



**Cosumnes River College
Academic Senate**

President.....Ellen Arden-Ogle
Vice PresidentLisa Marchand
Secretary.....Teresa Aldredge
Past PresidentJulie Oliver

**COSUMNES RIVER COLLEGE
ACADEMIC SENATE BYLAWS**

ARTICLE I: ELECTIONS

Section 1 Election Committee:

- a. The Senate President shall appoint the Election Committee during the first meeting of the academic year to oversee the election processes for officers and senators.
- b. The committee shall be chaired by the Past President and include two to four members of the Senate who are not seeking office and who represent different Career and Academic Communities (CACs).
- c. The committee shall perform a faculty census prior to the second Senate meeting of the spring semester to determine if reapportionment is necessary.
- d. The committee shall determine the number of available adjunct senate seats based on twenty- five percent of total CAC senate seats rounding up to the nearest whole number.

Section 2 Nominations of Officers of the Senate:

- a. Senate officers will be nominated by a petition which has been signed by ten percent of the membership of the tenured and tenure-track electorate and submitted to the Election Committee.
- b. The Election Committee shall receive all petitions by the first Friday of March and shall make the nominations by petition known to the electorate within five working days.
- c. For offices in which nominating petitions have not been filed by the deadline, nominations will be taken from the floor at the next regularly scheduled Senate meeting. If a senate meeting is not scheduled between the petition deadline and the election, a special senate meeting shall be called a minimum of one week before the election for the purpose of taking nominations.

Section 3 Nomination of Senators:

- a. Senators shall be nominated by members of the CAC they will represent.
- b. A member of a CAC shall be defined as one who has tenured or tenure-track faculty status with at least one-half of their workload in the CAC.
- c. Senators representing the adjunct electorate shall be nominated by the adjunct and long-term temporary faculty.
- d. A CAC member may be nominated by a petition signed by any tenured or tenure-track member of the CAC (including self-nomination) and then submitted to the



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Election Committee.

Section 4 Election Procedures for Senate Officers:

- a. The Election Committee will be convened no later than the last meeting of the fall semester.
- b. The Election Committee will request a list of eligible voters from District Office at the beginning of the spring semester prior to the second Senate meeting.
- c. The officers of the Senate shall be elected by anonymous ballot by the members of the electorate. Greater than fifty percent of the votes cast are necessary for election.
- d. Elections for all offices shall be held in March, beginning five working days after the Election Committee has announced the candidates and will continue for two weeks thereafter.
- e. Elected Senate officers shall take office at the end of the last Senate meeting of the academic year.
- f. If a vacancy occurs in the office of vice president or secretary, the Senate President shall appoint a replacement to fulfill the unexpired term within thirty calendar days.
 - (1). Officer vacancies of one semester or less shall be filled by presidential appointment with a majority Senate body vote to confirm.
 - (2). Officer vacancies of more than one semester shall be immediately filled on an interim basis by presidential appointment with a majority Senate body vote to confirm.
 - a. The Election Committee will convene and hold an election to permanently fill the office within one month.
- g. If a vacancy occurs in the office of president, vice president and secretary or the office of president and vice president, the Past President becomes Acting President.
 - (1). If the officer vacancies are one semester or less, the Acting President will convene a meeting of the Senate body. Nominations will be taken from the floor for the vacant positions. The Senate body will vote and elect new officers at this meeting. Once the vote has been taken, the new officers will immediately take office and the Acting President will return to the role of Past President.
 - (2). If the vacancies are for more than one semester, the Acting President will call a meeting of the Senate body where nominations will be taken from the floor to fill the vacant positions on an interim basis with affirmation by the Senate body. The interim positions will remain in effect until the Election Committee can convene an election to permanently fill the vacant positions.



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a. The Election Committee
will convene and hold an election to permanently fill the

office within one month.

- h. The committee shall set the dates for nominations and elections to implement and monitor balloting processes. The committee shall deliver the results of the election to the Senate President who will announce the results to the constituency. The President will provide the election results, inclusive of the number and percentage of votes received by each candidate, to the Senate body in the President’s report in the meeting following the election.
- i. The electorate for Senate officers shall consist of the tenured, tenure-track faculty, long-term temporary and adjunct faculty.

Section 5 Election Procedures for Senators

- a. The Election Committee will be convened no later than the last meeting of the fall semester.
- b. The Election Committee will request a list of eligible voters from District Office at the beginning of the spring semester prior to the second Senate meeting.
- c. CAC Senators shall be elected by anonymous ballot by the members of the electorate from that CAC. Election will be confirmed for candidates who receive the highest number of votes for the available seats in that CAC.
- d. Elections for all offices shall be held in March, beginning five working days after the Election Committee has announced the candidates and will continue for two weeks thereafter.
- e. Elected Senators shall take office at the end of the last Senate meeting of the academic year.
- f. If a vacancy occurs, the Senate President shall appoint a replacement to fill the unexpired term within thirty calendar days.
- g. The Election committee shall set the dates for nominations and elections to implement and monitor balloting processes. The committee shall deliver the results of the election to the Senate President who will announce the results to the constituency. The Election Committee will report the election results to the Senate body in the meeting following the election.
- h. The electorate for CAC Senators shall consist of the tenured and tenure-track faculty.



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Section 6 Election Procedures for Adjunct Senators

- a. The Election Committee will be convened no later than the last meeting of the fall semester.
- b. The Election Committee will request a list of eligible voters from District Office at the beginning of the spring semester prior to the second Senate meeting.
- c. Adjunct Senators shall be elected by anonymous ballot by the members of the electorate. Election will be confirmed for candidates who receive the highest number of votes for the available seats.
- d. Elections for all offices shall be held in March, beginning five working days after the Election Committee has announced the candidates and will continue for two weeks thereafter.
- e. Elected Senators shall take office at the end of the last Senate meeting of the academic year.
- f. If a vacancy occurs, the Senate President shall appoint a replacement to fill the unexpired term within thirty calendar days.
- g. The committee shall set the dates for nominations and elections to implement and monitor balloting processes. The committee shall deliver the results of the election to the Senate President who will announce the results to the constituency. The Election Committee will report the election results to the Senate body in the meeting following the election.
- h. The electorate for adjunct Senators shall consist of long-term temporary and adjunct faculty.



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ARTICLE II: ROLES & RESPONSIBILITIES

Section 1 Duties of the President:

- a. The President shall preside at all meetings of the Academic Senate and the Executive Committee.
 - (1) The President shall, with the aid of the Senate Executive Committee, create the agendas and supporting documents for Senate meetings.
 - (2) The President shall make regular reports to the Senate.
- b. The President shall call a Senate Planning Retreat at the beginning of each academic year.
- c. Based on direction from the Senate, the Senate President shall suggest policies and plans for all Senate standing and ad hoc committees.
- d. The President may vote during Senate meetings only in cases of ties.
- e. The President shall, with the aid of the Senate Executive Committee, appoint the membership of all standing and ad hoc Senate committees and standing college and participatory governance committees for the academic year prior to the first fall Senate meeting.
- f. The President shall appoint faculty to peer review, hiring and minimum qualifications equivalencies committees after consultation with the department chairperson and appropriate administrator.
 - (1) If the President changes the recommendations of the department, the department chair can formally appeal to the Senate Executive Committee by providing a written rationale for the department's original recommendation.
 - (2) For the purposes of an appeal, the Senate President will be excluded from the Executive Committee review.
 - (3) Senate Executive Committee will request from the Senate President a written rationale for the appointment change.
 - (4) The Senate Executive Committee will review the department's appeal and the President's rationale, and will decide the final committee appointments.
 - (5) The Senate Executive Committee will complete the review and respond to the department chair, appropriate administrator and Senate President within two weeks of the submission of a written appeal.
- g. The President shall appoint faculty to any task forces and ad hoc committees that require



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faculty participation.

- h. The President shall, with the aid of the Senate Executive Committee, propose faculty appointments to district participatory governance committees to the Los Rios Community College District (LRCCD) District Academic Senate.
- i. If the Past President and Vice President are unavailable for a Senate meeting, the Senate President will appoint a *pro tem* parliamentarian from the body of the Senate.
- j. The President shall represent CRC faculty at meetings with the following bodies:
 - (1) Los Rios District Academic Senate,
 - (2) Los Rios District Budget Committee,
 - (3) CRC Participatory Governance Council
 - (4) LRCCD Chancellor, Deputy Chancellor, Vice Chancellors, and/or Associate Vice Chancellors,
 - (5) Chancellor's Cabinet,
 - (6) LRCCD Board of Trustees.
- k. The President shall be Cosumnes River College's voting delegate to the Academic Senate for California Community Colleges (ASCCC) plenary sessions.
- l. The President shall represent CRC faculty at ASCCC CAC A meetings.
- m. The President shall, with the aid of the Senate Executive Committee, propose appointments to the ASCCC for state-wide participatory governance committees.
- n. A simple majority of negative votes shall be sufficient to overturn any appointment or other action by the President.

Section 2 Duties of the Vice President:

- a. The Vice President shall assist the President in all duties.
- b. In the absence of the President, the Vice President shall preside at Senate meetings and assume the responsibilities of the office.
- c. In the case of resignation or removal of the President, the Vice President shall succeed to the office of the President and serve for the remainder of that term.
 - (1) Upon assuming office for the unexpired term, the Vice President shall then call for the election of a new Vice President according to Article I of the Bylaws.



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- d. The Vice President is a voting member of the Senate.
- e. The Vice President oversees the nomination, voting, and awarding of faculty awards including:
 - (1) The Crystal Apple/Hayward Award
 - (2) The Sterling/Exemplary Program Award
 - (3) The Golden Hawk/Regina Stanbeck-Stroud Diversity award
- f. The Vice President shall represent CRC faculty at the Los Rios District Academic Senate.
- g. If the Past President is unavailable, the Vice President will serve as Senate Parliamentarian.
- h. The Vice President may represent CRC faculty at ASCCC CAC A meetings.
- i. The Vice President may represent CRC faculty at ASCCC Plenary sessions.
- j. If the President is unable to serve, the Vice President will serve as the voting delegate to the ASCCC Plenary meeting.
- k. When convened, the Vice President will serve as the chair of the Constitution & Bylaws Committee.

Section 3 Duties of the Secretary:

- a. The Secretary shall keep the minutes of the Senate, keep an accurate list of officers, senators and committee chairs, and keep a master copy of the Constitution, Bylaws and Standing Rules.
- b. The Secretary is responsible for maintaining the minutes, agendas and supporting documents available on the Academic Senate's website.
- c. The Secretary is responsible for updating and maintaining an accessible Participatory Governance committee roster.
- d. The Secretary will maintain a roster of current senators and committee chairs.
- e. The Secretary shall represent CRC faculty at the Los Rios District Academic Senate.
- f. The Secretary is a voting member of the Senate.
- g. The Secretary may represent CRC faculty at ASCCC CAC A meetings.
- h. The Secretary may represent CRC faculty at ASCCC Plenary sessions. If the Vice President is unable to serve, the Secretary will serve as the voting delegate to the Plenary meeting.



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- i. In the event the President, Vice President and Past President are unavailable, the Secretary shall preside at Senate meetings and appoint a member of the Senate body to take minutes for the meeting.

Section 4 Duties of the Past President

- a. The primary role of the Past President is to assist the President.
- b. The Past President will serve as Chair of the Participatory Governance Committee.
- c. The Past President will serve as Chair of the Elections Committee.
- d. The Past President may serve as the President’s designee in overseeing and approving appointments of faculty members to Faculty Performance Review Teams.
- e. The Past President will serve as Senate Parliamentarian.
- f. The Past President shall represent CRC faculty at the Los Rios District Academic Senate.
- g. The Past President may represent CRC faculty at ASCCC CAC A meetings.
- h. The Past President may represent CRC faculty at ASCCC Plenary sessions. If the Secretary is unable to serve, the Past President will serve as the voting delegate to the Plenary meeting.
- i. Upon resignation of the serving Past President, the President, Vice President, and Secretary may choose from any Past President who has served the Academic Senate at Cosumnes River College, with their selection affirmed by Senate body vote.
- j. If no Past President is available to serve, the Senate President shall appoint a faculty member to perform the duties of the Past President. The appointment must be confirmed by a majority of the Senate body.
- k. In the event the President and Vice President are unable to preside at Senate meetings, the Past President shall preside.

Section 5 Duties of the Senators

- a. Senators are voting members of Senate.
- b. The primary role of the Senators is to serve as the representative voice of the constituency from which they are elected, CACs or adjunct and long-term temporary faculty, by attending Academic Senate Meetings.
 - (1) Senators shall solicit and bring forward issues of academic and professional matters on behalf of their constituents to the Senate.
 - (2) Senators shall disseminate information discussed in Senate meetings with their constituents, and they shall collect faculty feedback and communicate it to the Senate as appropriate.



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- c. Senators may be appointed to Senate subcommittees, standing committees and ad hoc workgroups.
- d. The Senate President may declare vacant the position of a Senator who, without extenuating circumstances communicated to the President
 - (1) Is absent from two consecutive regular meetings of the Senate.
 - (2) Beginning with the fourth regular meeting of any school year is absent from a total of 50 percent of the regular Senate meetings held to date for that school year.
 - (3) A Senator whose position has been declared vacant under the provisions of this section may not be a candidate to the Senate for one calendar year following removal from office.

Section 6 Duties of the Participatory Governance Chairs

- a. Participatory Governance Chairs are voting members of the Senate.
- b. The primary role of the Participatory Governance Chair is to serve as the representative voice of their committee.
 - (1) Chairs shall bring forward issues of academic and professional matters on behalf of their committees to the Senate.
 - (2) Chairs shall share information discussed in Senate meetings with their committees and shall collect faculty feedback and communicate it to the Senate as appropriate.
 - (3) Chairs shall provide regular reports to the Senate of their committee activities including an academic year-end summary.
 - (4) Chairs shall ensure that committee agendas and minutes are made publicly available in a timely manner.
 - (5) Chairs shall ensure that committee charges are reviewed by the committee and brought to the Senate for approval every three years, or sooner if exigent circumstances should arise.

Section 7 Duties of the Senate Subcommittee Chairs

- a. Subcommittee chairs are voting members of the Senate.



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- b. The primary role of the Subcommittee chair is to serve as the representative voice of their committee.
 - (1) Chairs shall bring forward issues of academic and professional matters on behalf of their committees to the Senate.
 - (2) Chairs shall share information discussed in Senate meetings with their committees and shall collect faculty feedback and communicate it to the Senate as appropriate.
 - (3) Chairs shall provide regular reports to the Senate of their committee activities including an academic year-end summary.
 - (4) Chairs shall ensure that committee agendas and minutes are made publicly available in a timely manner.
 - (5) Chairs shall ensure that subcommittee charges are reviewed by the subcommittee and brought to the Senate for approval every three years, or sooner if exigent circumstances should arise.



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ARTICLE III: PROCEDURES

The CRC Academic Senate shall abide by all rules and regulations of the Brown Act.

Section 2 The agenda for the Academic Senate meetings shall be distributed to the faculty by the Academic Senate President no later than 72 hours prior to the meeting.

Section 3 Any CRC faculty member may submit a request for consideration of an agenda item to the Executive Committee by submitting a written notice to the President.

Section 4 The Senate shall meet at least once a month during the academic year; such meetings shall be included in the official College Calendar.

Section 5 The Senate shall call meetings of the faculty as needed or as requested by ten percent of the faculty electorate.

Section 6 The approved minutes shall be made available to the faculty within seven calendar days following their approval.

Section 7 Special meetings of the Senate may be called at the discretion of the President with concurrence of the Executive committee or when requested in writing by a majority of voting Senate members.

Section 8 The members present at an Academic Senate meeting will be considered a quorum.

Section 9 In all matters of internal functioning, not covered by the Constitution and Bylaws, the Senate shall be governed by the Standing Rules designated by the Academic Senate.



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ARTICLE IV: STANDING COMMITTEES OF THE SENATE

Section 1 Senate subcommittees

- a. Academic Senate subcommittees are composed of faculty. Members for the following academic year are appointed by the President with the aid of the Senate Executive Committee. Persons who are not members of the faculty may serve in an advisory capacity on Senate subcommittee.
- b. Senate subcommittee will review their charges periodically and report them to the Senate for approval. Subcommittees will adopt procedures as needed for their operation.
- c. The chair of a Senate subcommittee will be chosen by the body of the subcommittee.

Section 2 Executive Committee:

- a. This committee consists of all elected officers and the immediate past president and may include standing committee chairs. It assists the President in preparing the agenda for Academic Senate meetings. It serves as the steering committee for the Senate.

Section 3 Election Committee

- a. This committee shall conduct the annual elections of the Academic Senate as set forth in Article I of these Bylaws.

Section 4 Constitution and Bylaws Committee

- a. This committee shall review all proposed changes in the Constitution and Bylaws and make recommendations on such proposals to the Senate. This committee shall be chaired by the Vice President of the Academic Senate and may convene annually.



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ARTICLE V: AD HOC COMMITTEES

Section 1 The Academic Senate reserves the right to convene ad hoc committees to consider issues related to academic and professional matters.



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ARTICLE VI: CHANGES TO THE BYLAWS

Section 1 The Bylaws may be changed by a simple majority vote at a regular senate meeting provided that the changes have been distributed to the faculty at least two weeks prior to the time of voting.

Changes were approved and became effective immediately on April 25, 2003, on March 17, 2006, on April 26, 2013, on May 13, 2016, and on May 10, 2019.