

# BYLAWS OF THE EL CAMINO ACADEMIC SENATE COMPTON CENTER FACULTY COUNCIL

## **PREAMBLE**

We, the faculty of the El Camino Compton Education Center, having been authorized by the El Camino College Academic Senate ( Constitution of the El Camino Academic Senate Article 1.2) to establish a standing subcommittee to discuss issues of academic and professional concern as they pertain to the Center, do hereby establish, subject to the limitations set forth by the EL CAMINO COLLEGE ACADEMIC SENATE, these bylaws for a Faculty Council, effective after ratification by the El Camino Academic Senate and by two-thirds of the Center faculty voting in said ratification referendum.

## **ARTICLE I: NAME**

The name of this organization shall be the COMPTON CENTER FACULTY COUNCIL.

## **ARTICLE II: PURPOSE AND MISSION**

It is the primary purpose of the Compton Center Faculty Council to serve as the principal voice for faculty participation in the academic and professional operation of the Center and , as a standing committee of the El Camino Academic Senate, to communicate concerns to the full Senate for its due consideration and action, as deemed appropriate. The Council remains a constituent committee of the El Camino Academic Senate and shall not affiliate with any professional association, organization or group, except as authorized by the El Camino Senate.

## **ARTICLE III: EXPRESS DUTIES**

It is hereby reaffirmed that the principal duties of the Compton Center Faculty Council are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Center Administration Such communication is crucial, for an informed faculty is a participatory faculty.

- 2) To accept the responsibility for equal partnership in the collegial operation of the Center particularly in matters relating to academic issues and faculty professionalism.
- 3) To make timely, compelling recommendations to the Administration of the Center, regarding academic growth, development, and improvement of the Center.
- 4) To regularly inform Compton Center faculty on all matters of relevance.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Center faculty views and interests, with the Administration and the full El Camino Academic Senate .
- 6) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 7) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Center.
- 8) To communicate the concerns of Center faculty to the El Camino Academic Senate and to select voting representatives to serve on the Senate as set forth in the Senate's bylaws, in order to further the growth, development, and improvement of the El Camino College District and its constituent center(s).

## **ARTICLE IV: COMPOSITION**

### **SECTION 1. ELECTORATE**

- a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a) to work at the Compton Center under the auspices of the El Camino College District The full-time faculty shall elect divisional, non-divisional, and Council Members at-large.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty-seven percent over the ten-month academic year (Code 53200 (a) to work at the Compton Center under the auspices of the El Camino College District. The Adjunct Faculty shall elect the Adjunct Council Members.

- c. For purposes of eligibility, nomination, and voting in individual elections for the Council, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.

**SECTION 2. ORGANIZATION**

- a. There shall be two Council Members from each division, a division being defined as a faculty unit represented by a Division Chairperson, selected by faculty, approved by the Vice President of the Compton Center and ratified in contract.
- b. There shall be one Council Member from each group of teaching or non-teaching faculty who are not formally represented by a Division Chairperson, such as Librarians and Counselors.
- c. There shall be two Council Members elected at large by the full-time faculty.
- d. Council Members representing divisions, teaching and non-teaching faculty not represented by a Division Chairperson, and the faculty at large shall be tenured members of the faculty or full time faculty in at least their third contract year.
- e. There shall be two Adjunct Council Members elected at large by the part-time faculty.

**ARTICLE V: ELECTION**

**SECTION 1. DIVISIONAL AND NON-DIVISIONAL REPRESENTATIVES**

- a. Each division and non-divisional faculty group shall be responsible for the election in April 2011 of representatives to the Faculty Council, who shall assume their responsibilities at the last regular General Meeting in May. These Council Members will serve a three year term.
- b. When a Division's or non-divisional group's Representative has been elected Chairperson or Chairperson-Elect of the Faculty Council, that Division or group shall be invited to elect a replacement Council Member, whose term of office shall coincide with the term of the newly elected Chairperson or Chairperson-Elect.
- c. If at any time the seat of a representative is vacated before a term expires, the Nominations Committee shall conduct a special nomination and election process to replace that representative.

**SECTION 2. MEMBERS-AT-LARGE**

- a. The Nominations Committee solicits candidates from the full-time faculty to hold an election to determine who shall serve as Council Members-at-large. All members of the full-time faculty shall be apprised of vacant positions in this process.
- b. Council Members-at-large shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Council Members-at large shall be elected for three-year terms in April 2011 and shall assume their responsibilities at the last regular General Meeting in May. The two top vote-getters will be elected automatically.
- d. If at any time the seat of a Council Member-at-large is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Council Member.

**SECTION 3. ADJUNCT COUNCIL MEMBERS**

- a. The Nominations Committee solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Council Members.
- b. The Adjunct Council Members shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Adjunct Council Members shall be elected for a three year term in April 2011 and shall assume their responsibilities at the last regular General Meeting in May.
- d. If at any time the seat of an Adjunct Council Member is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.

**ARTICLE VI: OFFICERS**

**SECTION 1.**

The Faculty Council shall choose its Chairperson, Vice Chairperson, Chairperson-Elect Secretary, and Curriculum Representative from among the members of the Faculty Council. All Council officers must be tenured members of the full-time faculty.

## **SECTION 2.**

Election shall be by secret ballot at the last regular General Meeting in May. Nominations for each office shall be followed by election before proceeding to the nomination and election of a subsequent office. The order of election of offices shall be Chairperson, Chairperson-Elect when applicable, Vice Chairperson, Secretary, and Curriculum Representative. Notice of election of these officers will be duly communicated to the President of the El Camino Academic Senate by the Council Secretary.

- a. The Nominations Committee shall solicit and conduct all election procedures at the last meeting in May.
- b. Nominations for office are made from the floor by Council Members.
- c. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated.
- d. To be elected, a candidate must receive a vote from a majority of those Council Members present and voting.
- e. In the event no candidate for a position receives a majority, the run-off will be limited to the top two candidates with the largest number of votes.

## **SECTION 3.**

Officers shall assume their responsibilities immediately upon election. The Vice-Chairperson shall conduct subsequent elections.

## **SECTION 4.**

The term of office shall be for two years, with the exception of the Chairperson-Elect, who will serve for one year. This shall not preclude an individual holding a given office at another point in time. Officers may also be elected to subsequent terms, with the exception of the Chairperson, by the Electorate.

## **SECTION 5.**

If the Chairperson cannot or does not complete the term of office, the Chairperson-Elect shall serve as Chairperson. If there is no Chairperson-elect, the Executive Council shall elect from its members a replacement for the remainder of the term.

If an officer, other than the Chairperson, cannot or does not complete the term of office, the Executive Council may appoint a replacement for the remainder of the

**term.**

## **SECTION 6**

The Chairperson-Elect shall be elected in May, 2011, to serve for the 2011-2012 academic year, at which time the Chairperson-Elect shall become Chairperson for a two year term. All other officers will be elected in May, 2011 and shall serve a two year term. The position of Chairperson-Elect will be filled during the second year of office of each subsequent Chairperson.

## **SECTION 7 DUTIES OF THE CHAIRPERSON**

- a. The Chairperson shall serve as a Vice President of Educational Center of the El Camino Academic Senate, in accordance with Article 4.3.5 of the Constitution of the El Camino Academic Senate. (Officers)
- b. The Chairperson shall serve as a member of the Executive Committee of the El Camino Academic Senate, in accordance with Article 6.1 of the Constitution of the El Camino Academic Senate. (Executive Committee: Voting Members)
- c. The Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- d. The Chairperson may appoint a parliamentarian.
- e. The Chairperson shall preside over meetings.
- f. The Chairperson or a designee, shall, upon invitation, attend meetings of the CEO's Cabinet and/or other appropriate Center and El Camino meetings.
- g. Except in matters that call for a secret ballot in tie votes, unless otherwise expressly set forth in this document, the Chairperson shall not vote on regular issues before the Faculty Council, but shall act as a facilitator and mediator on such issues.
- h. The Chairperson shall perform other duties as authorized by the Faculty Council.

## **SECTION 8 DUTIES OF THE VICE CHAIRPERSON**

- a. The Vice Chairperson will serve as one of the Center's duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Vice Chairperson shall preside over meetings in the absence of the Chairperson.

- c. The Vice Chairperson shall conduct all elections and appoint the Nominating Committee.
- d. The Vice Chairperson shall perform other duties as authorized by the Chairperson to assist in carrying out the purposes and policies of the Faculty Council. These duties may include, but are not limited to, chairing the Flex Day Committee, the Commencement Committee, and other special event committees

**SECTION 9. DUTIES OF THE CHAIRPERSON-ELECT**

- a. The Chairperson-elect shall become familiar with the duties of the Council Chairperson ; learn pertinent parliamentary procedure; become familiar with the El Camino College governance structures; and learn the functions of the ASCCC. The President-Elect is encouraged to attend El Camino Senate meetings.
- b. The Chairperson-Elect may also hold another office in the Council until beginning his/her term of office as Chairperson
- c. The Chairperson-Elect will be an Ex-Officio Member of the Executive Committee if not holding another office.

**SECTION 10 DUTIES OF THE SECRETARY**

- a. The Secretary will serve as one of the Center’s duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators)
- b. The Secretary shall keep a record of the proceedings of all meetings, which shall be distributed to the faculty, to administration, and to the President of the El Camino Academic Senate.
- c. The Secretary shall be responsible for all official Council correspondence.
- d. The Secretary shall maintain the Council’s web page and other internet links as designated by the body.
- e. The Secretary shall perform other duties as authorized by the Faculty Council.

**SECTION 11 DUTIES OF THE CURRICULUM REPRESENTATIVE**

- a. The Curriculum Representative will serve as one of the Center’s duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of

the Constitution of the El Camino Academic Senate (Senate Membership: Senators)

- b. The Curriculum Representative will serve as a voting member of the El Camino College Curriculum Committee and shall be expected to attend all meetings of that committee on the El Camino campus.
- c. The Curriculum Representative shall serve as a support person for Center faculty developing courses or proposing new programs ,and as a liaison between Center faculty and Divisional Curriculum Committees.
- d. The Curriculum Representative shall keep the Council and Center faculty aware of all matters related to curriculum as discussed by the El Camino Curriculum Committee

**SECTION 12                    DUTIES OF THE PAST-CHAIRPERSON**

The immediate past-Chairperson of the Council shall be considered an ex-officio officer of the Council. The past-Chairperson’s duties shall be to advise the Chairperson of the Council and to serve as a voting member of the Executive Committee of the Council.

**SECTION 13.                    MEMBERSHIP OF THE EXECUTIVE COMMITTEE**

- a. All officers, and one of the Adjunct Council Members shall constitute the Executive Committee. The Adjunct Council Member serving on the Executive Committee will serve as one of the Center’s duly allotted representatives to the El Camino Academic Senate, in accordance with Article 3.1 of the Constitution of the El Camino Academic Senate (Senate Membership: Senators) The Past Chairperson and Chairperson-Elect, if he or she does not hold another officer position, shall serve as Ex-Officio Members.

**SECTION 14.                    RECALL OF OFFICERS**

Any officer of the Council may be recalled for cause, as set forth by a member of the Council and approved by a 2/3 vote of the Council membership

**ARTICLE VII: MEETINGS**

- a. Regular meetings of the Faculty Council shall be held at least twice a month during the normal operating semesters of the academic year, on the first and third Thursdays following the first and third Tuesdays. The Chairperson shall establish a calendar of meeting dates and shall distribute same to all Council Members.
- b. Special meetings of the Faculty Council shall be held as deemed necessary by a majority of the Council members or by the Chairperson of the Council.

- c. All meetings of the Faculty Council shall be open to any member of the faculty and, upon request to the Chairperson of the Faculty Council, to any other interested parties as well.
- d. The agenda of the Faculty Council shall be established by its members.
- e. The agenda will contain a place for Report from the El Camino Academic Senate, reserved for the ECC Senate President of his/her designee.
- f. Actions of the Faculty Council shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.
- g. No proxy voting will be allowed.
- h. The Chairperson may place the Council into executive session as prescribed in Robert's Rules of Order (latest rev. ed.).
- i. Absence from three consecutive Council meetings without excuse, said absence recorded by the Secretary, shall be construed as resignation.
- i. A quorum of the Council Members may adjourn any Council meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Council Members, either in writing or electronically. In the absence of a quorum, a majority of the Council Members present at any Council meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Council.
- j. The Chairperson, Vice Chairperson, Chairperson-Elect or, in their absence, any Council Member elected by the Council Members present, shall preside at meetings of the Council. The Secretary of the Council or, if absent, any person appointed by the presiding officer shall act as Secretary of the Council meeting. Except as otherwise provided, Robert's Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.
- k. The agenda for all meetings shall be prepared by the Executive Committee, distributed to all faculty members, and posted electronically at least three school days prior to regular meetings of the Council. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.
- l. Members of the faculty may refer inquiries and recommendations to the Council through any Council Member or through any officer of the Council, and any such referrals shall come before the Council, be acted upon, and shall result in a report by the Council to the referring member.

- m. Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Council and shall be forwarded to the Administration and the President of the El Camino Academic Senate as the recommendation of the Council.
- n. The Executive Committee of the Faculty Council shall meet at least twice a month during normal operating semesters. The Chairperson shall establish a calendar of meeting dates to be distributed to all Executive Committee members.

## **ARTICLE VIII: COMMITTEES**

### **SECTION 1.**

The Council shall have the power to create standing or temporary committees as it deems necessary, subject to consultation with and approval of the El Camino Academic Senate. Such committees shall be known as “Faculty Council Committees.” Faculty Council Committee members shall be appointed by the Council Chairperson. The membership of any Faculty Council Committee may be changed by majority vote of the Council.

The Faculty Council shall have primary responsibility for the operation of the following Center committees, in consultation with the El Camino Senate:

1. Curriculum This committee will convene on an as-needed basis to discuss curricular programs and courses needed at the Center, and will communicate proposals to the appropriate El Camino College Division Curriculum Committees through the Council’s elected Curriculum Representative to the El Camino College Curriculum Committee.
2. Distance Education (this committee will discuss distance education needs at the Center and will work in conjunction with the ECC Distance Learning Committee and Center representatives on that committee)
3. Campus Events (e.g., Black History, Convocation, Commencement, etc)

## **ARTICLE IX: REPRESENTATIVES ON EL CAMINO SENATE**

### Section 1: ELECTIONS

The Faculty Council will coordinate and conduct the election of Center faculty members to the El Camino Academic Senate, in accordance with Article 3: Section 1 of the Constitution of the El Camino Academic Senate (Senate membership: Senators). Only an elected Council Member may serve as a Center representative to the El Camino Senate.

## Section 2: COUNCIL OFFICERS AS SENATORS

The elected Chairperson, Vice Chairperson, Secretary, Curriculum Representative, and the Adjunct Faculty Member serving on the Executive Committee shall be duly designated as voting representatives to the El Camino Academic Senate. Should one person serve in two official capacities, an additional representative will be selected.

## Section 3: REIMBURSEMENT FOR MILEAGE

All Center faculty serving as voting members of the El Camino Academic Senate shall be entitled to mileage reimbursement at the established rate, both for regular Senate and Senate-related meetings on the El Camino Campus.

## Section 4: REMOVAL

Absence from three consecutive El Camino Academic Senate meetings without excuse, as recorded by the ECC Senate Secretary, shall be construed as resignation, and a replacement Senate representative will be duly elected at the next meeting of the Council.

# **ARTICLE X SENATE REPRESENTATIVES ON COUNCIL**

The President of the El Camino Academic Senate shall have the right to appoint representatives to the Faculty Council in accordance with Article 4.4.1 (Duties of Officers and Other).

# **ARTICLE XI: AMENDMENT TO BYLAWS**

## **SECTION 1. ADMENDMENT PROCESS**

- a. Amendments to these bylaws may be adopted in one of two ways:
  - (1) By recommendation of 2/3 vote of the Council membership and ratification by 2/3 of those Center faculty members voting or
  - (2) By recommendation of 10% or more of the full-time Center faculty and approval of 2/3 of the Center faculty members voting.
- b. All amendments adopted by Center faculty must be formally approved by the El Camino Senate.
- c. The amendment procedure may be used to substitute a new set of regulations for the organization. Such new regulations shall become effective immediately upon ratification by the El Camino Academic Senate.

- c. The Secretary of the Council shall conduct all voting concerning amendments; voting being held not earlier than five school days after publication of proposed amendments.
- d. All voting shall be by secret ballot and a notice of all ratified changes shall be sent to the El Camino Academic Senate President. Voting may be conducted electronically, as authorized by the Council.

## **ARTICLE XII OPERATING PROCEDURES**

### **SECTION 1.**

In order to implement its purposes, the Council may request information from or meet with (a) Administrative officers of the Center or (b) any Compton Center office or its representatives.

### **SECTION 2.**

Notwithstanding anything in this document to the contrary, if the Council, by a two-thirds vote of its membership, finds that there are compelling reasons not to hold an election for Council members in April of a given academic year, or not to hold an election for Council officers in May of a given academic year, the Council may postpone the election or elections until the fall semester. In any action taken to postpone an election pursuant to this section, the Council shall also set a new date for the election which shall be no sooner than two and no later than four weeks after the beginning of the fall semester.

Adopted 4/11