

# BY LAWS, RULES AND PROCEDURES COMMITTEE

November 25, 2014 –12PM-1:PM

Room G1

## SIGN-IN & MINUTES

EX OFFICIO (NON-VOTING) OFFICERS		Present/Regrets/Absent
Academic Senate	Eduardo A. Cairó	
Academic Senate	Kris Pilon	
Academic Senate	Manny Perea	
C & I		
IEC		
<b>VOTING COMMITTEE MEMBERS</b>		
Chair: Open		
English	Pat Rose	Present
Library	Dan Haley	
Mathematics	Erlend Weydahl	
Mathematics	Dan Gallup	
Community Education Center	Danny Hamman	Present
CTE: Business & Computer Technology	Elaine Fong	Present
CTE: Engineering & Technology	Dave Cuatt	Present
CTE: Engineering & Technology	Kris Pilon	
Languages	Gloria Horton	
Languages	Melissa Michelson	
Library	Dorothy Potter	
Natural Sciences	Peter Castro	Present
Natural Sciences: Kinesiology	Terry Stoddard	
Performing and Communication Arts	Rikki McGee	
Visual Arts &Media Studies	Eloy Zarate	
Visual Arts & Media Studies	Rod Foster	Present

Without objection, the Committee voted to approve the proposed revisions to Article 5.1.

The revisions will be presented to the Academic Senate for review and approval.

E. Cairó will send out a notice for response to having the next Bylaws Committee meeting in the third week of January.

### ARTICLE 5—COMMITTEES AND APPOINTMENTS – (rev 6/20/14)

#### 5.1 Academic Senate Committees

##### A. Committee Members (rev. 9/25/14 – changes highlighted)

A.1. Membership on the Academic Senate Standing, Operational, and **Ad Hoc** committees shall be voluntary and applies toward contractual obligation for shared governance participation. All regular faculty and adjunct faculty are eligible for

committee appointments. Interested faculty must apply to serve on a committee through the Academic Senate website. The Academic Senate Board shall vote to approve committee membership.

A.2. (Deleted; moved to Section 8 Committee Chair Duties)

A.3. This will become A.2. Conducting regular business of a committee outside of the regular contract period is at the discretion of the majority of the committee members.

A.4. Committee members may vote by proxy. The proxy vote will be in writing, with the identification of the committee member clearly stated and submitted to the Chair at least 24 hours prior to the meeting.

## **B. Standing Committees**

The Academic Senate shall establish the following Standing Committees for the purpose of investigating issues of either a legislative or academic and professional nature, and providing recommendations for the Academic Senate Board's consideration.

1. Academic Freedom and Professional Ethics
2. Adjunct Faculty Issues Committee
3. Calendar Committee
4. Distance Education Committee
5. Educational Policies Committee
6. Faculty Technology Committee
7. Shared Governance Committee

## **C. Operational Committees**

The Academic Senate shall establish the following Operational Committees for the purpose of performing the academic and professional duties and responsibilities of the Senate:

1. Academic Rank Committee
2. Bylaws, Rules and Procedures Committee
3. Equivalency Committee
4. Executive Committee
5. Faculty Development Committee
6. Learning Assessment Committee
7. Nominations and Elections Committee
8. Ralph Story/Unsung Hero Awards Selection Committee
9. Sabbatical Leave Committee
10. Scholarship Committee

## **C. Ad Hoc Committees (moved)**

The Academic Senate shall establish ad hoc committees as necessary.

## **D. The Standing, Operational, and Ad Hoc Committees will: (added 11/25/14)**

1. Post agendas 72 hours prior to meetings on the Academic Senate website;
2. Allow for public comment;
3. Take minutes;
4. Act only on agenda items;
5. Conduct business according to Robert's Rules of Order.

E. Standing, Operational, and Ad Hoc Committees can only be dissolved by two-thirds vote of the Academic Senate Board.