed to Senators 72 hours before the next Senate meeting. Minutes shall be approved at the next regular Senate meeting.
- d. Approved minutes shall be available to all regular and contract faculty, and shall be sent to the administration and the Board of Trustees.
- e. A Senator's name is generally included in the minutes when the Senator introduces a significant new point. Minor additions and restated points are usually summarized in the minutes without including Senators' names. The representative Senate has the final responsibility to approve the minutes when the Senate is satisfied that the minutes accurately reflect the actions and discussion of the meeting.

### *Article IV*

#### *Internal and External Functions*

- Section 1.** When the Academic Senate determines its rules and procedures, a Parliamentarian may be appointed by the President with the concurrence of a majority of the Senators present at the first meeting.

**Section 2.** Delegates to the State-wide Academic Senate shall be appointed by the President with the concurrence of a majority of the Senators present.

**Section 3.** Appointments to specific ad-hoc committees of the Senate and standing college committees, district committees, and task forces shall be made by the President with the concurrence of a majority of the Senators present.

**Section 4.** Standing Senate subcommittees and task forces shall operate under the rules that govern the Senate.

**Section 5.** Senate representation shall be determined by a ratio formula as decided by the Academic Senate at the beginning of each Academic Year. Currently that ratio formula shall be 10:1, but no division shall have less than 2 representatives. The same ratio will be used over all Divisions.

**Las Positas College Academic Senate Bylaws approved by faculty vote:**

Revised: September 24, 1989  
November 5, 1990  
November 13, 1992  
April 9, 2003  
September, 24 2008