

Los Rios Community College District Academic Senate (DAS) By-Laws

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Article 1: Organization of DAS Leadership

Section 1: The officers of the DAS shall include, but not be restricted to, a President and Secretary. The DAS Secretary is a non-voting member of the body. The officers of the DAS and college Academic Senate Presidents are 'on duty' for the full year, including during the summer and other times outside the regular academic calendar.

Article 2: Selection of DAS President

Section 1: The DAS President shall be selected by the officers of the local Academic Senate from the college whose turn it is to appoint the DAS President. The DAS President shall be a previous local Academic Senate President and shall continue to be involved with the DAS enough to understand the current issues of DAS. If the college Academic Senate whose turn it is in the rotation does not designate the appointment by April 1, then the position will rotate to the next college Academic Senate according to section 2.

Section 2: The Office of the DAS President shall rotate from college to college, starting with the least recent college to have completed a rotation. If a college cannot appoint an eligible candidate to serve as DAS President, the next eligible college will appoint the DAS President. If a sitting DAS President vacates the position during the first year, the Academic Senate of the same college shall appoint another DAS President. If that same college cannot offer a replacement, the next college in the rotation shall appoint a DAS President to serve the remainder of that year and then be eligible for its full two-year term. Under extreme or unforeseen circumstances, the DAS has the authority to determine which college is next in the rotation.

Section 3: The DAS President cannot serve as a member of the executive board of the district bargaining unit while serving as DAS President.

Section 4: The incoming DAS President shall appoint the Secretary with approval from the DAS.

Article 3: Officer Terms

Section 1: The DAS President shall serve a two-year term, beginning **after the last regularly scheduled DAS meeting in the spring**. The second year of the President's term is subject to confirmation by the majority vote of the members of the DAS. The confirmation vote will occur in April of the first year of a President's term. If the President is not confirmed, the officers of the college Academic Senate in the current rotation will select a replacement. If the college is not able to appoint another DAS President, the next college in the rotation according to Article V, Section 3 shall appoint a DAS President. A college's term in the rotation is considered complete when its appointed DAS President serves a minimum of one year

Section 2: If the sitting President is not confirmed to serve a second year as outlined in Article 3, Section 1, the Secretary and any other ex-officio members of the DAS will continue to serve until the next regular change of officers.

Article 4. Officer Removal

Section 1: A sitting DAS President may be removed from office by formal resolution approved by two thirds of the DAS. Should the position be vacated by this method, **a currently seated past president or president** will become acting DAS President for up to thirty calendar days. The college which provided the removed DAS President will appoint a permanent replacement within thirty days. The new DAS President will serve the remainder of the college's existing two-year term. If the college is not able to appoint a different DAS President, the next college in the rotation shall appoint someone to serve the remainder of that year and then be eligible for its full two-year term. Under extreme or unforeseen circumstances, the DAS has the authority to determine which college is next in the rotation.

Article 5. DAS Member Replacement

Section 1: In the event that a college DAS representative resigns or is unable to attend meetings regularly, the Academic Senate President from the affected college may name a designee to serve from the college.

Article 6: Duties of Officers

Section 1: DAS President shall:

- be responsible for all the DAS meeting arrangements

- chair all DAS meetings
- lead the formation of the DAS's agenda and distribute the agenda to all members and interested parties at least 72 hours in advance of the meeting
- attend all LRCCD Board of Trustee meetings and any other meetings at the direction of the DAS
- report the DAS resolutions to the LRCCD Board of Trustees and the LRCCD Chancellor
- chair the District Budget Committee or appoint a designee
- make appointments to all district committees, work groups, task forces, etc.
- serve as official contact and voting delegate to the Academic Senate for California Community Colleges (ASCCC)
- perform any and all reasonable duties as directed by consensus of the DAS
- in consultation with the college academic senate presidents, be responsible for all communication and other duties that are the responsibility of the DAS in periods of time when the faculty, as a whole, and the Academic Senates of each college are not normally in session

The DAS President may appoint a designee from the DAS to temporarily perform DAS President duties such as preside over a DAS meeting.

Section 2: The DAS Secretary shall:

- keep the minutes of DAS meetings and manages website updates
- perform other duties as assigned

Article 7: Committees

Section 1: The DAS may establish committees and may define and limit the powers and duties of these committees. The District Curriculum Coordinating Committee (DCCC) and the District Equity and Student Services Committee (DESSC) are two committees that have been designated by the Board of Trustees to be Senate-led committees. The Chairperson for each of these committees will be a faculty member appointed by the DAS from the faculty serving on the committee and will serve as a non-voting, ex-officio member of the DAS. Similarly, the faculty co-chair of the District Educational Technology Committee (ETC), appointed by the DAS, shall serve as a non-voting, ex-officio member of DAS.

Section 2: DAS may also appoint short term groups-subcommittees, work groups, ad hoc groups, task groups, etc. The scope and timeframe of these groups will be limited and defined upon creation.

Section 3: In consultation with the college Academic Senate Presidents, the DAS President makes all DAS appointments to LRCCD committees, subcommittees, work groups, ad hoc groups, task groups, etc. Wherever possible, the DAS President will balance college Academic Senate representation on district committees or task forces.

Article 8: Powers and Responsibilities

Section 1: The DAS is recognized by the Board of Trustees as the body with which it will consult collegially when adopting policies and procedures on academic and professional matters. (California Education Code 3540; Title 5, section 53200 of the California Code of Regulations)

Section 2: The DAS may accept any powers and responsibilities delegated to it by law and by the Board of Trustees. Further, the DAS is recognized as a partner in developing the policies and regulations of participatory governance for the District.

Section 3: The DAS may accept any powers and responsibilities delegated to it by resolution from one college and supported by at least one other of the college Academic Senates.

Section 4: The DAS President and each college Academic Senate President shall have a recognized chair at all **scheduled agendized meetings** of the LRCCD Board of Trustees and shall be empowered to speak to the items under consideration.

Section 5: The Academic Senate of a college within the LRCCD may present views and recommendations to the Chancellor for inclusion in the Board of Trustees agenda as information items. The Board of Trustees shall consider and respond to such views and recommendations. (Title 5, section 53200 of the California Code of Regulations)

Section 6: Upon request of the DAS, and subject to the limitations of the "Brown Act," the board shall meet and confer with representatives of the DAS either as: (1) a full Board of Trustee; or (2) through designated Board of Trustees members; or (3) through designated administrative officers.

Section 7: Responding to Section 53200 of Title 5 of the California Code of Regulations, the DAS herein affirms its intent to exercise a full partnership role in the participatory governance of the Los Rios Community College District. Therefore, the chair of the LRCCD Senate-led committees are ex-officio members of the DAS as designated in Article V, section 10.

Article 9: Operational Procedures

Section 1: The DAS consists of representatives from the Academic Senates of the colleges, and must provide a forum for the expression of concerns from these separate entities. Constituent Academic Senates should expect equality in the deliberative process, and through the DAS be heard as one voice.

Section 2: The DAS may also speak by written resolution. Draft resolutions must be listed on the agenda in order to be discussed. A First Reading is required for discussion and editing purposes, but no vote shall be taken. Action on the resolution may take place at a Second Reading, which may come no sooner than the next regular meeting of the DAS. Action may include Acceptance, Rejection or Revision of the resolution. Revision during a Second Reading shall not force a delay

of a vote for acceptance or rejection to a later date **unless the revision substantially changes the content and intent of the resolution.**

Section 3: The DAS will take up **an academic and professional matter** as an issue affecting all colleges and faculty, any issue that affects two or more of the colleges. College Academic Senate Presidents may request inclusion of an item on the DAS agenda by forwarding the issue to the DAS President in advance of a meeting, but within a timeframe to comply with the timely and orderly publication of the agenda per Brown Act.

Section 4: No person should be interpreted as speaking for the DAS unless so designated by the DAS.

Article 10: Quorum

Section 1: A quorum shall be defined as nine (9) members of the DAS with at least one (1) member participating from each constituent college Academic Senate. The requirement for each college Academic Senate to be represented can be waived if the DAS President is notified by a member of an Academic Senate's executive team of non-participation in advance of the meeting; however, a minimum of three Academic Senates is always required.

Article 11: Brown Act-Open Meeting Provisions

Section 1: The agendas for all DAS meetings must be publicly posted at least 72 hours before a regular meeting. The agenda must contain a brief general description of each item of business to be transacted or discussed at the meeting.

Section 2: No action shall be taken on any item not appearing on the posted agenda. No action shall be taken on any item upon a first reading.

Section 3: Meetings of the DAS are to be open to the public.

Section 4: The DAS shall regularly meet on the first and third Tuesdays of each month in the academic calendar year, **not required to meet in June, July or August.**

Section 5: The DAS President may call special meetings, with the consensus of the four college Academic Senate Presidents, or by a majority of the voting members of the DAS at a regular meeting. Any special meeting is subject to the provisions of Section 1-4 of this Article.

Section 6: The DAS meetings may be cancelled under special circumstances. Cancellations must be made public 48 hours before the scheduled meeting time.

Article 12: Parliamentary Authority

Section 1: The current edition of Robert's Rules of Order, Newly Revised, shall govern the DAS in all cases to which they are applicable and in which they are not inconsistent with these by-laws, the constitution, and any special rules of order the DAS may adopt.

Article 13: Amending and Adopting the By-laws

Section 1: These articles may be amended by introduction of a formal motion followed by a subsequent two-thirds vote of the members of the DAS present. The formal motion for change and the final vote shall not take place at the same DAS meeting.

Section 2: Changes to the DAS By-laws shall become effective when approved by a two-thirds vote of the members of the DAS. Approved changes shall routinely be reported to the constituent college Academic Senates.

Article 14: Ratification

This document was first approved by the DAS on [insert date]

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