

BYLAWS OF THE ACADEMIC SENATE CITY COLLEGE OF SAN FRANCISCO

Amended April 22, 2015

ARTICLE I

For the purpose of implementing Article III of the Constitution, Senate members will be considered to belong to the department in which they spend the greatest portion of their professional time; Senate members with evenly split loads may choose their department affiliation therefrom. The departments are constituted as listed below; this list may be revised by the Council for Academic Senate purposes to ensure diversity of perspective.

Administration of Justice/ Fire Science	Fashion
African American Studies	Foreign Languages
Aircraft Maintenance Technology	Health Care Technology
Architecture	Health Education
Art	Interdisciplinary Studies
Asian American Studies	Journalism
Asian Studies	Labor and Community Studies
Astronomy	Latin American and Latino/a Studies
Automotive, Motorcycle, Construction & Building Maintenance	Learning Assistance
Behavioral Sciences	Lesbian, Gay, Bisexual, and Transgender Studies
Biological Sciences	Library and Learning Resources
Broadcast Electronic Media Arts	Library Information Technology
Business	Mathematics
Chemistry	Multicultural Student Retention
Child Development and Family Studies	Music
Cinema	Nursing, Licensed Vocational
Computer Networking & Information Technology	Nursing, Registered
Computer Science	Older Adults
Counseling, Continuing Student	Philippine Studies
Counseling, New Student	Photography
Culinary Arts and Hospitality Studies	Physical Education and Dance
Dental Assisting	Physics
Disabled Students Programs and Services	Radiologic Sciences
Earth Sciences	Social Sciences
Educational Technology	Speech Communications
Engineering and Technology	Student Health Services
English	Theatre Arts
English as a Second Language	Transitional Studies
Environmental Horticulture/Floristry	Visual Media Design
Extended Opportunity Programs and Services	Women's Studies
	Special Assignment Faculty

ARTICLE II

All Academic Senate Executive Council meetings must follow the Brown Act.

ARTICLE III

Except as described below in Article VII, all Academic Senate meetings shall be guided by Robert's Rules of Order, Revised.

ARTICLE IV

A quorum of any meeting of the Executive Council of the Academic Senate shall be a majority of the members thereof.

ARTICLE V

1. A Regular Plenary, Special Plenary, or Special Meeting shall be defined as an official meeting of the Senate as a whole. Any of these must be held on an official College calendar day.
2. If the Senate calls a Special Plenary, the District will be asked to cancel classes. The meeting's agenda will be open to resolutions from the floor.
3. If the Senate calls a Special Meeting, classes continue to meet and the agenda is fixed (cf. Constitution Article VII).
4. Only Senate members may vote.
5. A quorum at a Regular Plenary, Special Plenary, or Special Meeting shall consist of the members present if notification of the meeting has been given seven days in advance. Any Regular Plenary, Special Plenary, or Special Meeting called by the Council with less than seven days' notice shall be defined as an Emergency Special Plenary or Emergency Special Meeting, at which quorum shall consist of more than 12.5 percent (one eighth) of the members of the Senate.
6. Any member of the Senate may request that a neutral party or office validate the signatures on a petition (cf. Constitution Articles VII, IX, XI) within a reasonable amount of time.

ARTICLE VI

The Academic Senate President shall be a tenured City College of San Francisco faculty member.

ARTICLE VII

The Council is authorized to establish its own rules and procedures and to select, upon nomination by the President or designee(s), one or more Parliamentarians, who may but need not otherwise be affiliated with City College of San Francisco, for consultation and advice pertaining to such rules and procedures. Parliamentarians who are Council members retain all Constitutional rights of membership, such as making and voting on motions. Parliamentary issues not covered under the rules established by the Council will adhere to Robert's Rules of Order, Revised (cf. Article III).

ARTICLE VIII

Members of the Executive Council are expected to attend all meetings. Members may request an excused leave of absence for two months or more for a sabbatical absence, personal issue, or health issue by writing to the President requesting a leave and stating the beginning and the estimated ending dates of the leave and briefly explaining the need. The President will consult with the officers before granting or refusing the request. Members on excused leave are not counted for quorum and may not vote. Members who miss four or more meetings in a semester without having applied for an excused leave may be deemed by the Council to have resigned, and their seats will be filled under the provisions of Article V of the Constitution.

ARTICLE IX

1. Senate committees shall elect their own officers.
2. Each committee secretary or chairperson, in addition to sending notices of committee meetings to all committee members, shall also send copies of the notices to the First Vice President and President of the Council.
3. Each committee secretary shall keep notes of all committee meetings, including the names of all members who were present and all members who were absent, and shall furnish a copy of the notes to every committee member and to the First Vice President and President of the Council.
4. Reports made by committees to the Council shall be in writing either digitally or in sufficient copies so that every Council member may have a copy.
5. Any Senate member may attend any meeting of a Senate committee, except when personnel matters are discussed.
6. No committee or committee member is authorized to make recommendations to the Administration or Board of Trustees without prior Council approval.
7. The Council may set the length of term of service on any committee.
8. A quorum of any meeting of a limited Senate committee shall be a simple majority of the members thereof. Unlimited committees should adopt an appropriate quorum rule annually. A

committee member who is absent from three consecutive meetings of the committee shall be deemed to have resigned and shall no longer be counted in determining whether a quorum is present, beginning with the third consecutive absence.

9. Members may be appointed to a committee at any time.

10. The Academic Senate's representatives to the Participatory Governance Council (or its successor organization) shall be the Academic Senate President, the AFT2121 President, the DCC President, or their designees, and one additional representative appointed by the Academic Senate.

11. Committees may convene at any CCSF location to discuss issues regarding matters that directly affect the welfare of the faculty that work at that particular location (e.g. parking, room assignments, public safety, equipment, faculty lounges, etc.) in cooperation with local Student Council and support staff.

ARTICLE X

There is no proxy voting except when required by applicable law.