

SPECIAL MEETING

1988-89
ACADEMIC SENATE
California State University, Sacramento

AGENDA

Thursday, January 26, 1989
2:30 p.m.
Senate Chambers, University Union

REGULAR AGENDA

AS 89-01/Ex. COMMENDATION--AD HOC COMMITTEE ON CONSTITUTION AND
BY-LAWS REVISIONS *MSCUmar*

The Academic Senate commends Professors S. Farrand, W. Dillon and J. Barrena for their efforts in preparing revisions to the Constitution of the Faculty of California State University, Sacramento, and the By-Laws of the Academic Senate of California State University, Sacramento for the Senate's consideration.

First Reading: AS 89-02/Ex. CONSTITUTION OF THE FACULTY--
Amendments

The Academic Senate approves the attached amendments to the Constitution of the Faculty (Attachment A) for submission to the voting membership of the faculty in a referendum.

First Reading: AS 89-03/Ex. BY-LAWS--Revisions (refer to
Attachments B and B1)

The Academic Senate adopts the attached revised By-Laws of the Academic Senate (Attachment B) subject to faculty approval of the amendments to the Constitution proposed in AS 89-02.

PROPOSED REVISIONS

CONSTITUTION OF THE FACULTY
OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

PREAMBLE

This Constitution establishes the basis upon which formal participation in formulation, evaluation, and recommendation of policy by which the University shall be governed shall take place; to facilitate coordination and cooperation between and among several parts of the University organization; and to provide means of expression on matters of academic concern by members of the faculty.

The Faculty of the California State University, Sacramento, acting in its corporate capacity, has adopted this constitution to establish and define the means of its formal participation in the formulation, evaluation, and recommendation of University policy and procedures; to facilitate coordination and cooperation among the several parts of the University; and to provide to members of the faculty a means to express themselves about matters of academic concern.

ARTICLE I

ORGANIZATION

Section 1. NAME. The name of this organization shall be the Faculty of the California State University, Sacramento.

Section 2. MEMBERSHIP. The Faculty of California State University, Sacramento consists of all academic administrative, academic (closely related), and academic (instruction) employees; is composed of the probationary and tenured instructional faculty; temporary faculty; temporary, probationary, and tenured Library faculty; faculty on the Faculty Early Retirement Program; Student Service Professionals (SSP-AR, SSPI, SSPII, SSPIII, SSPIV, and Evaluators); administrators holding appointments in academic departments or the Library; and the President.

Section 3. POWERS. All authority and power of this organization shall be vested in the membership. Specific or general powers delegated to any sub-unit of the faculty shall be provisional in nature. The faculty may delegate duties to committees or individuals, and further it may describe the composition of such committees and delegate the power to appoint members.

A. ~~Restrictions on Powers--General--The faculty shall not take any action which would abridge the academic freedom of any member or group of members.~~

The Original Power

The membership of this organization remains at all times in possession of the original authority and power of this organization. By constitutional provision, the faculty may establish its agents, to be known as sub-units, and may delegate power to them. The membership reserves to itself the entire power to alter or abolish at will, in any or all respects, the design of its agents or the terms of the delegation of power to them. The membership may delegate duties to committees or individuals; and further it may describe the composition of such committees and delegate the power to appoint the members of them.

B. ~~Restrictions of Powers--Specific--Any action by any duly authorized sub-unit of the faculty shall stand unless the action is referred to the faculty for final action, as provided.~~

Limitations on the Original Power

1. By self-limiting ordinance, the faculty binds itself not to abridge the academic freedom of any member or group of members by its own action or that of its sub-units.
2. By self-limiting ordinance, the faculty binds itself to take for its own the action of any of its duly authorized sub-units unless the action is referred to it to be ratified or revised in the exercise of its original power as provided in Section 4.

Section 4. INITIATIVE AND REFERENDUM.

A. Initiative. Policy may be initiated and resolutions proposed upon the signed request of twenty (20) percent of the faculty. Signatures for such initiatives must be gathered within a maximum of fifteen (15) instructional days from the submission of the request. A majority of the faculty voting in the affirmative shall be sufficient to adopt the proposed initiative. Such a request shall be submitted to the Chair of the Academic Senate who shall submit it to the faculty for a vote within ten (10) instructional days.

Twenty (20) percent of the faculty eligible to vote in the elections of this organization may initiate policy and propose resolutions in the following way:

- 1) Proponents shall file with the Chair of the Academic Senate an exact copy of the proposal to be submitted to the faculty together with notice of intent to seek the signatures to cause an election.
- 2) The proponents shall have fifteen (15) instructional days from the filing of an exact text and the required notice in which to collect the signatures of twenty (20) percent of the eligible faculty to cause the proposal to be put to a vote.
- 3) Upon receiving the required number of signatures, the Chair of the Academic Senate shall cause the proposal to be put to a vote of the eligible faculty. The election at which this vote is taken shall occur within fifteen (15) instructional days of the receipt of the required signatures.
- 4) A majority of the eligible faculty voting in the affirmative shall be sufficient to adopt the proposal.

Ratification of such requests shall require a majority vote of the faculty voting upon the request.

B. Referendum. Any action or proposed action of any sub-unit of the faculty shall be referred to the faculty electorate for final decision disposition whenever thirty (30) percent or more of the members of a that sub-unit support the motion for a referendum agree to the motion to refer. Such a petition must be submitted within a period of fifteen (15) instructional days following publication or passage of the act to be referred. Until the results of the referendum are known, the action or proposed action shall not be considered as a finished act of the sub-unit. A majority of the votes cast shall be necessary to sustain the petition. Once agreed to, the motion to refer shall be executed by a submission to the faculty of the act referred within fifteen (15) instructional days following publication or adoption of the act referred. Until the results of the referendum have been certified, the action or proposed action giving rise to the referendum shall have no force or effect. A majority of the faculty voting in the affirmative shall be sufficient to ratify the act referred and thereby to give to it whatever force and effect it would have had by being adopted by the referring sub-unit.

Section 5. MEETINGS. General meetings of the faculty shall be called by the Chair of the Academic Senate at the request of the President of the University, at the request of forty (40) percent of the members of the Academic Senate, or upon submission to the Chair of the Academic Senate of a written petition signed by twenty (20) percent of the faculty eligible to vote in the elections of this organization. A general meeting of the faculty must shall be convened by the Chair of the Academic Senate within ten (10) instructional days of receiving such a request or petition. Such meetings shall be for the sole purpose of giving information and conducting a discussion. No action items or policy decisions shall be voted upon at such a time. No action shall be taken or policy adopted by vote or otherwise at such meetings. When decisions are required, the subject covered in the request or petition shall be submitted to the entire faculty membership of this organization for a vote by written ballot within five (5) instructional days of the meeting.

Section 6. VOTING ELIGIBILITY QUALIFICATIONS TO VOTE. Members of the faculty who are eligible to vote on general ballots and in elections for representatives are individuals occupying positions identified by the trustees as Academic (Instruction) and Academic (closely related). The appointment must be full-time or full-time or reduced-load, and teaching during the current semester or pre-retirement reduction in time base. To be qualified to vote in the elections of this organization, a person must be a member of this organization as defined in Article I, Section 2 of this Constitution. In addition to this qualification, a person must (1) be employed by the University full-time or full-time on reduced load, or be participating in the pre-reduction in Time Base Program or Faculty Early Retirement Program, and (2) be a member of an electing unit as defined in Article II, Section 5 of this Constitution or otherwise qualified to vote in an election called to select the representatives of the faculty. Members of the faculty holding an administrative appointment shall be ineligible to be members of electing units or of an electorate empowered to choose representatives at large. Faculty holding administrative appointments may vote in elections other than those held to choose representatives. Student Service Professionals shall be classified as Academically Related (AR) in order to vote in elections other than those held to choose representatives of their electing unit.

Section 7. DUPIES. All faculty shall have equal obligations to serve when called upon by the faculty.

ARTICLE III II
ACADEMIC SENATE

Section 1. GENERAL. The Academic Senate is-a shall be the principal sub-unit of the faculty, and shall be the representative organization the body of representatives through which the faculty membership of this organization shall normally exercise its powers. It shall consist of elected representatives of the faculty membership, students, and staff, as provided.

Section 2. POWERS.

A. The Academic Senate, subject to restrictions of established laws of the State of California, regulations of the Trustees of California State University and Colleges, and directives of the Chancellor and further subject to concurrence by the President of California State University, Sacramento, shall be empowered to act in lieu of the faculty to formulate, review, revise, adopt, and make policy recommendations to the President of California State University, Sacramento on any academic matters delegated to the President by law, and by the Trustees and Chancellor of the California State University and Colleges, including but not limited to academic personnel, and fiscal policies. All other policies shall be reported to the Academic Senate as information items. The Academic Senate shall have power to formulate, review, revise, adopt and recommend policy and procedures to the President of the California State University, Sacramento. Its power shall extend to any academic matter delegated to the President by law and by the Trustees and Chancellor of the California State University. The extent of this power shall include but not be limited to academic, personnel, and fiscal policies. All policies adopted by the President that have not been initiated by the Academic Senate or have not been the subject of formal consultation with the Academic Senate shall be reported to the Academic Senate for its information.

B. The power described in Section 2A of this Article shall be exercised in a manner and to an extent consistent with the provisions of state and federal law, the regulations of the Trustees of The California State University, and the directives of the Chancellor.

BC. Actions of the Academic Senate related to policy recommendations shall be submitted to the President of California State University, Sacramento Senate action

taken to establish, modify, or repeal the policies and procedures of the University to which the power of the Senate extends shall take the form of recommendations to the President for consideration and action. The President shall respond within fifteen (15) instructional days of receiving these recommendations, the President shall respond to them by announcing the decision he/she has made in light of them. To these actions with a statement of the status of the recommendations. In the event if the President's disapproves decision is not entirely in keeping with the Senate's recommendation in any instance, the President will shall notify the Chair of the Academic Senate of the disapproval with a statement of reasons underlying for the disapproval for each departure from the Senate's recommendation. In the event a decision is still pending If the President has made no decision at the end of the initial 15-day period of fifteen (15) instructional days, the President shall report on the status of the action inform the Senate of that fact and of the progress being made toward the decision. At the end of every subsequent period of fifteen (15) instructional days thereafter until the decision is made, the President shall again inform the Senate of the progress being made toward the decision. No recommendation to the President shall have the force or effect of University policy or procedure without the concurrence of the President.

ED.

The Academic Senate may present to the Trustees, the Chancellor, or the Academic Senate of the California State University and Colleges any appropriate recommendation which it seems judges to be for the improvement of the general welfare of any and/or all of the members of for the benefit of the California State University and Colleges or any part of it.

Section 3. DUTIES.

A. The Academic Senate shall perform all of the duties consistent with its given charge of formulation the exercise of its power to formulate, review, revision, revise, and adoption of policy recommendations relating to the policies of the University policy and procedure.

B. The Academic Senate shall create such committees as it deems necessary to the performance of its duties, shall establish rules and procedures for its committees, and shall establish methods of selecting of the membership of all required or requested committees.

These committees shall not be construed to be sub-units of the faculty, and may not assume duties constitutionally assigned to other sub-units of the faculty. ~~All such committees shall have at least two (2)-faculty-Senators-as-members. Each of these committees shall include among its members no fewer than two (2) voting members of the Academic Senate.~~

C. The Academic Senate ~~is-charged-with-establishing~~ shall establish reasonable methods of selection of nominees for all faculty elective positions-offices created by or under this Constitution, and shall conduct all such elections.

D. The incumbent Academic Senate and the its newly elected officers shall be-responsible-for-handling-matters-of concern attend to matters within the scope of the Senate's power which arise during the summer and on which action cannot be delayed.

Section 4. RESPONSIBILITIES. The following statement sets forth the academic matters explicitly reserved to the faculty or its Academic Senate. (Adapted from the statement on Responsibilities of Academic Senates in a Collective Bargaining Context, adopted by the CSU Academic Senate, AS 1217-81).

It is the responsibility of the Academic Senate to formulate, review, revise, adopt, and make policy recommendations about any academic matters delegated to the President by law, and by the Trustees and Chancellor of the CSU, including but not limited to academic, personnel, and fiscal policies and to forward them to the President of the University.

- A. Responsibility shall be vested in the faculty or its Academic Senate for:
 1. approval of degree candidates
 2. development of policies governing the awarding of grades.
- B. Responsibility shall be vested in the faculty or its Academic Senate for developing policies and making recommendations to the President on the following matters:
 1. criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees including preservation of the principle of peer evaluation and provision for the direct involvement of appropriate faculty in these decisions;
 2. determination of membership in the faculty;

- 3. curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs and academic standards;
- 4. faculty appointments to institutional task forces, advisory committees, and auxiliary organizations;
- 5. academic standards and academic policies governing athletics.

C. The Academic Senate shall be the primary source of policy recommendations to the President on decisions related to the following matters:

- 1. establishment of campus-wide committees on academic or professional matters;
 - 2. the academic role of the Library;
 - 3. academic awards, prizes, and scholarships;
 - 4. the academic conduct of students and means for handling infractions;
 - 5. development of institutional missions and goals.
- D. The faculty shall be consulted by the President concerning:
- 1. the academic calendar and policies governing the schedule of classes;
 - 2. policies governing the appointment and review of academic administrators.

Section 45. MEMBERSHIP.

A. The Membership of the Academic Senate shall be open to composed of (1) ~~forty-two~~ faculty-members the representatives of the electing units; (2) four at-large members; ~~not more than two of whom shall be from one school~~; representatives to be elected at-large by the temporary faculty from those temporary faculty who are teaching six (6) units or more units during the semester in which the election is conducted; (3) chairs of certain standing committees of the Academic Senate (when specified in the committee's charge), as ex officio, non-voting members; (4) the statewide academic senators, as ex officio, non-voting members; (35) three students representatives, as ex-officio non-voting members, chosen by, and in a manner determined by, the Associated Students of CSUS; (46) the Provost, the Vice President-for-Operations-and-Finance, and-the-Vice Provost-for-Students-Affairs the Vice President for Academic Affairs, the Executive Vice President, and the Dean of Student Affairs as ex officio non-voting members; (57) the five Schools Deans, as ex officio non-voting members; (68) the University Librarian as an ex officio non-voting member; (79) two staff representatives, from-the-academic-area, chosen-by the

by-voting members of the Senate ~~as ex-officio~~ as non-voting members, chosen by, and in a manner determined by, the University Staff Assembly.

B. Faculty representatives of electing units shall be elected by and from electing those units. There shall be two (2) types of electing units, single and combined.

1. Single electing units normally shall be departments, schools, or divisions having teaching positions equal to or greater than two (2) percent of the teaching positions of the University. shall normally be academic departments or divisions having ten (10) or more probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on paid leave or reduced load, but excluding faculty holding administrative appointments). In addition, the Library and Student Affairs shall each be a single electing unit. Academic departments or divisions having fewer than ten (10) probationary, tenured, and full-time lecturer appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments), may choose to become single electing units or may choose to form combined electing units as described below.

2. A combined electing unit shall be combinations of units each having fewer than two (2) percent of the teaching positions of the University. Such units annually shall have the privilege of combining themselves. Should they fail in this, the Academic Senate shall combine these units to provide an electing unit large enough for representation shall be formed when an academic department or division with fewer than ten (10) probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) combines by mutual consent with another academic department or division to elect a representative.

3. Special electing units shall be established for Library, Student Affairs and Ethnic Studies.

C. The number of representatives to which an electing unit is entitled shall be determined annually prior to holding the annual election of representatives to the Academic Senate. Each electing unit shall have at least be entitled to one representative. Additional representatives shall be assigned to single-electing units in order of the number of teaching positions until forty-two (42) seats are allocated. Electing units having twenty-four (24) or more probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) shall be entitled to one additional representative.

D. The student member shall be chosen by, and in a manner to be determined by, the Student Senate. To assist in determining the number of faculty appointments in the departments, faculty members holding joint appointments shall designate one of the departments in which they serve as the electing unit in which they intend to vote. The Chair of the Academic Senate shall ascertain the faculty member's designation prior to apportioning representatives among the electing units during the first year of the joint appointment. The faculty member may designate another of the departments in which he or she serves by informing the Chair of the Academic Senate of his/her change of designation prior to the apportionment of representatives during subsequent years. Having designated an electing unit, a faculty member holding a joint appointment shall vote in that unit and no other.

E. When a vacancy occurs in the representation of any electing unit not caused by normal completion of term of office, such vacancy shall be filled in a manner to be determined by that electing unit.

Section 56 TERM OF OFFICE.

A. Faculty-The term of office of a representative, whether of an electing unit or the temporary faculty, normally shall serve be for a term of two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.

- B. A Representative shall not be eligible to serve for more than three (3) consecutive full terms who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term.
- C. When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit.

Section 67 RECALL. A The representative of an electing unit or the temporary faculty of the Academic Senate shall may be deemed recalled and removed from the position office by upon a two-thirds (2/3) vote majority of those voting in a recall referendum election held by confined to the appropriate electing unit faculty members eligible to elect the representative. A recall referendum election shall be held conducted within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall referendum petition signed by twenty-five (25) percent of the eligible faculty members of the electing unit to the Academic Senate; faculty members eligible to elect the representative. No representative shall be subject to a recall referendum more than once in any academic year.

ARTICLE III

JUDICIARY

Section 1. GENERAL The Judicial Review Board is shall be a sub-unit of the faculty, constituted to review constitutional matters and to hear appeals from decide disputes relating to the interpretation of the Constitution and By-Laws of this organization. The departments, electing units, sub-units of the faculty, or combinations thereof, acting by a majority of the members of each, may seek its decision. and make judgments thereon. Faculty members may also seek its decision by a petition containing the signatures of fifteen (15) members eligible to vote in the elections of this organization. It shall consist of the elected representatives of the faculty.

Section 2. POWERS. Rulings made by the Judicial Review Board are shall be final and binding, unless (under the rules provided) appealed to and reversed by the faculty.

Section 3. DUTIES. The Judicial Review Board shall hear appeals disputes initiated by duty authorized groups, that is,

departments, electing units, or combinations thereof. Petitions to the Judiciary must be supported by a majority of the petitioning group.

Section 43. MEMBERSHIP.

- A. Membership on the board shall be open to members of the faculty probationary and tenured instructional faculty and library faculty.
- B. Membership on the Board shall not be open to members of other sub-units of the faculty.
- C. The Board shall consist be composed of nine (9) members normally elected on a university-wide basis at-large. The Board shall determine its own method of paneling for hearings, but no hearings shall be conducted with fewer than three (3) Board members.
- D. No more than four (4) members of the Board may be from the same school, divisions, Library-Student Affairs or Ethnic Studies the same school.

Section 54 TERM OF SERVICES OFFICE

- A. Board members shall serve for a term of three years, with terms so arranged that one-third of the membership of the Board shall be elected each year.
- B. A Board member shall not be eligible to serve for more than two consecutive full terms; who has served for six (6) consecutive years shall not be eligible for re-election to the Board until at least one (1) academic year has elapsed between the conclusion of his or her sixth consecutive year of service and the beginning of his or her next term.
- C. In the event of a vacancy occurring on the Board, the position shall remain open until the next regularly scheduled election. The membership of the Board shall be chosen by annual election only. If in any instance the office of a member becomes vacant between annual elections, it shall remain vacant until the next annual election.

Section 65 RECALL. A member of the Board shall may be deemed recalled and removed from the position office upon by a two-thirds (2/3) vote majority of those voting in a recall referendum election. A recall referendum election shall be held conducted within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall

referendum petition signed by twenty-five (25) percent of the faculty members of the faculty eligible to elect members of the Board. No member of the Board shall be subject to a recall referendum more than once in any academic year.

ARTICLE IV

FACULTY BOARDS AND ELECTIVE POSITIONS

Section 1 -- ~~SENATE~~ -- The faculty may establish other sub-units which are responsible to the faculty. The powers, duties, terms of service, composition, and method of selection of these sub-units will be described in the Bylaws.

Section 2 -- ~~RECALL~~ -- A member of those sub-units formed under this Article shall be deemed recalled and removed from the position upon a two-thirds (2/3) vote of those voting in a recall referendum. A recall referendum shall be held within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall referendum petition signed by twenty-five (25) percent of the faculty members. No member of a sub-unit formed under this Article shall be subject to a recall referendum more than once in any academic year.

ARTICLE V IV

Section 1 ADOPTION OF THIS CONSTITUTION. This Constitution shall be adopted after approval by a majority of the faculty voting in a election called for this purpose, and upon approval by the President of the University.

Section 2 AMENDMENTS TO THIS CONSTITUTION. Amendments to this Constitution may be proposed by a two-thirds (2/3) vote majority of the Academic Senate or by an initiative petition signed by twenty (20) percent of the faculty eligible to vote in the elections of this organization and presented to the Chair of the Academic Senate. Ratification of such amendments shall require a majority vote of the faculty voting upon the amendment, followed by approval of the President of the University. Amendments shall go into effect when they have been approved by a majority of the members of this organization voting upon the amendment, and by the President of the University.

Section 3 ADOPTION OF BYLAWS. Initially, the Bylaws of individual each sub-units of the faculty are to be shall be adopted by an absolute majority of the sub-units themselves Academic Senate and submitted to the faculty members of this organization for approval. Subsequent revisions of the Bylaws of a sub-unit shall be made by the vote of an

absolute majority vote in of the sub-unit. A minimum of three (3) instructional days must shall elapse between the meeting at which Bylaws or revisions to the Bylaws are proposed and the meeting at which they are voted upon.

1/17/89 -- Revisions recommended by the Executive Committee.

PROPOSED REVISIONS
BY-LAWS OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

I. ELECTION OF THE ACADEMIC SENATE¹

- A. Nomination, election, and succession to the office of representative of an electing unit
 - 1. Each electing unit shall invite nominations to the office of representative from its own members. Each member of an electing unit who is qualified to vote for representatives (see Article I, Section 6 of the Constitution) shall be eligible to nominate and to be nominated to the office of representative from his/her electing unit.
 - 2. Each electing unit shall elect its representative(s) by secret ballot.
 - 3. If no candidate for the office of representative of an electing unit receives a majority of the votes cast in a unit's election, the unit shall immediately hold another election to decide which of the two candidates receiving the most votes previously cast shall have the office.
 - 4. Each electing unit shall choose its representative(s) during the spring semester before the Academic Senate constituted by the spring elections meets to organize itself.
 - 5. The term of office of the representative of an electing unit shall be two years. It shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.
 - 6. Provision for filling a vacancy in the office of representative of an electing unit is made in the Constitution of the Faculty of California State University, Sacramento, Article II, Section 6.c.
 - 7. The provisions of Article I, Section 1. a-e of these By-Laws shall apply alike to single and combined electing units.

¹The membership of the Academic Senate is described in Article II, Section 5 of the Constitution of the Faculty.

B. Nomination, election and succession to the office of representative of the temporary faculty.

- 1. The nomination and election of representatives of the temporary faculty shall be accomplished each spring before the Academic Senate constituted by the spring elections meets to elect its officers. Nomination and election shall be by and from the temporary faculty. To be qualified for nomination and election, a temporary faculty member shall hold an appointment from the University to no fewer than six (6) wtu's during the semester in which the election is held. To be nominated, a qualified member of the temporary faculty shall submit a nominating petition signed by six (6) members of the temporary faculty.

If more than twice as many candidates are nominated as there are offices to be filled, the Senate's Election Committee may hold an election to select from among them twice as many candidates as offices to be filled.

Each member of the temporary faculty may vote for as many candidates as offices to be filled. To be elected, a candidate shall receive more votes than any candidate not elected. When there is a vacancy as described in Article I.B.6., of those candidates receiving enough votes to be elected, those candidates receiving more votes shall be elected to terms of two years; those candidates receiving fewer votes shall be elected to terms of one year. An election shall be held to break ties. In that election, electors shall vote for no more than one candidate.

Election shall be by secret ballot.
- 2. The temporary faculty shall be entitled to four representatives elected from among those temporary faculty who have been appointed to no fewer than six wtu's during the semester of their election. The election of these representatives shall be so conducted that two of them shall be elected to new terms each year.
- 3. The term of office of a representative of the temporary faculty shall be two years. To remain eligible to hold office a representative of the temporary faculty shall hold an appointment from the University to no fewer than three (3) wtu's during each semester of the prescribed term of office. Failure to hold the required appointment shall vacate the office.

- 4. A majority of the voting members of the Academic Senate shall constitute a quorum. The Chair shall be a voting member.
- 5. Twenty percent (20%) of the members of the Senate present and voting may order that the roll of voting members be called and their votes recorded in the minutes. Such an order may be made either before or immediately after a vote has been taken by voice, or show of hands but not after the results of a vote by voice or show of hands has been announced. The call of the roll shall not be in order on a procedural motion.
- 6. Every meeting of the Academic Senate shall be open. Faculty members, administrators, staff, and students who are not members of the Academic Senate may participate in the discussion when recognized by the Chair.
- 7. Members of the Senate shall discharge their duties and exercise their powers and prerogatives in person only.

III. OFFICES OF THE ACADEMIC SENATE

A. Officers

- 1. Chair
 - The Chair of the Academic Senate shall be elected annually by and from the voting membership of the Academic Senate. The Chair shall preside at meetings of the Academic Senate.
 - The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair and shall end on the last day of the spring semester of the following year. The Chair may be re-elected. A Chair who has served for three (3) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her third consecutive year of service as Chair and the beginning of his/her next term as Chair.

2. Vice Chair

The Vice Chair shall be elected annually by and from the voting membership of the Academic Senate. In the

- 4. Representatives of the temporary faculty who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year and the beginning of a new term.
- 5. If a vacancy occurs in the office of representative of the temporary faculty the Academic Senate may appoint from among the temporary faculty a successor who shall serve for the remainder of the academic year in which the vacancy has occurred. The Senate shall confine its choice of a successor to a member of the temporary faculty who holds an appointment from the University to no fewer than six (6) wtu's during the semester of appointment.
- 6. If a year of the term remains beyond the expiration of the Senate's appointment of a representative of the temporary faculty to fill a vacancy, a successor shall be elected by the temporary faculty to serve during that subsequent year. The election shall occur during the spring semester preceding the beginning of the second full year of the term.

II. MEETINGS OF THE ACADEMIC SENATE

A. The Meetings to Elect Officers

- 1. Each year following the election of representatives during the spring semester, the Academic Senate constituted by that election shall hold two meetings to nominate and elect its officers as provided in Article II.B. of these By-Laws. At least two weeks shall elapse between the two meetings.

B. Business Meetings

- 1. The Academic Senate shall hold a meeting at least once every month during the academic year. Additional meetings may be called by the Chair of the Academic Senate or by the Senate on its own motion. Additional meetings shall be called by the Chair at the request of the President of the University.
- 2. Items shall be placed on the agenda at the request of the President of the University, or the Chair of the Academic Senate, or the Executive Committee of the Academic Senate, or by a majority vote of the Academic Senate itself.
 - The Academic Senate shall adopt its own rules of procedure for the conduct of its meetings.

absence of the Chair, the Vice Chair shall preside at meetings of the Academic Senate, and perform other duties of the Chair as delegated by the Chair.

The term of office of the Vice Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Vice Chair and shall end on the last day of the spring semester of the following year. The Vice Chair may be re-elected. A Vice Chair who has served for three (3) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her third consecutive year of service as Vice Chair and the beginning of his/her next term as Vice Chair.

3. The other voting members of the Executive Committee

In addition to the Chair and Vice Chair of the Senate, five (5) voting members of the Executive Committee shall be elected annually by and from the voting membership of the Academic Senate.

The other voting members of the Executive Committee shall serve for a term of one year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending on the last day of the spring semester of the following year. Voting members of the Executive Committee may be re-elected to the Executive Committee.

B. Nomination and Election of Officers

1. Nomination

As provided in Section II, A. of these By-Laws, the newly constituted Academic Senate shall first meet to nominate its officers, that is, the Chair, the Vice Chair and the other five (5) voting members of the Executive Committee. At the meeting to nominate, the order of business shall be (1) nomination of candidates for the office of Chair, (2) nomination of candidates for the office of Vice Chair, (3) nomination of candidates for the other voting memberships of the Executive Committee. Nominations of candidates for Chair and Vice Chair shall be from the floor; nomination of oneself shall be permitted. If more than two nominations either to the office of Chair or the office of Vice Chair are made, the Senate shall immediately select from among the several nominees to the office, the two whose names shall be put to a vote in the subsequent

election. The selection shall be made by secret ballot. Each Senator shall have one vote in relation to each office. Each of the two candidates selected shall receive more votes than any candidate not selected. When the Senate has finished nominating candidates for Chair and Vice Chair, it shall nominate candidates for the other voting memberships of the Executive Committee. Nominations shall be made from the floor; nomination of oneself shall be permitted. Additional nominations to the Executive Committee may be made at the meeting to elect the officers of the Senate.

2. Election of Chair and Vice Chair

As provided in Section II.A. of these By-Laws, the newly constituted Academic Senate shall elect its officers at a meeting called for the purpose. The order of business shall be as follows: (1) election of the Chair, (2) election of the Vice Chair, (3) election of the other voting members of the Executive Committee. The election of the officers of the Senate (Chair, Vice Chair and the other voting members of the Executive Committee) shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

3. Election of the other voting members of the Executive Committee

The manner of electing the other five (5) voting members of the Executive Committee shall be as follows:

1) If more than ten (10) candidates have been nominated, the Senate shall immediately select by secret ballot from among the several nominees ten (10) whose names shall be put to a vote in the subsequent election. When making this selection, each representative may vote for ten (10) candidates. In case of ties, the number of nominees shall be increased to include the tied candidates. Each candidate selected shall have received more votes than any candidate not selected.

2) When the candidates have been selected, the Senate shall immediately elect by secret ballot from among those candidates the other five (5) voting members of the Executive Committee. Each representative may vote for five (5) candidates. Each of the five (5) candidates elected shall

have received more votes than any candidate not elected. In case of ties, the Senate shall immediately vote by secret ballot to break the tie. Each representative shall have one vote. The candidate(s) elected shall have received more votes than any candidate not elected.

C. Vacancies

A vacancy in the voting membership of the Executive Committee shall be filled by nomination and election at the first meeting of the Academic Senate after the vacancy occurs. The nominee elected shall have received more votes than any candidate not elected.

If the office of Chair of the Academic Senate becomes vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice Chair shall be elected at the first meeting of the Academic Senate after the vacancy occurs. Any of the other five (5) voting members of the Executive Committee shall be eligible to be elected Vice Chair. If another voting member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the voting member of the Executive Committee who has just been elected Vice Chair.

If the office of Vice Chair becomes vacant, the vacancy shall be filled by nomination and election at the first meeting of the Academic Senate after the vacancy occurs. Any of the other five (5) voting members of the Executive Committee shall be eligible to be elected Vice Chair. If another voting member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the voting member of the Executive Committee who has just been elected Vice Chair.

If several vacancies occur at once in the voting membership of the Executive Committee, the Academic Senate shall fill those vacancies by nomination and election at the first meeting to be convened after the vacancies occur. Vacancies shall be filled in the following order: Chair of the Academic Senate, Vice Chair, the other five (5) voting members of the Executive Committee or any of them.

D. Staff of the Academic Senate

1. Parliamentarian

A parliamentarian shall be selected by the Executive Committee and approved by the Academic Senate at the

first meeting of the Academic Senate during the fall semester of each academic year.

2. Recording Secretary

The Recording Secretary of the Academic Senate shall be the senior ranked staff member of the Academic Senate office.

IV. COMMITTEES OF THE ACADEMIC SENATE

Committees of the Academic Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Academic Senate may establish from time to time.

A. The Executive Committee

1. Membership

The voting members of the Executive Committee shall be the Chair and Vice Chair of the Academic Senate, and the five (5) other voting members of the Executive Committee, elected by and from the voting members of the Academic Senate. The ex officio, non-voting members shall be the immediate past Chair of the Academic Senate provided his/her term has expired at the end of the preceding academic year; one Statewide Academic Senator, selected by the delegation of Statewide Senators; the President of the Student Body, or his/her representative; the Academic Vice President; and the President of the University or his/her representative. The Chair of the Academic Senate shall be the Chair of the Executive Committee.

2. Powers

The Executive Committee shall have power to:

- a. Consider items for the Academic Senate agenda and
 - (i) place them on the agenda of the Academic Senate, or
 - (ii) refer them to an appropriate Senate committee or appropriate agency, or
 - (iii) formulate recommendations for Senate action,
- b. Receive reports and recommendations from Senate committees and

- (i) recommend clarifying language and amendments for the consideration of the Senate, or
 - (ii) place the item on the Senate agenda with a recommendation for Senate action, or
 - (iii) refer the item to appropriate Senate committees or other agencies.
- c. Take action on behalf of the Senate when time does not permit the Senate to act. Such actions shall be reported to the Senate on a Senate agenda as soon as possible after the Executive Committee has acted.
- d. Advise the President about the interpretation of University policy. The Executive Committee shall report the substance of its advice to the Senate on a Senate agenda as soon as possible.
- e. Propose clarifying statements of University policy to the Senate.
- f. Create ad hoc committees as necessary.
- g. Nominate faculty for consideration by the Senate to fill vacancies that occur in the membership of Senate committees after the Committee on Committees has made its nominations for the year.
- h. Nominate faculty for consideration by the Senate for recommendation to the President for appointment to institutional task forces, advisory committees, and auxiliary organizations.

3. Meetings

- a. The Chair of the Academic Senate shall call a meeting of the Executive Committee at least once in every month during the academic year to set the agenda for the regular monthly meeting of the Academic Senate and at other times as necessary. A majority of the voting members of the Executive Committee shall constitute a quorum.
- b. Executive sessions
 - (i) The Executive Committee may hold executive sessions to discuss and act upon personnel matters relating to the staff of the Academic Senate.

- (ii) Under circumstances that permit no delay, the Executive Committee may constitute itself as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the University administration.
- (iii) The President may consult with the Executive Committee in executive session about personnel matters related to the central administrative staff.
- (iv) The subject of any executive session of the Executive Committee shall be reported in the minutes of the Executive Committee.

B. Committee on Committees

1. Membership

The Committee on Committees shall be composed of the Chair and Vice Chair of the Academic Senate, the other five (5) voting members of the Executive Committee, the senior representative to the Senate from the Library electing unit, the senior representative to the Senate from the Student Affairs electing unit, and one representative from an electing unit within each school elected by the incumbent Senate.

2. Nomination and election of school representatives

At one of its meetings, the Academic Senate shall nominate and elect by secret ballot the representative of each of the five (5) schools to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the schools shall be eligible to be nominated to be the representative of that school. Every representative may vote for one nominee from every school. If none of the candidates from a school receives a majority of the votes cast, the Academic Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the school's representative. As between the two candidates, the candidate who receives the most votes shall be elected.

B. Terms of Office

1. Representatives shall serve a term of three (3) years, to be established on a staggered basis so that one of the three members is to be elected each year.
2. A Statewide Academic Senator who has served for nine (9) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her ninth consecutive year of service as Statewide Academic Senator and the beginning of his/her next term as Statewide Academic Senator.

C. Nomination and Election of Representatives and Appointment of Alternate

1. The nomination and election of every representative to the CSU Academic Senate shall be by and from those members of the faculty who are members of an electing unit as defined by the Constitution of the Faculty (Article II, Section 5.B. 1 and 2) and are eligible to vote for the representative of an electing unit, as defined by the Constitution (Article I, Section 6.) To become a candidate, an eligible member of the faculty must submit [TO WHOM?] a nominating petition signed by ten (10) members of the faculty eligible to elect a representative to the CSU Senate. If three (3) or more members of the faculty become candidates, an election shall be held to choose no more than two of them to contest the office subsequently. If one of the three (3) or more candidates receives a majority of the votes cast in the election to choose two candidates that person shall be declared elected without further contest. If no candidate receives a majority of the votes cast, the two candidates who receive the most votes shall contest the office in a second election. The candidate receiving the most votes in the second election shall be elected representative to the CSU Academic Senate.
2. The alternate representative to the CSU Academic Senate shall be the Chair of the Academic Senate of CSU Sacramento. If the Chair cannot serve, the Executive Committee shall designate an alternate.
3. If an incumbent shall vacate the office of representative to the CSU Academic Senate before his/her term expires, a successor shall be elected as provided in Article V, Section C.1 of these By-Laws.

1/17/89---Recommended by Executive Committee

3. Meetings

Each spring, the Chair of the Academic Senate shall convene an initial meeting of the Committee on Committees. At a subsequent meeting, the Committee on Committees shall nominate to the Senate, candidates to be appointed members of the standing committees of the Senate to serve during the following academic year.

4. Charge

Having considered the results of an annual survey of faculty interest in serving on any one or more of appointed standing committees, the Committee on Committees shall make a recommendation to the Senate specifying who the members of the Senate's standing committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing committees.

C. Other Committees of the Academic Senate

The Academic Senate may create standing and ad hoc committees as it deems necessary. Every committee created by the Academic Senate shall be a committee of the Academic Senate and shall report to the Senate by way of the Executive Committee. Senate committees shall recommend policy and the interpretation of policy to the Academic Senate by way of the Executive Committee, and perform such administrative functions as are identified in their charge.

V. ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE

A. Membership

Three CSU Academic Senate representatives shall be elected from each university with an enrollment of more than ten thousand, but less than twenty thousand, full-time equivalent students on an annual average. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15. Representatives elected shall take office on or before June 15.

BYLAWS OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

I. ORGANIZATION OF THE ACADEMIC SENATE

A. Officers of the Academic Senate

1. There shall be a Chair elected annually by and from the faculty members of the Academic Senate. He/she shall be designated the Chair of the Academic Senate. He/she shall preside at meetings of the Academic Senate.

a. The term of election of the Chair is one year. The term of office begins at noon on the last day of the spring semester in which he/she is elected. Chair and ends on the last day of the spring semester of the following year. The Chair may be eligible for re-election.

2. There shall be a Vice Chair elected annually by and from the faculty members of the Academic Senate. The Vice Chair shall preside at the meetings of the Academic Senate in the absence of the Chair.

a. The term of election of the Vice Chair is one year. The term of office begins at noon on the last day of the spring semester in which he/she is elected. Vice Chair and ends on the last day of the spring semester of the following year. The Vice Chair may be eligible for re-election.

B. Recording Secretary and Parliamentarian

A recording secretary and a parliamentarian shall be selected by the Executive Committee and approved by the Academic Senate either at the organizational meeting in the spring semester of the academic year or at the first meeting in the fall semester of the academic year. The recording secretary and parliamentarian need not be members of the Academic Senate.

C. Committees of the Academic Senate

1. Committees of the Academic Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Academic Senate may establish.

2. All committee reports shall be sent to the Executive Committee for review; those requiring Academic Senate action shall be placed on the agenda of a future meeting of the Academic Senate. If a minority report is filed by any member(s) of a committee, he/she shall be entitled to the floor immediately after the majority report is placed on the floor.

3. All standing committees shall inform the Chair of the Academic Senate of the establishment and personnel of subcommittees and ad hoc committees. Each standing committee is responsible for informing the Secretary of the Academic Senate of all meetings scheduled by itself and its sub and ad hoc committees. The Secretary of the Academic Senate shall organize and administer a communications system which will provide for the monthly publication of all committee (standing, sub, and ad hoc) meetings, indicating the dates, places, and issues likely to be discussed. This publication shall be distributed to all members of the faculty.

D. The Executive Committee

1. Membership. Voting membership of the Executive Committee shall consist of the Chair and the Vice Chair of the Academic Senate, the Academic Senate Chair of the preceding term, and four elected members of the Academic Senate. Ex officio, non voting members are the President of the University or his/her representative, the Senior State Academic Senator, the Executive Vice President and the Student Body President. The Chair of the Academic Senate shall be the Chair of the Executive Committee.

2. Functions. The Executive Committee shall:

- a. Consider items for the Academic Senate agenda and
 - 1) place them on the agenda of the Academic Senate, or
 - 2) refer them to a more appropriate agency, or
 - 3) advise the President directly, or
 - 4) take such action as it deems appropriate.
 - b. Report its actions to the Academic Senate.
3. Term of Office. Elected members of the Executive Committee shall serve for a term of one year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending on the last day of the spring semester of the following year. Executive Committee members may be eligible for re-election.

4. Meetings of the Executive Committee

The Executive Committee shall meet at least once a month prior to the meeting of the Academic Senate and at other times as necessary on call from the Chair, or in his/her absence, the Vice Chair.

5. Quorum of the Executive Committee

A majority of the voting members of the Executive Committee shall constitute a quorum.

E. Committee on Committees

An ad hoc Committee on Committees shall be appointed by the Executive Committee in the spring semester. It shall be composed of the Vice Chair of the current Senate (convenor), one student senator, and twelve elected members from the Academic Senate with one representative from each of the following: Social Science, Humanities and Fine Arts, Sciences and Mathematics, Education, Business and Public Administration, Engineering, Social Work, Health and Physical Education, Nursing, the Professional Library Staff, the Professional Student Affairs Staff, Ethnic Studies.

If any of these groups has combined with another group in order to become an electing unit, the Senator from that electing unit will be assumed to represent the group. It shall be the duty of the Committee on Committees to recommend to the Academic Senate the membership of standing committees. Subsequent vacancies on standing committees shall be filled by nominees of the Executive Committee who are approved by the Academic Senate. The Vice Chair of the current Executive Committee shall conduct a preference poll of all faculty to determine their committee interests and generate information for inclusion in deliberations of the Committee on Committees in making annual committee assignments.

F. Academic Senate Organizational Meetings

Two organizational meetings of the new Academic Senate shall be held in the spring semester of each academic year after the election of faculty Senators. There shall be at least two weeks between the organizational meetings.

G. Nomination of Candidates for Chair, Vice Chair, and Executive Committee

The first organizational meeting shall be for the purpose of nominating candidates for the Executive Committee of the new Academic Senate. The Senate first shall nominate candidates for the office of Chair and Vice Chair. Nominations shall be from the floor; self-nominations are permitted. If there are more than two candidates for either office, there shall be a secret ballot, with each

Senator voting for one candidate for each office to reduce the number of candidates for each office to two. The two candidates for each office receiving the largest number of votes are the final nominees for Chair and Vice Chair.

The Senate then shall nominate candidates for the remaining positions on the Executive Committee. Nominations shall be from the floor; self-nominations are permitted. If the number of candidates exceeds eight, there shall be a secret ballot to reduce the number of candidates to eight; each Senator may vote for eight candidates. The eight candidates with the largest number of votes are the nominees for the Executive Committee. In case of ties the number of nominees shall be increased to include the tied candidates.

H. Election of Chair, Vice Chair, and Executive Committee

At the second organizational meeting the new Academic Senate first shall have a secret ballot to elect its Chair. The nominee receiving the largest number of votes shall be the Chair of the new Academic Senate.

There shall be a second ballot to elect the Vice Chair. The candidate receiving the largest number of votes shall be the Vice Chair of the new Academic Senate.

The new Academic Senate then shall elect four additional members of the Executive Committee. Additional nominations for the Executive Committee are permitted. When nominations are completed, there shall be a secret ballot with each Senator entitled to vote for four candidates. The four candidates receiving the largest number of votes shall be members of the Executive Committee. In case of ties there shall be a secret ballot with each Senator voting for one of the tied candidates. The candidate(s) receiving the largest number of votes is (are) elected.

I. Vacancies

A vacancy on the Executive Committee shall be filled by nomination and election at the first meeting of the Academic Senate after the vacancy occurs. The nominee receiving the largest number of votes shall be declared elected to the Executive Committee.

If the vacancy on the Executive Committee should involve the position of Chair of the Academic Senate, the Vice Chair shall assume the title and functions of the Chair and a new Vice Chair shall be elected in a separate election. This election shall be held before the vacancy on the Executive Committee has been filled. The five elected members other than the new Chair shall be eligible for election.

the vacancy involves the position of Vice Chair, the vacancy shall be filled by a separate election before the vacancy on the Executive Committee has been filled. The five elected members of the Executive Committee other than the Chair shall be eligible for election as Vice Chair.

II. MEETINGS OF THE ACADEMIC SENATE

- A. The Academic Senate normally shall hold a regular meeting at least once a month during the academic year. Special meetings may be called by the President of the University, or by the Chair of the Academic Senate, or by the Academic Senate on its own motion.
- B. Items shall be placed on the agenda upon the request of the President of the University, or the Chair of the Academic Senate, or the Executive Committee of the Academic Senate, or by a majority vote of the Academic Senate.
- C. The Academic Senate shall adopt its own rules of procedure for the conduct of its meetings.
- D. A majority of the voting members of the Academic Senate shall constitute a quorum. The Chair shall be a voting member.
- E. At the request of ten percent (10%) of those members present and eligible to vote on the issue, a roll call shall be taken and included in the minutes. Such a request may be made either before or immediately after the vote.
- F. Academic Senate meetings are open. Faculty members, administrators, staff, and students who are not members of the Academic Senate may participate in the discussion when recognized by the Chair.
- G. There shall be no proxy votes or alternate Senators.

III. VOTING PROCEDURES FOR ELECTION OF ACADEMIC SENATE MEMBERS

- A. Procedures for nomination and election of full-time faculty representatives
 1. All voting members of the faculty of the appropriate electing unit shall be eligible to nominate and to be nominated for office.
 2. Each voting faculty member shall be asked to nominate twice as many persons as the number to be elected in his/her appropriate electing unit.
 3. All voting members of the faculty of the appropriate electing unit shall be eligible to vote in the election.
 4. Tie votes for nomination shall include those involved and expand the total number of nominees by their number.

5. Tie votes for elections shall be broken by un-off election.

6. In both the nomination and the election all votes shall be given equal weight.

7. The election ballot shall contain twice as many names as the number of representatives to be elected and shall include the names of those nominees receiving the largest number of nominations.

8. If a nominee declines the nomination, the nominee not on the ballot receiving the largest number of nominating votes shall be placed on the ballot.

9. Annual elections shall be held in the spring of each year with terms of office commencing in the fall semester.

B. Replacements

When a vacancy occurs among the members of the Academic Senate, the replacement shall be elected by the appropriate electing unit, as soon as possible, in a manner determined by the electing unit.

C. Voting Eligibility

For purposes of voting for members of the Academic Senate, for members of other representative bodies, and in faculty referenda the faculty consists of librarians, student affairs officers, professors, associate professors, assistant professors, instructors, and lecturers, holding appointments to instructional departments or divisions/schools, including department chairs. The appointments must be full-time; full-time on reduced load, and teaching during the current semester; or Preretirement Reduction in Time Base. (This statement makes no reference to voting on ARTP matters.)

D. Electing Units

1. Electing units are defined as follows:

- a. Single electing units normally shall be departments, schools and divisions assigned full-time teaching positions equal to or greater than two (2) percent of the total full-time teaching positions assigned to the University as of the fall semester census date.
- b. Combined electing units shall be combinations of units each assigned less than two (2) percent of the full-time teaching positions assigned to the University as of the fall semester census date. Such units annually shall have the privilege of

combining themselves. Should they fall in this, the Academic Senate shall combine these units to provide an electing unit large enough for representation.

c. Special electing units shall be established for Library, Student Affairs, and Ethnic Studies. The faculty of the Ethnic Studies Center may declare annually in the spring if they desire to be represented with that program as an electing unit.

2. Electing units with at least two (2) percent of the full-time teaching positions of the University are ineligible to combine, and shall be so noted on the published list of electing units. If a constituent electing unit in an existing combined unit has become large enough to meet the two (2) percent requirement it shall no longer be eligible for combining and shall elect its own Senator in the annual election. Conversely, if an electing unit drops below two (2) percent of the full-time teaching positions, then it must combine under 4. below.

3. Combined electing units continuing to have at least two (2) percent of the full-time teaching positions may conduct an annual election and shall conduct an election coincident with the expiration of their Senator's term. Each constituent electing unit shall determine if it wishes to continue in the combined unit. If each constituent electing unit votes to continue the combination, then no uncombined unit may join this unit. However, if any constituent electing unit votes to withdraw from the combined electing unit, then the unit is dissolved and the electing unit must recombine under 4. below and elect a new Senator.

4. Combining Electing Units With Less Than Two Percent of Full-Time Teaching Positions.

After the provisions of 3. above have been completed and the individual electing units determined in 2. above, the Academic Senate Office shall publish a list of electing units uncombined and having less than two (2) percent of the full-time teaching positions. These electing units then shall combine.

Two (2) instructional weeks shall be available for voluntary combining before the constitutionally required mandatory combining shall occur.

The term of service of the Senators from newly combined units shall be arranged so that one-half of the Senate shall be elected each year.

IV. PROCEDURES FOR NOMINATION AND ELECTION OF AT-LARGE SENATORS REPRESENTING TEMPORARY FACULTY

A. Procedures for Nomination and Election

All nominations and elections shall be conducted in the spring semester. Nominations and elections shall be by and from the temporary faculty who have at least six wtu's during the semester of the election. To be nominated, an eligible faculty member must submit a nomination petition signed by six members of the electing body.

In the event that the number of nominees exceeds twice the number of positions to be filled, the Election Committee may hold a primary election in order to reduce the number of candidates.

Each member of the electing body may vote for as many candidates on the secondary ballot as there are positions to be filled. The positions shall be filled in the order of greatest number of votes received. However, no more than two at-large Senators may be from the same school. Two-year positions shall be filled before one-year positions. In the event of ties there shall be a ballot with each member of the electing body voting for one of the tied candidates.

All ballots shall be secret ballots.

B. Terms of Office

The four at-large Senators shall serve two year terms, staggered so that two members are elected to new terms each year. At-large Senators must have at least six wtu's during the semester of their election, and must continue to have at least 3 wtu's for each semester of their term. An at-large Senator may serve at most six consecutive years. At no time may more than two at-large Senators be from the same school.

C. Vacancies

If an at-large Senate seat is vacant, the Academic Senate may appoint a replacement who is willing to serve voluntarily for the remainder of the academic year from the temporary faculty who have at least 6 wtu's during the semester of their appointment. If this leaves a remaining year of the term, the position shall be filled for the second year by means of the elections held during the spring semester of the first year.

V. PROCEDURES FOR ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE

A. Membership

Three CSU Academic Senate representatives shall be elected from each university with more than ten thousand, but less than twenty thousand, full-time-equivalent enrollment. For purposes of this section, full-time-equivalent enrollment shall mean the average annual total full-time-equivalent enrollment reported for the academic year in which an election is held. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15; and representatives elected shall take office on or before June 15.

B. Terms of Office

- 1. Representatives shall serve a term of three (3) years, to be established on a staggered basis so that one of the three members is to be elected each year.
- 2. The Senior CSU Academic Senator shall be the person who has served as a CSU Academic Senator for the longest consecutive period of time.

C. Procedures for Nomination and Election of Representatives and Appointment of Alternate

1. Nominations of representatives shall be by and from the full voting membership of the faculty. In order to appear on the primary ballot, a faculty member must submit a nomination petition signed by ten voting members of the faculty. If more than two candidates are nominated, a primary election shall be held. If one candidate receives a majority of the votes cast in the primary election, that candidate shall be elected. If no candidate receives a majority of the votes cast, the two candidates receiving the largest number of votes will appear on a final ballot. The candidate receiving the largest number of votes on the final ballot shall be elected CSU Academic Senator.

2. The alternate CSU Academic Senator will be the current chair of the campus Academic Senate or, if the chair cannot serve, the Executive Committee's designee.

3. If a vacancy occurs in the office of CSU Academic Senator at a time other than the regular expiration of a term, it will be filled in accordance with the procedures in C.1 above.

- 1. Executive sessions may be called regarding personnel matters relating to the Academic Senate staff.
- 2. In urgent circumstances, the Executive Committee may be constituted as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the administration.
- 3. In urgent circumstances the President may wish to consult in executive session with the Executive Committee on personnel matters related to the central administrative staff.
- 4. The results of any executive session of the Executive Committee will be reported in the minutes.

Carried.

PROPOSED REVISIONS
BY-LAWS OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

I. ELECTION OF THE ACADEMIC SENATE¹

A. Nomination, election, and succession to the office of representative of an electing unit

1. Each electing unit shall invite nominations to the office of representative from its own members. Each member of an electing unit who is qualified to vote for representatives (see Article I, Section 6 of the Constitution) shall be eligible to nominate and to be nominated to the office of representative from his/her electing unit.
2. Each electing unit shall elect its representative(s) by secret ballot. ~~All ballots shall be distributed and collected on campus.~~
3. If no candidate for the office of representative of an electing unit receives a majority of the votes cast in a unit's election, the unit shall immediately hold another election to decide which of the two candidates receiving the most votes previously cast shall have the office.
4. Each electing unit shall choose its representative(s) during the spring semester before the Academic Senate constituted by the spring elections meets to organize itself.
5. The term of office of the representative of an electing unit shall be two years. It shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.
6. Provision for filling a vacancy in the office of representative of an electing unit is made in the Constitution of the Faculty of California State University, Sacramento, Article II, Section 6.c.
7. The provisions of ~~Article I, Section 1, a-e~~^{Section I, A. 1-5} of these By-Laws shall apply alike to single and combined electing units.

¹The membership of the Academic Senate is described in Article II, Section 5 of the Constitution of the Faculty.

B. Nomination, election and succession to the office of representative of the temporary faculty.

1. The nomination and election of representatives of the temporary faculty shall be accomplished each spring before the Academic Senate constituted by the spring elections meets to elect its officers. Nomination and election shall be by and from the temporary faculty. To be qualified for nomination and election, a temporary faculty member shall hold an appointment from the University to no fewer than six (6) wtu's during the semester in which the election is held. To be nominated, a qualified member of the temporary faculty shall submit a nominating petition signed by six (6) members of the temporary faculty.

If more than twice as many candidates are nominated as there are offices to be filled, the Senate's Election Committee may hold an election to select from among them twice as many candidates as offices to be filled.

Each member of the temporary faculty may vote for as many candidates as offices to be filled. To be elected, a candidate shall receive more votes than any candidate not elected. ~~When there is a vacancy as described in Article I.B.6.~~ Of those candidates receiving enough votes to be elected, those candidates receiving more votes shall be elected to terms of two years; those candidates receiving fewer votes shall be elected to terms of one year. An election shall be held to break ties. In that election, electors shall vote for no more than one candidate.

When there is a vacancy in the office of representative of the temporary faculty and an election to fill one year of the unexpired term must be held as provided in section I.B.6. of these By-laws, that election to a term of one year shall be held concurrently with the election to office for a term of two years.

Election shall be by secret ballot. *all ballots shall be distributed and collected on campus.*

2. The temporary faculty shall be entitled to four representatives elected from among those temporary faculty who have been appointed to no fewer than six wtu's during the semester of their election. The election of these representatives shall be so conducted that two of them shall be elected to new terms each year.
3. The term of office of a representative of the temporary faculty shall be two years. To remain eligible to hold office a representative of the temporary faculty shall hold an appointment from the University to no fewer than three (3) wtu's during each semester of the prescribed term of office. Failure to hold the required appointment shall vacate the office.

4. Representatives of the temporary faculty who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year and the beginning of a new term.
5. If a vacancy occurs in the office of representative of the temporary faculty the Academic Senate may appoint from among the temporary faculty a successor who shall serve for the remainder of the academic year in which the vacancy has occurred. The Senate shall confine its choice of a successor to a member of the temporary faculty who holds an appointment from the University to no fewer than six (6) wtu's during the semester of appointment.
6. If a year of the term remains beyond the expiration of the Senate's appointment of a representative of the temporary faculty to fill a vacancy, a successor shall be elected by the temporary faculty to serve during that subsequent year. The election shall occur during the spring semester preceding the beginning of the second full year of the term.

II. MEETINGS OF THE ACADEMIC SENATE

A. The Meetings to Elect Officers

1. Each year following the election of representatives during the spring semester, the Academic Senate constituted by that election shall hold two meetings to nominate and elect its officers as provided in Article II.B. of these By-Laws. At least two weeks shall elapse between the two meetings.

B. Business Meetings

1. The Academic Senate shall hold a meeting at least once every month during the academic year. ~~Additional meetings may be called by the Chair of the Academic Senate, or by the Senate on its own motion. Additional meetings shall be called by the Chair at the request of the President of the University.~~ *at the request of the President via the Chair of the Senate, or by the Senate on its own motion. The Chair of the Senate shall not refuse or fail to give effect to the President's request for a meeting of the Senate.* *OK*
2. Items shall be placed on the agenda at the request of the President of the University, or the Chair of the Academic Senate, or the Executive Committee of the Academic Senate, or by a majority vote of the Academic Senate itself.
3. The Academic Senate shall adopt its own rules of procedure for the conduct of its meetings.

The Senate may hold additional meetings from time to time at the call of

4. A majority of the voting members of the Academic Senate shall constitute a quorum. The Chair shall be a voting member.
5. Twenty percent (20%) of the members of the Senate present and voting may order that the roll of voting members be called and their votes recorded in the minutes. Such an order may be made either before or immediately after a vote has been taken by voice, or show of hands but not after the results of a vote by voice or show of hands has been announced. The call of the roll shall not be in order on a procedural motion.
6. Every meeting of the Academic Senate shall be open. Faculty members, administrators, staff, and students who are not members of the Academic Senate may participate in the discussion when recognized by the Chair.
7. Members of the Senate shall discharge their duties and exercise their powers and prerogatives in person only.

III. OFFICES OF THE ACADEMIC SENATE

A. Officers

1. Chair

The Chair of the Academic Senate shall be elected annually by and from the voting membership of the Academic Senate. The Chair shall preside at meetings of the Academic Senate.

The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair and shall end on the last day of the spring semester of the following year. The Chair may be re-elected. A Chair who has served for three (3) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her third consecutive year of service as Chair and the beginning of his/her next term as Chair.

2. Vice Chair

The Vice Chair shall be elected annually by and from the voting membership of the Academic Senate. In the

absence of the Chair, the Vice Chair shall preside at meetings of the Academic Senate, and perform other duties of the Chair as delegated by the Chair.

The term of office of the Vice Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Vice Chair and shall end ^{at noon} on the last day of the spring semester of the following year. The Vice Chair may be re-elected. A Vice Chair who has served for three (3) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her third consecutive year of serve as Vice Chair and the beginning of his/her next term as Vice Chair.

3. ^{Elected members of the} ~~The other voting members of the~~ Executive Committee ~~Members~~

In addition to the Chair and Vice Chair of the Senate, five (5) ^{voting members} voting members of the Executive Committee shall be elected annually by and from the voting membership of the Academic Senate.

The other ^{elected members of the} ~~voting members of the~~ Executive Committee ~~members~~ shall serve for a term of one year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending ^{on} on the last day of the spring semester of the following year. ~~Voting members of the~~ Executive Committee ^{may} be re-elected to the Executive Committee.

B. Nomination and Election of Officers

1. Nomination

As provided in Section II, A. of these By-Laws, the newly constituted Academic Senate shall first meet to nominate its officers, that is, the Chair, the Vice Chair and the other five (5) voting members of the Executive Committee. At the meeting to nominate, the order of business shall be (1) nomination of candidates for the office of Chair, (2) nomination of candidates for the office of Vice Chair, (3) nomination of candidates for the ^{other voting elected} ~~other voting~~ memberships of the Executive Committee. Nominations of candidates for Chair and Vice Chair shall be made from the floor; nomination of oneself shall be permitted. If more than two nominations either to the office of Chair or the office of Vice Chair are made, the Senate shall immediately select from among the several nominees to the office, the two whose names shall be put to a vote in the subsequent

election. The selection shall be made by secret ballot. Each Senator shall have one vote in relation to each office. Each of the two candidates selected shall receive more votes than any candidate not selected. When the Senate has finished nominating candidates for Chair and Vice Chair, it shall nominate candidates for the other voting memberships of the Executive Committee. Nominations shall be made from the floor; nomination of oneself shall be permitted. Additional nominations to the Executive Committee may be made at the meeting to elect the officers of the Senate.

2. Election of Chair and Vice Chair

As provided in Section II.A. of these By-Laws, the newly constituted Academic Senate shall elect its officers at a meeting called for the purpose. The order of business shall be as follows: (1) election of the Chair, (2) election of the Vice Chair, (3) ~~election~~ (4) election of the other voting members of the Executive Committee. The election of the officers of the Senate (Chair, Vice Chair and the other voting ~~five~~ *five elected* members of the Executive Committee) shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

3. Election of the ^{elected} other voting members of the Executive Committee

The manner of electing the other five (5) voting *electd* members of the Executive Committee shall be as follows:

- 1) If more than ten (10) candidates have been nominated, the Senate shall immediately select by secret ballot from among the several nominees ten (10) whose names shall be put to a vote in the subsequent election. When making this selection, each representative may vote for ten (10) candidates. In case of ties, the number of nominees shall be increased to include the tied candidates. Each candidate selected shall have received more votes than any candidate not selected.
- 2) When the candidates have been selected, the Senate shall immediately elect by secret ballot from among those candidates the other five (5) *electd* voting members of the Executive Committee. Each representative may vote for five (5) candidates. Each of the five (5) candidates elected shall

3) Call for additional nominations for the five elected members of the Exec. Committee,

have received more votes than any candidate not elected. In case of ties, the Senate shall immediately vote by secret ballot to break the tie. Each representative shall have one vote. The candidate(s) elected shall have received more votes than any candidate not elected.

C. Vacancies

A vacancy in the voting membership of the Executive Committee shall be filled by nomination and election at the first meeting of the Academic Senate after the vacancy occurs. The nominee elected shall have received more votes than any candidate not elected.

If the office of Chair of the Academic Senate becomes vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice Chair shall be elected at the first meeting of the Academic Senate after the vacancy occurs. Any of the other five (5) voting members of the Executive Committee shall be eligible to be elected Vice Chair. If another voting member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the voting member of the Executive Committee who has just been elected Vice Chair.

If the office of Vice Chair becomes vacant, the vacancy shall be filled by nomination and election at the first meeting of the Academic Senate after the vacancy occurs. Any of the other five (5) voting members of the Executive Committee shall be eligible to be elected Vice Chair. If another voting member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the voting member of the Executive Committee who has just been elected Vice Chair.

If several vacancies occur at once in the voting membership of the Executive Committee, the Academic Senate shall fill those vacancies by nomination and election at the first meeting to be convened after the vacancies occur. Vacancies shall be filled in the following order: Chair of the Academic Senate, Vice Chair, the other five (5) voting members of the Executive Committee or any of them.

D. Staff of the Academic Senate

1. Parliamentarian

A parliamentarian shall be selected by the Executive Committee and approved by the Academic Senate at the

first meeting of the Academic Senate during the fall semester of each academic year.

2. Recording Secretary

The Recording Secretary of the Academic Senate shall be the senior ranked staff member of the Academic Senate office.

IV. COMMITTEES OF THE ACADEMIC SENATE

Committees of the Academic Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Academic Senate may establish from time to time.

A. The Executive Committee

1. Membership

The voting members of the Executive Committee shall be the Chair and Vice Chair of the Academic Senate, and the five (5) other voting members of the Executive Committee, elected by and from the voting members of the Academic Senate. The ex officio, non-voting members shall be the immediate past Chair of the Academic Senate provided his/her term has expired at the end of the preceding academic year; one Statewide Academic Senator, selected by the delegation of Statewide Senators; the President of the Student Body, or his/her representative; the Academic Vice President; and the President of the University or his/her representative. The Chair of the Academic Senate shall be the Chair of the Executive Committee.

2. Powers

The Executive Committee shall have power to:

- a. Consider items for the Academic Senate agenda and
 - (i) place them on the agenda of the Academic Senate, or
 - (ii) refer them to an appropriate Senate committee or appropriate agency, or
 - (iii) formulate recommendations for Senate action,
- b. Receive reports and recommendations from Senate committees and

- (i) recommend clarifying language and amendments for the consideration of the Senate, or
 - (ii) place the item on the Senate agenda with a recommendation for Senate action, or
 - (iii) refer the item to appropriate Senate committees or other agencies.
- c. Take action on behalf of the Senate when time does not permit the Senate to act. Such actions shall be reported to the Senate on a Senate agenda as soon as possible after the Executive Committee has acted.
 - d. Advise the President about the interpretation of University policy. The Executive Committee shall report the substance of its advice to the Senate on a Senate agenda as soon as possible.
 - e. Propose clarifying statements of University policy to the Senate.
 - f. Create ad hoc committees as necessary.
 - g. Nominate faculty for consideration by the Senate to fill vacancies that occur in the membership of Senate committees after the Committee on Committees has made its nominations for the year.
 - h. Nominate faculty for consideration by the Senate for recommendation to the President for appointment to institutional task forces, advisory committees, and auxiliary organizations.

3. Meetings

- a. The Chair of the Academic Senate shall call a meeting of the Executive Committee at least once in every month during the academic year to set the agenda for the regular monthly meeting of the Academic Senate and at other times as necessary. A majority of the voting members of the Executive Committee shall constitute a quorum.
- b. Executive sessions
 - (i) The Executive Committee may hold executive sessions to discuss and act upon personnel matters relating to the staff of the Academic Senate.

- (ii) Under circumstances that permit no delay, the Executive Committee may constitute itself as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the University administration.
- (iii) The President may consult with the Executive Committee in executive session about personnel matters related to the central administrative staff.
- (iv) The subject of any executive session of the Executive Committee shall be reported in the minutes of the Executive Committee.

B. Committee on Committees

1. Membership

The Committee on Committees shall be composed of the Chair and Vice Chair of the Academic Senate, the other five (5) voting members of the Executive Committee, the senior representative to the Senate from the Library electing unit, the senior representative to the Senate from the Student Affairs electing unit, and one representative from an electing unit within each school elected by the incumbent Senate.

2. Nomination and election of school representatives

At one of its meetings, the Academic Senate shall nominate and elect by secret ballot the representative of each of the five (5) schools to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the schools shall be eligible to be nominated to be the representative of that school. Every representative may vote for one nominee from every school. If none of the candidates from a school receives a majority of the votes cast, the Academic Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the school's representative. As between the two candidates, the candidate who receives the most votes shall be elected.

3. Meetings

Each spring, the Chair of the Academic Senate shall convene an initial meeting of the Committee on Committees. At a subsequent meeting, the Committee on Committees shall nominate to the Senate, candidates to be appointed members of the standing committees of the Senate to serve during the following academic year.

4. Charge

Having considered the results of an annual survey of ^{the} faculty interest in serving on any one or more of appointed standing committees, the Committee on Committees shall make a recommendation to the Senate specifying who the members of the Senate's standing committees shall be during the following academic year. Between the annual deliberations, of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing committees.

C. Other Committees of the Academic Senate

The Academic Senate may create standing and ad hoc committees as it deems necessary. Every committee created by the Academic Senate shall be a committee of the Academic Senate and shall report to the Senate by way of the Executive Committee. Senate committees shall recommend policy and the interpretation of policy to the Academic Senate by way of the Executive Committee, and perform such administrative functions as are identified in their charge.

V. ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE

A. Membership

Three CSU Academic Senate representatives shall be elected from each university with an enrollment of more than ten thousand, but less than twenty thousand, full-time equivalent students on an annual average. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15. Representatives elected shall take office on or before June 15.

B. Terms of Office

1. Representatives shall serve a term of three (3) years, to be established on a staggered basis so that one of the three members is to be elected each year.
2. A Statewide Academic Senator who has served for nine (9) consecutive years in that office shall not be eligible for re-election to that office until at least one (1) academic year has elapsed between the conclusion of his/her ninth consecutive year of service as Statewide Academic Senator and the beginning of his/her next term as Statewide Academic Senator.

C. Nomination and Election of Representatives and Appointment of Alternate

1. The nomination and election of every representative to the CSU Academic Senate shall be by and from those members of the faculty who are members of an electing unit as defined by the Constitution of the Faculty (Article II, Section 5.B. 1 and 2) and are eligible to vote for the representative of an electing unit, as defined by the Constitution (Article 1, Section 6.) To become a candidate, an eligible member of the faculty must submit ^{to the Statewide Academic Senate} ~~[TO WHOM?]~~ a nominating petition signed by ten (10) members of the faculty eligible to elect a representative to the CSU Senate. If three (3) or more members of the faculty become candidates, an election shall be held to choose no more than two of them to contest the office subsequently. If one of the three (3) or more candidates receives a majority of the votes cast in the election to choose two candidates that person shall be declared elected without further contest. If no candidate receives a majority of the votes cast, the two candidates who receive the most votes shall contest the office in a second election. The candidate receiving the most votes in the second election shall be elected representative to the CSU Academic Senate.
2. The alternate representative to the CSU Academic Senate shall be the Chair of the Academic Senate of CSU Sacramento. If the Chair cannot serve, the Executive Committee shall designate an alternate.
3. If an incumbent shall vacate the office of representative to the CSU Academic Senate before his/her term expires, a successor shall be elected as provided in Article V, Section C.1 of these By-Laws.

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PROPOSED REVISIONS

CONSTITUTION OF THE FACULTY
OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

PREAMBLE

~~This Constitution establishes the basis upon which formal participation in formulation, evaluation, and recommendation of policy by which the &University shall be governed shall take place; to facilitate coordination and cooperation between and among several parts of the University organization; and to provide means of expression on matters of academic concern by members of the faculty.~~

The Faculty of the California State University, Sacramento, acting in its corporate capacity, has adopted this constitution to establish and define the means of its formal participation in the formulation, evaluation, and recommendation of University policy and procedures; to facilitate coordination and cooperation among the several parts of the University; and to provide to members of the faculty a means to express themselves about matters of academic concern.

ARTICLE I

ORGANIZATION

Section 1. NAME. The name of this organization shall be the Faculty of the California State University, Sacramento.

Section 2. MEMBERSHIP. The Faculty of California State University, Sacramento ~~consists of all academic administrative, academic (closely related), and academic (instruction) employees,~~ *is composed of the probationary and tenured instructional faculty; temporary faculty; temporary, probationary, and tenured Library faculty; faculty on the Faculty Early Retirement Program; Student Service Professionals (SSP-AR, SSPI, SSPII, SSPIII, SSPIV, and Evaluators); administrators holding appointments in academic departments or the Library; and the President.*

Section 3. POWERS. ~~All authority and power of this organization shall be vested in the membership. Specific or general powers delegated to any sub unit of the faculty shall be provisional in nature. The faculty may delegate duties to~~

~~committees or individuals; and further it may describe the composition of such committees and delegate the power to appoint members.~~

- A. ~~Restrictions on Powers – General.~~ The faculty shall not take any action which would abridge the academic freedom of any member or group of members.

The Original Power

The membership of this organization remains at all times in possession of the original authority and power of this organization. By constitutional provision, the faculty may establish its agents, to be known as sub-units, and may delegate power to them. The membership reserves to itself the entire power to alter or abolish at will, in any or all respects, the design of its agents or the terms of the delegation of power to them. The membership may delegate duties to committees or individuals; and further it may describe the composition of such committees and delegate the power to appoint the members of them.

- B. ~~Restrictions of Powers – Specific.~~ Any action by any duly authorized sub unit of the faculty shall stand unless the action is referred to the faculty for final action, as provided.

Limitations on the Original Power

1. *By self-limiting ordinance, the faculty binds itself not to abridge the academic freedom of any member or group of members by its own action or that of its sub-units.*
2. *By self-limiting ordinance, the faculty binds itself to take for its own the action of any of its duly authorized sub-units unless the action is referred to it to be ratified or revised in the exercise of its original power as provided in Section 4.*

Section 4. INITIATIVE AND REFERENDUM.

- A. ~~Initiative.~~ Policy may be initiated and resolutions proposed upon the signed request of twenty (20) percent of the faculty. Signatures for such initiatives must be gathered within a maximum of fifteen (15) instructional days from the submission of the request. A majority of the faculty voting in the affirmative shall be sufficient to adopt the proposed initiative. Such a request shall be submitted to the Chair of the Academic Senate who shall submit it to the faculty for a vote within ten (10) instructional days.

Den (10) as defined in Section 6

~~Twenty (20) percent of the faculty eligible to vote in the elections of this organization may initiate policy and propose resolutions in the following way:~~

1) ~~Proponents shall file with the Chair of the Academic Senate an exact copy of the proposal to be submitted to the faculty together with notice of intent to seek the signatures to cause an election.~~

ten 2) ~~The proponents shall have fifteen (15) instructional days from the filing of an exact text and the required notice in which to collect the signatures of twenty (20) percent of the eligible faculty to cause the proposal to be put to a vote.~~

3) ~~Upon receiving the required number of signatures, the Chair of the Academic Senate shall cause the proposal to be put to a vote of the eligible faculty. The election at which this vote is taken shall occur within fifteen (15) instructional days of the receipt of the required signatures.~~

4) ~~A majority of the eligible faculty voting in the affirmative shall be sufficient to adopt the proposal.~~

~~Ratification of such requests shall require a majority vote of the faculty voting upon the request.~~

B. Referendum. Any action or proposed action of any sub-unit of the faculty shall be referred to the faculty electorate for final decision *disposition* whenever thirty (30) percent or more of the members of ~~a~~ *that* sub-unit support the motion for a referendum *agree to the motion to refer*. ~~Such a petition must be submitted within a period of fifteen (15) instructional days following publication or passage of the act to be referred. Until the results of the referendum are known, the action or proposed action shall not be considered as a finished act of the sub-unit. A majority of the votes cast shall be necessary to sustain the petition. Once agreed to, the motion to refer shall be executed by a submission to the faculty of the act referred within fifteen (15) instructional days following publication or adoption of the act referred. Until the results of the referendum have been certified, the action or proposed action giving rise to the referendum shall have no force or effect. A majority of the faculty voting in the affirmative shall be sufficient to ratify the act referred and thereby to give to it whatever force and effect it would have had by being adopted by the referring sub-unit.~~

Section 5. MEETINGS. General meetings of the faculty shall be called by the Chair of the Academic Senate at the request of the President of the University, at the request of forty (40) percent of the members of the Academic Senate, or upon submission to the Chair of the Academic Senate of a written petition signed by ^{ten} ~~twenty (20)~~ percent of the faculty *eligible to vote in the elections of this organization*. A general meeting of the faculty ~~must shall~~ be convened by the Chair of the Academic Senate within ten (10) instructional days of receiving such a request or petition. Such meetings shall be for the sole purpose of giving information and *conducting a discussion*. ~~No action items or policy decisions shall be voted upon at such a time. No action shall be taken or policy adopted by vote or otherwise at such meetings. When decisions are required, the subject covered in the request or petition shall be submitted to the entire faculty membership of this organization for a vote by written ballot within five (5) instructional days of the meeting.~~

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Section 6. ~~VOTING ELIGIBILITY QUALIFICATIONS TO VOTE~~. Members of the faculty who ~~are eligible to vote on general ballots and in elections for representatives are individuals occupying positions identified by the Trustees as Academic (instruction) and Academic (closely related)~~. The appointment must be full time; fulltime on reduced load, and teaching during the current semester; or Preretirement Reduction in Time Base. *To be qualified to vote in the elections of this organization, a person must be a member of this organization as defined in Article I, Section 2 of this Constitution. In addition to this qualification, a person must (1) be employed by the University full-time or full-time on reduced load, or be participating in the Pre- reduction in Time Base Program or Faculty Early Retirement Program, and (2) be a member of an electing unit as defined in Article II, Section 5 of this Constitution or otherwise qualified to vote in an election called to select the representatives of the faculty. Members of the faculty holding an administrative appointment shall be ineligible to be members of electing units or of an electorate empowered to choose representatives-at-large. Faculty holding administrative appointments may vote in elections other than those held to choose representatives. Student Service Professionals shall be classified as Academically Related (AR) in order to vote in elections other than those held to choose representatives of their electing unit.*

Section 7. DUTIES. All faculty shall have equal obligations to serve when called upon by the faculty.

shall have been classified

ARTICLE III II

ACADEMIC SENATE

Section 1. GENERAL. The Academic Senate ~~is a~~ *shall be the principal* sub-unit of the faculty, ~~and shall be the representative organization~~ *the body of representatives* through which the ~~faculty membership of this organization~~ shall normally exercise its powers. It shall consist of ~~the elected~~ representatives of the ~~faculty membership~~, students, and staff, as provided.

Section 2. POWERS.

- A. ~~The Academic Senate, subject to restrictions of established laws of the State of California, regulations of the Trustees of California State University and Colleges, and directives of the Chancellor, and further subject to concurrence by the President of California State University, Sacramento, shall be empowered to act in lieu of the faculty to formulate, review, revise, adopt, and make policy recommendations to the president of California State University, Sacramento on any academic matters delegated to the president by law, and by the Trustees and Chancellor of the California State University and Colleges, including but not limited to academic, personnel, and fiscal policies. All other policies shall be reported to the Academic Senate as information items. The Academic Senate shall have power to formulate, review, revise, adopt and recommend policy and procedures to the President of the California State University, Sacramento. Its power shall extend to any academic matter delegated to the President by law and by the Trustees and Chancellor of The California State University. The extent of this power shall include but not be limited to academic, personnel, and fiscal policies. All policies adopted by the President that have not been initiated by the Academic Senate or have not been the subject of formal consultation with the Academic Senate shall be reported to the Academic Senate for its information.~~
- B. *The power described in Section 2A of this Article shall be exercised in a manner and to an extent consistent with the provisions of state and federal law, the regulations of the Trustees of The California State University, and the directives of the Chancellor.*
- BC. ~~Actions of the Academic Senate related to policy recommendation shall be submitted to the President of California State University, Sacramento Senate action taken to establish, modify, or repeal the policies and procedures of the University to which the power of the Senate extends shall take the form of recommendations to the President for consideration and action. The President shall respond w~~Within fifteen (15) instructional days *of receiving*

these recommendations, the President shall respond to them by announcing the decision he/she has made in light of them. to these actions with a statement of the status of the recommendations. In the event If the President's disapproves decision is not entirely in keeping with the Senate's recommendation in any instance, the President will shall notify the Chair of the Academic Senate of the disapproval with a statement of reasons underlying for the disapproval for each departure from the Senate's recommendation. In the event a decision is still pending If the President has made no decision at the end of the initial 15-day period of fifteen (15) instructional days, the President shall report on the status of the action inform the Senate of that fact and of the progress being made toward the decision. At the end of every subsequent period of fifteen (15) instructional days thereafter until the decision is made, the President shall again inform the Senate of the progress being made toward the decision. No recommendation to the President shall have the force or effect of University policy or procedure without the concurrence of the President.

CD. The Academic Senate may present to the Trustees, the Chancellor, or the Academic Senate of †The California State University and Colleges any appropriate recommendation which it deems judges to be for the improvement of the general welfare of any and/or all of the members of for the benefit of †The California State University and Colleges or any part of it.

Section 3. DUTIES.

- A. *The Academic Senate shall perform all of the duties consistent with its given charge of formulation the exercise of its power to formulate, review, revision, revise, and adoption of policy recommendations relating to the policies of the University policy and procedure.*
- B. *The Academic Senate shall create such committees as it deems necessary to the performance of its duties, shall establish rules and procedures for its committees, and shall establish methods of selectioning of the membership of all required or requested committees. These committees shall not be construed to be sub-units of the faculty, and may not assume duties constitutionally assigned to other sub-units of the faculty. All such committees shall have at least two (2) faculty Senators as members. Each of these committees shall include among its members no fewer than two (2) voting members of the Academic Senate.*

- C. The Academic Senate is ~~charged with establishing~~ *shall establish* reasonable methods of selection ~~ng of nominees for all faculty elective positions-offices created by or under this Constitution,~~ and shall conduct all such elections.
- D. The incumbent Academic Senate and ~~the its~~ newly elected officers shall be ~~responsible for handling matters of concern~~ *attend to matters within the scope of the Senate's power* which arise during the summer and on which action cannot be delayed.

Section 4. RESPONSIBILITIES. The following statement sets forth the academic matters explicitly reserved to the faculty or its Academic Senate. (Adapted from the statement on Responsibilities of Academic Senates in a Collective Bargaining Context, adopted by the CSU Academic Senate, AS 1217-81).

It is the responsibility of the Academic Senate to formulate, review, revise, adopt, and make policy recommendations about any academic matters delegated to the President by law, and by the Trustees and Chancellor of the CSU, including but not limited to academic, personnel, and fiscal policies and to forward them to the President of the University.

- A. *Responsibility shall be vested in the faculty or its Academic Senate for:*
1. *approval of degree candidates*
 2. *development of policies governing the awarding of grades.*
- B. *Responsibility shall be vested in the faculty or its Academic Senate for developing policies and making recommendations to the President on the following matters:*
1. *criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees including preservation of the principle of peer evaluation and provision for the direct involvement of appropriate faculty in these decisions;*
 2. *determination of membership in the faculty;*
 3. *curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs and academic standards;*
 4. *faculty appointments to institutional task forces, advisory committees, and auxiliary organizations;*
 5. *academic standards and academic policies governing athletics.*
- C. *The Academic Senate shall be the primary source of policy recommendations to the President on decisions related to the following matters:*
1. *establishment of campus-wide committees on academic or professional matters;*

2. *the academic role of the Library;*
 3. *academic awards, prizes, and scholarships;*
 4. *the academic conduct of students and means for handling infractions;*
 5. *development of institutional missions and goals.*
- D. *The faculty shall be consulted by the President concerning:*
1. *the academic calendar and policies governing the schedule of classes;*
 2. *policies governing the appointment and review of academic administrators.*

Section 45. MEMBERSHIP.

- A. *The Membership of the Academic Senate shall be composed of (1) ~~forty-two faculty members the representatives of the electing units;~~ (2) four at-large members, not more than two of whom shall be from one school, representatives to be elected at-large by the temporary faculty from those temporary faculty who are teaching six (6) units or more units during the semester in which the election is conducted; (3) chairs of certain standing committees of the Academic Senate (when specified in the committee's charge), as ex officio, non-voting members; (4) the statewide academic senators, as ex officio, non-voting members; (5) three students representatives, as ex officio non-voting members, chosen by, and in a manner determined by, the Associated Students of CSUS; (6) the Provost, the Vice President for Operations and Finance, and the Vice Provost for Students Affairs the Vice President for Academic Affairs, the Executive Vice President, and the Dean of Student Affairs as ex officio non-voting members; (7) the five Schools Deans, as ex officio non-voting members; (8) the University Librarian as an ex officio non-voting member; (9) two staff representatives, from the academic area, chosen by the voting members of the Senate as ex officio as non-voting members, chosen by, and in a manner determined by, the University Staff Assembly.*
- B. *Faculty Representatives of electing units shall be elected by and from electing those units. There shall be two (2) types of electing units, single and combined.*
1. *Single electing units normally shall be departments, schools, or divisions having teaching positions equal to or greater than two (2) percent of the teaching positions of the University. shall normally be academic departments or divisions having ten (10) or more probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on paid leave or reduced load, but excluding faculty holding administrative appointments). In addition, the Library and Student Affairs shall each be a single electing unit.*

Academic departments or divisions having fewer than ten (10) probationary, tenured, and full-time lecturer appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments), may choose to become single electing units or may choose to form combined electing units as described below.

2. ~~A Combined electing unit shall be combinations of units each having fewer than two (2) percent of the teaching positions of the University. Such units annually shall have the privilege of combining themselves. Should they fail in this, the Academic Senate shall combine these units to provide an electing unit large enough for representation. shall be formed when an academic department or division with fewer than ten (10) probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) combines by mutual consent with another academic department or division to elect a representative.~~
3. ~~Special electing units shall be established for Library, Student Affairs and Ethnic Studies.~~
- C. The number of representatives to which an electing unit is entitled shall be determined annually *prior to holding the annual election of representatives to the Academic Senate*. Each electing unit shall ~~have at least be entitled to one representative. Additional representatives shall be assigned to single electing units in order of the number of teaching positions until forty-two (42) seats are allocated. Electing units having twenty-four (24) or more probationary, tenured, and full-time lecturer faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) shall be entitled to one additional representative.~~
- D. ~~The student member shall be chosen by, and in a manner to be determined by, the Student Senate. To assist in determining the number of faculty appointments in the departments, faculty members holding joint appointments shall designate one of the departments in which they serve as the electing unit in which they intend to vote. The Chair of the Academic Senate shall ascertain the faculty member's designation prior to apportioning representatives among the electing units during the first year of the joint appointment. The faculty member may designate another of the departments in which he or she serves by informing the Chair of the Academic Senate of his/her change of designation prior to the apportionment of representatives during subsequent years. Having~~

designated an electing unit, a faculty member holding a joint appointment shall vote in that unit and no other.

- ~~E. When a vacancy occurs in the representation of any electing unit not caused by normal completion of term of office, such vacancy shall be filled in a manner to be determined by that electing unit.~~

Section 56. TERM OF OFFICE.

- A. ~~Faculty~~ *The term of office of a representatives, whether of an electing unit or the temporary faculty, normally shall serve be for a term of two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.*
- B. ~~A r~~ *Representatives shall not be eligible to serve for more than three (3) consecutive full terms. who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) acadèmic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term.*
- C. *When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit.*

Section 67. RECALL. ~~A~~ *The representative of an electing unit or the temporary faculty of the Academic Senate shall may be deemed recalled and removed from the position office by upon a two-thirds (2/3) vote majority of those voting in a recall referendum election held by confined to the appropriate electing unit faculty members eligible to elect the representative. A recall referendum election shall be held conducted within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall referendum petition signed by twenty-five (25) percent of the eligible faculty members of the electing unit to the Academic Senate, faculty members eligible to elect the representative. No representative shall be subject to a recall referendum more than once in any academic year.*

ARTICLE II *III*

JUDICIARY

Section 1. GENERAL. The Judicial Review Board ~~is shall be a~~ sub-unit of the faculty, constituted to ~~review constitutional matters and to hear appeals from~~ *decide disputes relating to the interpretation of the Constitution of this organization and By-Laws of the Academic Senate.* The departments, electing units, sub-units *of the faculty*, or combinations thereof, *acting by a majority of the members of each, may seek its decision.* ~~and make judgments thereon.~~ Faculty members may also seek its decision by a petition containing the signatures of fifteen (15) members eligible to vote in the elections of this organization. ~~It shall consist of the elected representatives of the faculty.~~

Section 2. POWERS. Rulings made by the Judicial Review Board ~~are~~ *shall be* final and binding, unless (under the rules provided) appealed to and reversed by the faculty.

Section 3. DUTIES. ~~The Judicial Review Board shall hear appeals~~ *disputes* initiated by duly authorized groups, that is, departments, electing units, or combinations thereof. ~~Petitions to the Judiciary must be supported by a majority of the petitioning group.~~

Section 43. MEMBERSHIP.

- A. Membership on the board shall be open to ~~members of the faculty~~ *probationary and tenured instructional faculty and library faculty.*
- B. Membership on the Board shall not be open to members of other sub-units of the faculty.
- C. The Board shall ~~consist~~ *be composed* of nine (9) members ~~normally~~ elected ~~on a university wide basis at-large.~~ The Board shall determine its own method of paneling for hearings, but no hearings shall be conducted with fewer than three (3) Board members.
- D. No more than four (4) members of the Board may be from the ~~same school, divisions, Library, Student Affairs or Ethnic Studies~~ *the same school.*

Section 54. TERM OF SERVICES OFFICE

- A. Board members shall serve for a term of three years, with terms so arranged that one-third of the membership of the Board shall be elected each year.
- B. A Board member shall ~~not be eligible to serve for more than two consecutive full terms.~~ *who has served for six (6) consecutive years shall not be eligible for re-election to the Board until at least one (1) academic year has elapsed between the conclusion of his or her sixth consecutive year of service and the beginning of his or her next term.*
- C. ~~In the event of a vacancy occurring on the Board, the position shall remain open until the next regularly scheduled election. The membership of the Board shall be chosen by annual election only. If in any instance the office of a member becomes vacant between annual elections, it shall remain vacant until the next annual election.~~

Section 65. RECALL. A member of the Board shall ~~may be deemed recalled and removed from the position office upon~~ by a two-thirds (2/3) vote majority of those voting in a recall referendum election. A recall referendum election shall be held ~~conducted~~ within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall referendum petition signed by twenty-five (25) percent of the faculty members ~~of the faculty eligible to elect members of the Board~~. No member of the Board shall be subject to a recall referendum more than once in any academic year.

ARTICLE IV

FACULTY BOARDS AND ELECTIVE POSITIONS

Section 1. GENERAL. ~~The faculty may establish other sub-units which are responsible to the faculty. The powers, duties, terms of service, composition, and method of selection of these sub-units will be described in the Bylaws.~~

Section 2. RECALL. ~~A member of those sub-units formed under this Article shall be deemed recalled and removed from the position upon a two-thirds (2/3) vote of those voting in a recall referendum. A recall referendum shall be held within ten (10) instructional days following presentation to the Chair of the Academic Senate of a recall referendum petition signed by twenty-five (25) percent of the faculty members. No member of a sub-unit formed under this Article shall be subject to a recall referendum more than once in any academic year.~~

ARTICLE V IV

Section 1. ADOPTION OF THIS CONSTITUTION. This Constitution shall be adopted after approval by a majority of the faculty voting in a election called for this purpose, and upon approval by the President of the University.

Section 2. AMENDMENTS TO THIS CONSTITUTION. Amendments to this Constitution may be proposed by a two-thirds (2/3) ~~vote~~ *majority* of the Academic Senate or by an initiative petition signed by twenty (20) percent of the faculty *eligible to vote in the elections of this organization* and presented to the Chair of the Academic Senate. ~~Ratification of such amendments shall require a majority vote of the faculty voting upon the amendment, followed by approval of the President of the University.~~ *Amendments shall go into effect when they have been approved by a majority of the members of this organization voting upon the amendment, and by the President of the University.*

Section 3. ADOPTION OF BYLAWS. Initially, ~~the~~ *Bylaws of individual each sub-units of the faculty are to shall be* adopted by *an absolute majority of the sub-units themselves Academic Senate* and submitted to the ~~faculty members of this organization~~ *for approval.* Subsequent revisions of ~~the~~ *Bylaws of a sub-unit* shall be ~~made by the vote of an absolute majority vote in~~ *of the sub-unit.* *A minimum of three (3) instructional days must shall* elapse between the meeting at which *Bylaws or revisions to the Bylaws* are proposed and the meeting at which they are voted upon.

1/17/89 -- Revisions recommended by the Executive Committee.