

# **CONSTITUTION OF THE FACULTY SENATE OF CERRITOS COLLEGE**

Amended: September 24, 2013

Approved: November 14, 2013

We, the Faculty of Cerritos College, in order to insure the proper exercise of the rights and privileges of our profession, to discharge the responsibilities and obligations of the trust which we share with other institutions of higher learning and to promote excellence of instruction, research, and community service, do hereby establish, within the guarantees granted and the limitations set forth by the legislature of the State of California and the Governing Board of this College District, this Constitution of the Faculty Senate of Cerritos College.

## **ARTICLE 1. NAME**

The name of this body shall be the Faculty Senate of Cerritos College.

## **ARTICLE 2. PURPOSE**

The purpose of the body shall be: (a) To study, with assistance of as many faculty members as is feasible, matters related to academic and professional standards and affairs of the College; and (b) To make recommendations to the administration and/or Governing Board.

## **ARTICLE 3. MEMBERSHIP**

- 3.1 Full-time membership of this body shall be faculty who do not perform any services for the College that require an administrative or supervisory credential, or whose major assignment is not administrative in nature, and who are preferably tenured.
- 3.2 Part-time membership of this body shall be faculty with a minimum of two semesters, preferably four semesters, of experience at the College. Faculty shall serve as Senators only if actively employed by the College during their term as Senator.
- 3.3 Election of members shall be specified in the By-laws.

## **ARTICLE 4. OFFICERS**

- 4.1 The officers shall include but not be limited to the President, the Vice President, and the Secretary.
- 4.2 Officers shall be elected by a majority vote at a regularly scheduled meeting of the Faculty Senate.
- 4.3 The time of election and term of office shall be specified in the By-laws.

## **ARTICLE 5. MEETINGS**

- 5.1 The Faculty Senate shall determine its time of meetings, rules, procedures, and methods of voting.
- 5.2 Special meetings as needed may be called by the Faculty Senate President or by a majority vote of the Faculty Senate.

## **ARTICLE 6. BY-LAWS**

By-laws shall be established to specify rules of operation, responsibilities of officers, standing committees, committee responsibilities, and procedures necessary for the effective operation of the Faculty Senate.

## **ARTICLE 7. AMENDMENTS TO THE CONSTITUTION**

- 7.1 Amendments may be proposed by (a) petition signed by 10% of the faculty, or (b) by a majority of the total membership of the Senate and submitted to the Faculty Senate President.
- 7.2 Any duly proposed amendment to the Constitution shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the proposed amendment.
- 7.3 Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior to the above meeting.
- 7.4 An amendment to this Constitution shall be considered in effect when it has received a favorable vote representing two-thirds of the faculty members voting, taken by secret ballot.

# **BY-LAWS OF THE FACULTY SENATE OF CERRITOS COLLEGE**

Amended: 12-1-15; Approved: 12-10-15

Amended: 9-1-20; Approved: 10-10-20

## **ARTICLE 1. OFFICERS**

Officers shall be elected at the first regularly scheduled meeting in April by the Senate.

- 1.1 The terms of office for all Faculty Senate officers – President, Vice President, and Secretary – shall be for two years, commencing July 1 of the first year and terminating June 30 of the second year.
- 1.2 A majority of the elected membership of the Faculty Senate shall constitute a quorum meeting.
- 1.3 The latest edition of Robert’s Rules of Order (Revised) shall prevail at all meetings of the Faculty Senate and its committees.
- 1.4 The Executive Committee shall consist of the Past President, the President, the Vice President, the Secretary, and Senate members appointed by the Faculty Senate President and approved by the Faculty Senate
- 1.5 Senate officers are expected to fulfill all duties of their office and to act in accordance with the constitution, bylaws, rules, motions, resolutions, and policies of the Faculty Senate as well as all applicable state and federal laws.
- 1.6 A collaborative and independent Senate and Union will help cultivate a unified and supported faculty body. While participation in the Senate and the Union is encouraged, simultaneously holding positions of leadership in both bodies is not. As such, senate officers, to avoid a conflict of duty and to increase leadership opportunities for a greater number of faculty, shall not concurrently hold executive board, negotiations team, or grievance officer positions within the faculty union. In no way shall the provision above be interpreted to limit, discourage, or prevent communication, support, or collaboration between the Faculty Senate and the Cerritos College Faculty Federation.
- 1.7 A Senate officer may be recalled from office by a two-thirds vote, of those Senators present and voting. The reasons for recall must be provided in writing

by a member of the Faculty Senate before a vote can be scheduled. A senate officer facing recall shall be provided a chance to answer to the reasons for the recall prior to the vote.

## **ARTICLE 2. ELECTION OF THE PRESIDENT**

- 2.1 All nominees for President shall be sitting full-time Senators. If no sitting senators seek the position of the President, the Senate can open the election to all full-time faculty who served in the Senate within the past three years.
- 2.2 The President is a non-voting member of the Senate unless there is a tie. The President may vote during the reelection of the President.
- 2.3 After the President is elected, the Senate shall inform the President's respective Division that they have a vacancy. The Division shall elect a Senator to a two-year term to fill the vacancy.
- 2.4 Upon conclusion of the term of office, the President may seek reelection to the office of the President.
- 2.5 A President that is not reelected to the office shall follow the procedures listed in Article 3 in order to return to the Senate.

## **ARTICLE 3. ELECTIONS OF FULL-TIME FACULTY SENATORS**

- 3.1 One Senator shall be elected by written ballot from each division for each ten faculty members or major fraction thereof. Each division shall have a minimum of one representative. For the purpose of this section, professional librarians and counselors shall be considered as being members of separate divisions. All other faculty members not assigned to a division shall elect one Senator to represent them.
- 3.2 The terms of office for all Senators shall start at the beginning of the fall semester. Senators shall serve staggered two-year terms.
- 3.3 All Senators shall be elected no later than the end of the spring semester.
- 3.4 Vacancies shall be declared by the Faculty Senate, and upon direction of the Faculty Senate, new members shall be elected to fill unexpired terms.

- 3.5 A Senator may be recalled by a two-thirds vote, taken by secret ballot, of the division which he/she represents.

## **ARTICLE 4. ELECTIONS OF PART-TIME FACULTY SENATORS**

- 4.1 Two Senators shall be elected by the Faculty Senate.
- 4.1.1 If only two faculty apply, the Faculty Senate Officers may appoint them or reopen the nomination process.
- 4.1.2 If more than two faculty apply, the Faculty Senate shall elect two Senators by majority vote.
- 4.1.3 If faculty do not apply, the Faculty Senate may appoint one or two Senators by majority vote or leave the position(s) vacant.
- 4.2 Whenever possible, one Senator should represent the CTE faculty.
- 4.3 The terms of office for Senators shall start at the beginning of the fall semester. Senators shall serve one-year terms.
- 4.4 All Senators shall be elected no later than the end of the spring semester.
- 4.5 Vacancies shall be declared by the Faculty Senate, and upon direction of the Faculty Senate, new members shall be elected to fill unexpired terms.
- 4.6 A Senator may be recalled by a majority vote of the Faculty Senate.

## **ARTICLE 5. LIAISON POSITIONS IN THE SENATE**

- 5.1 The Senate may, based on its needs or recommendations made by the Academic Senate of California Community Colleges (ASCCC), establish liaison positions within the Senate.
- 5.2 Unless specified otherwise, liaison positions shall be non-voting positions.
- 5.2.1 The CCFF President shall serve as the CCFF liaison. If the CCFF President is unable to serve in this position, a liaison shall be appointed by the CCFF and confirmed by the Senate.
- 5.2.2 A student liaison shall be appointed by the ASCC and confirmed by the Senate.

- 5.2.3 The Senate Clerk shall serve as the staff liaison. If the Senate Clerk is unable to serve in this position, a liaison, preferably from a division represented by the Senate, shall be appointed by the CSEA and confirmed by the Senate.
- 5.2.4 A CTE liaison shall be appointed by Senate. The CTE liaison shall be a sitting Senator or a faculty member from a CTE area on campus.
- 5.2.5 A non-credit liaison shall be appointed by the Senate. The non-credit liaison shall be a sitting Senator or a faculty member from a non-credit area on campus.
- 5.2.6 A legislative liaison shall be appointed by the Senate. The legislative liaison shall be a sitting Senator or a member of the faculty.

## **ARTICLE 6. RECORDS**

The records of the Faculty Senate shall be maintained in the office of the Faculty Senate President, which shall also be the Office of the Faculty Senate.

## **ARTICLE 7. MEETINGS**

The Faculty Senate shall meet at least once a month during the academic year, such meetings to be included in the official College calendar.

## **ARTICLE 8. PROCEDURES**

- 8.1 The Faculty Senate shall set its agenda and shall publish and distribute to all academic personnel its minutes, resumes of minutes, and reports.
- 8.2 The agenda of the Faculty Senate shall be distributed in writing to the faculty at least three days, excluding holidays, prior to the meeting of the Faculty Senate at which said agenda is to be discussed, and no item shall be discussed which does not appear on the agenda except by majority vote of the Faculty Senate.
- 8.3 Any three members of the faculty may present an item for the agenda of the Faculty Senate by signed written notice to the Faculty Senate President.
- 8.4 At a meeting of the Faculty Senate, any senator may present an item for a future agenda of the Faculty Senate providing there is no protest, by a member of the Faculty Senate. In case of protest, a majority vote of the Faculty Senate shall prevail.

- 8.5 Faculty Senate meetings shall be open meetings, but visitors may speak only with the consent of the Faculty Senate President or a majority of the Senators present.

## **ARTICLE 9. RESPONSIBILITIES AND PREROGATIVES**

- 9.1 The Faculty Senate shall present its written views and recommendations to the Governing Board through regularly established channels. However, the Faculty Senate, after consultation with the administration, may present its views and recommendations directly to the Governing Board.
- 9.2 The Faculty Senate President or a Senator appointed by the President shall represent the Faculty Senate at meetings of the governing Board and shall be recognized by the Governing Board as an official representative of the Faculty Senate.
- 9.3 The Faculty Senate shall create and define powers of such standing and special committees as are necessary for the performance of its duties and shall have the right of review of all committee action.
- 9.4 The Faculty Senate may call meetings of the faculty as needed, in keeping with regulations of the Governing Board.
- 9.5 The Faculty Senate shall communicate with the faculty, employing methods it considers appropriate, in keeping with regulations of the Governing Board.
- 9.6 The Faculty Senate may poll faculty opinion by methods it considers appropriate, in keeping with regulations of the Governing Board.
- 9.7 The Faculty Senate shall elect the Faculty standing members of the Administrative Screening Committee from nominees elected by the divisions. Augmentation to the standing membership shall be appointed by the Faculty Senate President and ratified by a majority of senators voting.

## **ARTICLE 10. AMENDMENTS TO THE BY-LAWS**

- 10.1 Amendments to the By-laws may be proposed by (a) written petition of at least ten percent of the faculty or (b) a majority vote of the total membership of the Faculty Senate.

- 10.2 Any duly proposed amendment to the By-laws shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the proposed amendment.
- 10.3 Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior to the above meeting.
- 10.4 An amendment to the By-laws shall become effective when it has received a favorable majority vote of the faculty voting by secret ballot.

## **ARTICLE 11. STANDING COMMITTEES**

Faculty Senate Standing Committees and faculty representation on Institutional Standing Committees are included in the Shared Governance Policy at Cerritos College. Details about shared governance committees, practices, and procedures can be found on Cerritos College's [Shared Governance website](#).