Article 1 – Elections and Removal

Section 1. All elections conducted by the Academic Senate for Adjunct Senator and Senators-at-Large 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 3(f) and Section 4(f) of this article. Election of members of other committees responsible to the Academic Senate also shall be decided on the basis of plurality.

Section 2. Election of Division Senators

a. Each Division shall be responsible for the election of one representative to the Academic Senate.

b. Division Senators shall assume their responsibilities at the last regular meeting of the spring semester.

c. Division Senators shall be elected for two-year terms in April of odd-numbered years.

d. If at any time the seat of a Division Senator is vacated before the term expires, the President-Elect shall contact the Division and request an election to replace that senator.

Section 3. Election of Senators-at-Large

a. The President-Elect shall solicit nominations from the full-time faculty and then hold an election to determine who shall serve as Senators-at-Large.

b. Senators-at-Large shall be elected by April 30 from the list of nominations.

c. Senators-at-Large shall assume their responsibilities at the last regular meeting of the spring semester.

d. Senators-at-Large shall be elected for two-year terms in April of even-numbered years.
e. If at any time the seat of a Senator-at-Large is vacated before that term expires, the President-Elect shall hold a special nomination and election to replace that Senator.

f. If, for either a regular election or a special election, the call for nominations does not result in a number of nominees that exceeds the number of vacancies, those nominated will be automatically elected. To fill any remaining positions, the Senate will vote to either (1) authorize the President to appoint faculty to the vacant seats, subject to confirmation by a majority vote of the senate, or (2) direct the President-Elect to conduct another call for nominations and an election.

Section 4. Election of the Adjunct Senator

a. The President-Elect shall be responsible for the election of an adjunct faculty representative to the Academic Senate.

b. The Adjunct Senator shall be elected by the part-time faculty as soon as possible after the beginning of the academic year.

c. The Adjunct Senator shall assume his/her responsibilities at the first regular meeting after the election results are known.

d. The Adjunct Senator shall serve for that academic year and until a successor is elected, subject to continuing employment at Cypress College.

e. If the seat of the Adjunct Senator is vacated before the end of the spring semester, that Senator will be replaced with the candidate having the second highest votes from that year’s Adjunct Senator election.

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 to conduct another call for nominations and election.

Section 5. Removal of a Senator

Any Senator who misses three meetings in one semester 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 6. Standing Committees

1. Senators shall serve on one of the standing committees of the Academic Senate — Faculty Affairs, Judicial, or Student Affairs.

2. The Faculty Affairs Committee makes recommendations on issues that primarily affect and involve instructional and/or administrative personnel including affirmative action.

3. The Judicial Committee makes recommendations on issues involving the governance of the college.

4. 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. Matters not specifically covered in the Constitution or By-Laws shall be governed by the current edition of Robert’s Rules of Order.

b. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.

c. 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. 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 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 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 Chancellor’s Cabinet.

Section 4. The President and either the Past President or the President-Elect shall serve as the Senate’s representatives to the District Planning Council.

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 By-Laws 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.