

OF THE
ACADEMIC SENATE

of

CALIFORNIA STATE UNIVERSITY, CHICO

Academic Senate Approved May 5, 2022

Article I

Parliamentary Authority

Section 1. Parliamentary Authority: The parliamentary authority shall be *Robert's Rules of Order, Revised 12th Edition*, on all questions not covered by the Constitution and Bylaws.

Section 2. Sessions: Session is defined to include all meetings during an academic year and the preceding summer. This definition shall apply to the Academic Senate, standing committees, and ad hoc committees with respect to prohibiting the reintroduction of measures during a session, unless the measure has been substantively revised.

Article II

Order of Business, Agenda, and Notice of Meeting

Section I. Order of Business:

- A. Establishment of the fact of a quorum by the Secretary.
- B. Correction and approval of the Minutes. Typically, such minutes should be distributed to members of the faculty at least two academic days prior to the meeting to facilitate review of the meeting being reported, or a summary of Academic Senate action having been distributed to members of the faculty two academic days prior to the meeting to facilitate review of the summary of the meeting being reported.
- C. Approval or modification of the Agenda.
- D. Announcements and Communications.
- E. Reports.
 1. Executive Committee Reports
 2. Standing Committee Reports
 3. Associated Students Report
 4. Staff Council Report
 5. Ad Hoc Committee Reports
 6. University Reports
 7. Special Reports

- F. Old Business.
- G. New Business.
- H. Ask the Administrator.
- I. Other.
- J. Adjournment.

Section 2. Agenda:

- A. It shall be the duty of the Executive Committee to prepare an agenda for all meetings. The agenda Order of Business may be modified by Executive Committee should it be deemed necessary by Executive Committee or in consideration of requests by Academic Senate membership.
- B. Such agenda shall be delivered to Academic Senate members at least two full instructional days prior to a regularly called meeting.
- C. The agenda for a given meeting may be modified by a majority vote of members of the Academic Senate present and voting.

Section 3. Notice of Meeting:

- A. The Chair or Secretary of the Academic Senate shall notify all Senators of a meeting at least five instructional days prior to the meeting.
- B. The requirements in Article IV, Section 3A, may be waived for individual meetings upon approval of two-thirds of the Executive Committee, present and voting.

Article III

Elections

Section 1. Authority: All campus wide elections under the auspices of the Academic Senate shall be conducted by the Executive Committee of the Academic Senate.

Section 2. Voter Eligibility: Shall include all faculty as defined by the Collective Bargaining Agreement of the faculty union.

Section 3. Majority: All campus wide elections conducted under the jurisdiction of the Academic Senate shall be determined on the basis of a majority vote relative to the number of ballots cast. In the case of multiple positions, nominee(s) with a voting majority will be considered elected to a position, and any remaining positions shall be subject to a run-off election. The number of nominees for a run-off election should be no more than two times the number of positions remaining and limited to those nominees receiving the greater number of votes. The run-off election will be decided by a majority of the ballots cast.

- Section 4. Voter Notification: The Academic Senate Office shall notify each eligible voter at least six instructional days prior to the conclusion of the election, stating the issue involved and/or the candidates to be voted on. Voting shall encompass five full instructional days. The Academic Senate office shall take such additional steps as it deems necessary to encourage maximum participation of the electorate in all elections. For contested elections, nominations and personal statements shall be made available to the electorate electronically.
- Section 5. Polling: Polling shall be conducted in a manner approved by the Academic Senate. The length of time for University-wide elections shall be five instructional days. The voting records should be retained for 30 days.
- Section 6. College Notification: The Academic Senate office shall notify each College prior to March 1st each year as to the number of Senators each shall be entitled to elect as calculated in Article III, Section 3, of the Constitution of the Academic Senate of California State University, Chico. Such elections shall be conducted during the month of March or such dates as the Academic Senate office shall set.
- Section 7. Realignment: Any Senator, who, through administrative realignment, is no longer affiliated with the area they are to represent, will be allowed to serve in the Academic Senate until the end of the academic year in which the realignment takes place.
- Section 8. At-Large Members: Refer to Article III, Section 2 of the Constitution of the Academic Senate of California State University, Chico.
- Section 9. Nomination of At-Large Members: Nominations for At-Large members shall be solicited in February and close no less than one day prior to elections.
- Section 10. Absentee Ballots: Electronic or proxy voting will serve in place of absentee ballots.
- Section 11. Multiple Assignments: In the case of staff or students with faculty appointments, the primary employment or relationship to the university shall determine whether a member may be considered for faculty, staff, or student membership in the Academic Senate. Faculty members identified with two or more academic units shall be designated as members of the unit in which they have their majority faculty teaching assignment. Should the assignment be equally distributed, they may elect the unit. Such election shall not be changed unless their duties are reassigned.
- Section 12. Marking and Casting Ballots: As used in the Constitution and Bylaws, the terms vote, voting, and votes cast as used in any specific issue shall include only those who mark their ballot on that issue or, in voice or hand vote, who do not abstain. The term casting ballots as used in any specific issue shall include those who submit ballots for counting, whether or not they mark their ballots on that issue, or, in voice or hand vote, who take any position including abstention.
- Section 13. Officer Nominations and Elections: The nominations for the positions of Chair, Vice-Chair, Secretary of the Academic Senate, and chairs of standing committees shall be closed two weeks prior to the first Academic Senate meeting in April. Nominations and elections for Statewide Academic Senators shall be a separate election following procedures and timelines for At-Large members. No nomination or election is required for the Immediate Past Chair. For irregularly scheduled elections (e.g., to replace an officer who resigns during the year) the nomination period will close one day

Academic Senate Bylaws – Academic Senate draft Spring 2022
before the date of the election. Nominations and personal statements shall be made available electronically or read aloud prior to the election.

Section 14. Uncontested Elections: When positions on a ballot are uncontested, the Secretary of the Academic Senate may cast a unanimous ballot and no election need be held.

Section 15. Challenging Elections: Any election governed by Article III of the Bylaws may be challenged and a review demanded within such thirty-day period on petition of five percent of the eligible voters. A review of the electronic ballot report and/or of paper ballots shall be conducted by the Executive Committee of the Academic Senate. If a member of the Executive Committee is a candidate for office involved in the review, that member will not take part in the process. Otherwise, all decisions of the Executive Committee shall be final.

Article IV

Powers of the Executive Committee

The Executive Committee shall have only those powers delegated to it by the Constitution of the Academic Senate, the Bylaws, or those specifically delegated to it from time to time by the Academic Senate.

Article V

Replacement of Members of the Executive Committee

Section 1. Long-Term Vacancies: When a faculty vacancy develops in the Executive Committee with one semester or more of the term of office remaining, the Chair of the Academic Senate shall make an interim appointment to fill the vacancy. The Academic Senate shall then elect a replacement for the vacancy within 25 instructional days of the vacancy by the regular election process. The newly elected officer will take office immediately.

Section 2. Short-Term Vacancies: If a faculty vacancy occurs in the Executive Committee with less than a semester of the term of office remaining, the Chair of the Academic Senate shall make an interim appointment for the remainder of the unexpired term.

Article VI

Amendments

These Bylaws may be amended by a two-thirds vote of the members present and voting at a regular Academic Senate meeting. Proposed Bylaws changes must be introduced in a prior Academic Senate meeting; nothing herein shall be construed to permit a suspension of the rules when amending the Bylaws.