

CYPRESS COLLEGE
Academic Senate Bylaws
Revised May 1991
Revised April 1996
Revised December 1999
Revised February 2004
Revised May 2007
Revised May 2017

Article 1 – Elections and Removal

Section 1. All elections conducted by the Academic Senate for Adjunct Senators or members of other committees responsible to the Academic Senate shall be decided on the basis of plurality. Write-in voting shall be allowed except when no vote is conducted, in accordance with the provisions in Section 3E of this article.

Section 2. Election of Division Senators

- A. Each Division shall be responsible for the election of its Senators to the Academic Senate.
- B. Elections shall be announced to the full-time Division faculty and conducted in an open, transparent, and reviewable manner.
- C. Division Senators shall be elected by their Division faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.
- D. Division Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- E. If at any time the seat of a Division Senator is vacated before the term expires, the President-Elect or Past President shall contact the Division and request an election to replace that Senator.

Section 3. Election of Adjunct Senators

- A. The President-Elect or Past President shall be responsible for the election of adjunct faculty Senators to the Academic Senate.
- B. Elections shall be announced to the adjunct faculty and conducted in an open, transparent, and reviewable manner.
- C. Adjunct Senators shall be elected by the adjunct faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.
- D. Adjunct Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- E. If at any time the seat of an Adjunct Senator is vacated before the term of that Senator expires, the President-Elect or Past President shall hold an election to

replace that Senator if the vacated seat results in fewer than two Adjunct Senators.

- F. If, for either a regular election or a special election, the call for nominations does not result in a nominee, or if a replacement is not available under the provisions of section (e) above, the Senate will vote to either (1) authorize the President to appoint an adjunct faculty member to fill the vacant seat, subject to confirmation by a majority vote of the Senate, or (2) direct the President-Elect or Past President to conduct another call for nominations and election.

Section 4. Removal of a Senator

Any Senator who misses three meetings in one semester without designating an alternate may be removed from the Senate by a majority vote. The vacancy will be filled promptly according to the procedures contained in the other sections of this article.

Section 5. Standing Committees

- A. Senators may serve on one of the standing committees of the Academic Senate — Faculty Affairs, Judicial, or Student Affairs.
- B. The Faculty Affairs Committee makes recommendations on issues that primarily affect and involve instructional and/or administrative personnel including affirmative action.
- C. The Judicial Committee makes recommendations on issues involving the governance of the college.
- D. The Student Affairs Committee makes recommendations on issues that primarily affect and involve the student body.

Article 2 –Meetings

Section 1. Quorum

The Academic Senate quorum shall consist of a majority of the membership.

Section 2. Rules of Procedure

A. Committees and Agenda

1. Refer to Decision-Making Protocol in Appendix A.

B. Senate Meetings

1. Matters not specifically covered in the Constitution or Bylaws shall be governed by the current edition of *Robert's Rules of Order*.
2. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.
3. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted upon at the next meeting.

Resolutions represent the “voice of the Senate” and express the Senate’s rationale and proposed actions.

Section 3. Liaison Reports

The Senate will provide time for the following Liaisons to make reports (written and/or oral) to the Senate:

- A. Associated Students
- B. Adjunct Faculty United
- C. Basic Skills
- D. Campus Diversity
- E. Campus Technology
- F. CTE Liaison
- G. Curriculum Committee
- H. Cypress College Foundation
- I. Distance Education
- J. Professional Development
- K. Program Planning and Review
- L. Student Learning Outcomes
- M. United Faculty
- N. Other reports as needed by Senate

Section 4. Special Meetings

- A. A special meeting may be called to consider a single topic or multiple topics.
- B. A special meeting may be called by the President.
- C. A special meeting also may be called at the request of five members of the Senate. The written request must be presented to the President and the Secretary. The President will then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect or Past President may schedule and conduct the meeting.
- D. The Secretary will make every effort to ensure that the faculty know about the special meeting.

Article 3 – Academic Senate Recommendations

Upon the direction of the Academic Senate, the President of the Academic Senate shall forward all specific recommendations and concerns to the President of the college, the Chancellor of the North Orange County Community College District, and/or to the Board of Trustees of the North Orange County Community College District.

Article 4 – Academic Senate Representation – Liaison

- Section 1. The Academic Senate’s two representatives to the President’s Advisory Cabinet (PAC) shall be the President and either the Past President or the President-Elect.

- Section 2. The Academic Senate's two representatives to the college's Planning and Budget Committee shall be the President and either the Past President or the President-Elect.
- Section 3. The President of the Academic Senate shall serve as the Academic Senate's representative to the District Consultation Council.
- Section 4. The President and either the Past President or the President-Elect shall serve as the Senate's representatives to the Council on Budget and Facilities.
- Section 5. The President shall represent the Senate at the resource table at meetings of the Board of Trustees.

Article 5 – Nominating Committee

- Section 1. The Nominating Committee for Academic Senate Officers shall consist of the Past President and two Senators appointed by the President.
- Section 2. Members of the Nominating Committee shall not be eligible for election to any Academic Senate office at that election.

Article 6 – Amendments

- Section 1. These Bylaws may be amended by a two-thirds vote of the Academic Senate.
- Section 2. An amendment proposed at one meeting cannot be approved until the following meeting.

Appendix A

Cypress College Academic Senate Decision-Making Protocol

PROTOCOL ONE: SUBMISSION

(Protocol for a new proposal, concept, or idea related to instruction that requires Senate to create an ad hoc campus exploratory committee)

Step 1: Submit agenda items to Academic Senate President or Academic Senate Secretary per instructions in the “Call for Agenda Items...” email sent to all faculty.

Step 2: Senate is presented the proposal, concept, or idea and engages in preliminary discussion.

Step 3: The Senate President puts a call out to all faculty to participate in an ad hoc committee to explore the idea further.

PROTOCOL TWO: SOLICITATION:

(Protocol to solicit faculty involvement for an ad hoc or standing committee)

Step 1: Senate President emails a call for participation to all faculty.

Step 2: The division representatives reiterate the call for participation when they report back to their divisions.

Step 3: The call for participation is recorded in the Senate minutes, which are available to all faculty.

PROTOCOL THREE: SENSE OR APPROVAL OF THE SENATE:

(Protocol for a new proposal, concept, or idea to be given either the 'sense' of the Senate or the approval of Senate)

Step 1: Request to agendize the item using the “Form to Seek Sense or Approval of Senate”, which asks two questions:

- a. “Have the relevant faculty and/or department coordinators participated in the development and early stages of this item?” Yes No
- a. Name of departments:
- b. Name(s) of faculty:
- b. “What is the level of faculty support within the affected disciplines?
Greater than 50% Equal to 50% Less than 50% Unknown

Step 2: If the form indicates that the relevant faculty have not participated or that the level of faculty support is unknown, a request is made to contact relevant faculty before the item is put on the agenda for the sense or approval of the Senate (Protocol 1).

Step 3: After the relevant faculty are involved and the level of support has been determined, the item shall be agendized for the sense or approval of the Senate.