

## **BY-LAWS**

### **DISTRICT ACADEMIC SENATE BY-LAWS**

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#### **Article I: Definitions**

**Section 1.** The college academic senate president shall mean the elected president of an academic senate of a college in the Los Angeles Community College District (LACCD).

**Section 2.** DAS representative shall mean a designated representative to the District Academic Senate (DAS) from a LACCD college.

**Section 3.** Constitution shall mean the current Constitution of the DAS.

**Section 4.** Senate shall mean the DAS officers, the college academic senate presidents, and all designated college representatives to the DAS.

**Section 5.** The officers of the DAS shall be the president, first vice-president, second vice-president, secretary, treasurer, immediate past-president and the parliamentarian. The DAS Executive Committee (Exec) consists of all officers of the DAS, and all nine college academic senate presidents.

The Exec presents issues related to academic and professional matters to the full DAS for discussion and debate, and through consultation and shared governance processes, communicates the will of District faculty to the Board of Trustees either directly or through the Chancellor on matters expressly reserved to senates under provisions of California Ed Code, state regulations, LACCD Board Rules and Administrative regulations.

**Section 6.** The DAS consists of four college representatives from each college (the college senate president and three designated representatives) and all the DAS officers. The selection of college designated representatives to the full DAS shall be either by appointment or selection, whichever is the practice at the college senate. The DAS shall serve as the collective representative body of LACCD college faculty senates.

#### **Article II: Dues**

**Section 1.** Each college will be assessed annual dues in the fall based on a recommendation by the Treasurer and approved by the Senate Exec. The Treasurer shall notify each college academic senate president of the amount of the annual assessment by the second week of the fall semester. Payment shall be submitted by each college senate to the DAS Treasurer as soon as possible thereafter. Non-payment of dues will result in the withholding of DAS financial support and the redistribution of those designated funds to other purposes.

## **Article III: Election of DAS Officers & Senators**

### **Section 1: Election of Officers**

- a. An election year is defined as any academic year that concludes in an odd-numbered year.**
- b. The elected officers of the District Academic Senate shall be elected no later than the May District Academic Senate meeting in an election year.**
- c. To be eligible to run for an officer position, the prospective candidate shall be a full-time faculty member in current active service in the Los Angeles Community College District who either (1) is a current District Academic Senate Executive Committee Member or Representative; or (2) has served on the District Academic Senate as an Executive Committee Member or Representative for at least two of the previous five years. A candidate who separates from full-time faculty service for any reason shall be deemed ineligible to run for office.**
- d. All District Academic Senate officers and college representatives are eligible to vote in elections.**
- e. The newly-elected officers will take office on July 1<sup>st</sup> immediately following the election, and shall serve for a term of two years.**

### **Section 2: Election Procedures**

- a. The District Academic Senate shall adopt by majority vote procedures for the conduct of elections (Election Procedures). The Election Procedures shall include the process for conducting special elections.**
- b. No later than December of an election year, the President, in conjunction with the Executive Committee, shall appoint a Chairperson and select four other members of the District Academic Senate who are not currently running for office to serve on the Nominations and Elections Committee. Should a member of the committee decide to run for office, that member shall be replaced by the President.**
- c. The Nominations and Elections Committee may propose revisions to the elections procedures, provided that no revisions are enacted by the District Academic Senate after February of an election year.**
- d. The Nominations and Elections Committee is responsible for notifying all faculty of a pending election, soliciting nominations for each elected office, the conduct of the election, counting of ballots, and submitting an elections report to the District Academic Senate no later than the May District Academic Senate meeting.**
- e. Once the election process is complete, the Nominations and Elections Committee shall be dissolved until the next election year or until such time there is a special election is triggered to fill a vacancy(ies) per Article IV of these Bylaws.**
- f. Should a special election be triggered per Article IV of these Bylaws, it shall be conducted according to the provisions of the Election Procedures. A special election shall be concluded no later than one month from the date it is called.**

## **Article IV. Vacancies and Succession**

### **Section 1. Presidential Succession**

- a. If the office of DAS President should become vacant due to resignation from office, separation from the LACCD, becoming and administrator, retirement, death, removal from office by the District Academic Senate or for other personal reasons before the expiration of their term, the 1st Vice President shall immediately assume office as President and serve until the expiration of the remainder of the President's term. A special election shall be conducted to fill the 1<sup>st</sup> Vice President position.**
- b. If the 1<sup>st</sup> VP Vice President is unwilling or unable to serve, he/she must call a special election to fill the unexpired term of the president. The election shall be conducted as set forth in Article 3 as expeditiously as possible. The 1<sup>st</sup> Vice President shall serve as Acting President until the special election is concluded.**
- c. The newly elected President shall assume the duties of the office immediately following the conclusion of the special election, and until the next regularly scheduled election.**

### **Section 2. Other Vacancies**

- a. If the 1<sup>st</sup> Vice President succeeds the President under the provisions of Article IV, Section 1 of these Bylaws, the 1<sup>st</sup> Vice President position shall be deemed vacant and a special election shall be conducted to fill the vacancy. The newly elected 1<sup>st</sup> Vice President shall assume the duties of the office immediately following the conclusion of the special election, and until the next regularly scheduled election.**
- b. All vacancies in elected officer positions that occur due to resignation from office, separation from the LACCD, becoming and administrator, retirement, death, removal from office by the District Academic Senate, or for other personal reasons shall filled by special election, unless the vacancy occurs in an election year. If the vacancy occurs during an election year, the Executive Committee, at a regularly scheduled meeting or special meeting, shall determine whether to call a special election or allow the President to fill the vacancy(ies) by appointment until the next regularly scheduled election.**
- c. Should the Executive Committee decide to call a special election in an election year, the special election shall be conducted per the requirements of the Election Procedures and Article III, section 2, of these bylaws.**
- d. Should the Executive Committee decide decline to call a special election in an election year, the President shall fill the vacancy(ies) by appointment to serve in the vacated positions until the conclusion of the next regularly scheduled election. The Executive Committee shall provide in writing to the full District Academic Senate its reasons for declining to call a special election.**
- e. The District Academic Senate may include in its adopted Election Procedures criteria for when a special election is required or not required to be held to fill a vacancy in an**

**election year. The Executive Committee shall abide by such criteria when determining whether or not to call a special election in an election year.**

## **Article V: Duties of Senate Officers**

### **Section 1. DAS President**

**The DAS President represents District faculty in academic and professional matters at the District level and advocates for DAS positions on issues. In addition, the President is responsible for communicating DAS resolutions and positions to the Chancellor, District administrators and the Board of Trustees. The President shall:**

- a. Preside over the DAS and District Senate Executive Committee meetings.**
- b. Serve as chief spokesperson of the DAS, and as such shall attend committee and regular meetings of the District Board of Trustees and other District-level meetings, as needed.**
- c. Call special meetings of the DAS when necessary and arrange monthly consultations with the Chancellor.**
- d. Prepare the agenda for all DAS and DAS Exec meetings and notify Senate members via email at least 72 hours in advance of the time, place and agenda items to be considered, including noticed motions.**
- e. Serve as an ex officio member of all DAS committees.**
- f. Prepare, in consultation with the DAS Exec, an annual report of DAS activities.**
- g. Serve as the voting delegate for the DAS at ASCCC Plenary sessions and shall attend Area C meetings.**
- h. Appoint a Parliamentarian, who must be confirmed by a majority vote of the DAS.**
- i. Perform other duties as assigned, including but not limited to, serving as DAS representative on various District-wide committees, task-forces, work groups, hiring committees, etc.**

### **Section 2. First Vice-President: Equivalency**

**The 1<sup>st</sup> VP shall:**

- a. Serve on the DAS Executive Committee.**
- b. Perform the duties of the DAS President in the latter's absence.**
- c. Succeed to the office of DAS President for the duration of the unexpired term if the presidency becomes vacant during a term.**
- d. Serve as Chairperson of the District Equivalency Committee and work with district discipline committees on academic and professional matters.**
- e. Perform other duties as assigned, including but not limited to, serving as DAS representative on various District-wide committees, task-forces, work groups, hiring committees, and other duties at the request of the President.**

### **Section 3. Second Vice President: Curriculum**

**The 2<sup>nd</sup> VP shall:**

- a. Serve on the DAS Executive Committee.**
- b. Serve as Chairperson of the District Curriculum Committee (DCC).**
- c. Serve as representative of the DAS in the absence of the President and 1st VP as necessary.**

- d. Report curriculum and board rule changes to the faculty at large and the DAS via email.
- e. Perform other duties as assigned, including but not limited to, serving as DAS representative on various District-wide committees, task-forces, work groups, hiring committees, and other duties at the request of the President.

#### **Section 4. DAS Secretary**

The DAS Secretary shall:

- a. Serve on the Executive Committee of the DAS.
- b. Maintain a DAS membership roster and record the attendance of members at DAS and Exec meetings;
- c. Record, publish and keep the minutes of each DAS and DAS Exec meeting.
- d. Distribute copies of the minutes via email to every DAS Senator - at least five days prior to the next regular DAS meeting.
- e. Arrange for the timely posting of all relevant agendas, minutes and DAS documents to the DAS webpage on the LACCD website and in a public place in compliance with the Brown Act, at least 72 hours prior to the meeting.
- f. Make available copies of resolutions passed by the DAS, as well as the Constitution and By-Laws, when requested.
- g. Perform other duties as assigned.

#### **Section 5. DAS Treasurer**

The Treasurer shall:

- a. Serve on the Executive Committee of the DAS.
- b. Collect dues from all nine LACCD colleges, disburse funds to the colleges, and satisfy DAS debts, and maintain accurate, complete records of all DAS finances.
- c. Report periodically to the DAS on the financial condition of the DAS.
- d. Support ASCCC Plenary and Area C attendance by designated DAS members and make all disbursements as necessary.
- e. Along with the President, prepare an annual DAS budget and present it to the District Budget Office, after approval by the Exec Committee.
- f. Perform other duties as assigned.

#### **Section 6. DAS Immediate Past President**

The Immediate Past President shall:

- a. Serve as a resource and provide counsel and advice to the current DAS President and the Exec Committee as requested.
- b. Serve ex officio on the Executive Committee of the DAS.
- c. Perform other duties as assigned without pay or other compensation.

#### **Section 7. DAS Parliamentarian**

The Parliamentarian shall:

- a. Be appointed by the DAS President and ratified by a majority vote of the DAS for a term of two years.
- b. Serve on the DAS Executive Committee and serve ex officio as parliamentary advisor to all DAS committees.

- c. **Maintain and provide the official copy of the Constitution and By-Laws to new DAS members, and have it available at all DAS meetings, along with a current copy of Robert's Rules.**
- d. **Suggest solutions to all parliamentary disputes when they arise. The Parliamentarian's ruling shall be considered as final and binding at the time and place rendered. No precedent shall be made based on a ruling of the Parliamentarian.**

#### **Section 8. DAS Senators**

**DAS senators shall:**

- a. **Attend all regular, special and summit meetings of the DAS and faithfully represent the position of their local senate at meetings of the full DAS.**
- b. **Assist local senate presidents to inform their college of actions taken and information transmitted from the DAS.**
- c. **Participate as needed in DAS committees or task forces.**
- d. **Sponsor and make arrangements for meetings of the full DAS on their home colleges.**

#### **Article VI: Meetings**

**Section 1. The DAS shall meet a minimum of six times per year at places and times to be determined as soon as possible in the academic year.**

**Section 2. The DAS Executive Committee shall meet at least monthly.**

**Section 3. The DAS President, in conjunction with the Executive Committee, may call additional DAS meetings or DAS Exec meetings as necessary.**

**Section 4. Upon written request of eleven members of the DAS regarding a time-sensitive or emergency issue, the president shall convene a meeting, at a time and place mutually convenient for as many members as possible and sufficient as to constitute a quorum, and in compliance with the Brown Act.**

#### **Article VII: Quorum**

**Section 1. A quorum for DAS meetings shall consist of 50% of the official members plus one. The non-voting student representative shall not be included in quorum.**

**Section 2. Quorum for DAS Exec shall consist of senate presidents or designated representatives from at least five of the nine colleges.**

#### **Article VIII: Agenda**

**Section 1. The president shall prepare a DAS agenda with action items, discussion topics and noticed motions, and the time, date and location for each formal DAS meeting.**

**Section 2. Any DAS member shall have the right to place on the agenda any item the member deems pertinent to District Senate functioning. To place an item on the agenda, a DAS representative must**

notify, in writing, the DAS president in sufficient time to meet any Brown Act requirements before the meeting.

**Section 3.** Items, except for action items, may be also placed on the agenda with the approval of the majority present and voting in compliance with the Brown Act. Whenever possible, action items and resolutions shall be presented formally with explanations and resolves clearly stated.

**Section 4.** An agenda action item may not be voted upon at the same meeting it is introduced unless that item is declared to be urgent by a two-thirds vote of the DAS members present and eligible to vote. Non-urgent action items shall be put in the form of a noticed motion for consideration at the next regular meeting of the DAS as required by the Brown Act.

#### **Article IX: Presentation of Issues**

**Section 1.** The DAS President (or designee) shall terminate general discussion of an item at the end of ten minutes and shall call for a vote on the disposition of the item, unless time is extended by a majority vote of the members present.

**Section 2.** Each speaker may have a maximum of two minutes to speak on any single issue.

**Section 3.** Upon petition of a college senate president, received within ten business days of the publishing of DAS minutes, in protest of any action taken by the DAS, the matter referred to in the petition shall be reconsidered by the DAS at its next meeting. Reconsidered actions require a two-thirds vote of the DAS to affirm, discard, amend, or take any other action thereon.

**Section 4.** If the issue is to be considered as a formal resolution of the DAS, the Secretary will provide an identification number and approved title for future reference and retrieval. Formatting of a resolution shall follow the practices of the ASCCC Resolutions Committee.

#### **Article X: Committees**

**Section 1.** The DAS shall have Standing Committees as described herein. Unless otherwise indicated, the DAS President shall appoint all committee members and chairpersons. Any eligible District LACCD faculty member may serve on any committee. Each member shall serve for a period of two years except that in the initial year of a Standing Committee, one-half of the Committee members shall be appointed to one-year terms. All chairpersons shall serve one-year terms with the right of reappointment. The DAS may overrule the President's appointments by a two-thirds vote of the entire membership of the DAS. Any chairperson may be recalled by the same method. All committee votes shall be made by those members present (in person or via teleconference). No proxy votes are allowed.

##### **Subsection 1: Executive Committee.**

The DAS Executive Committee shall consist of the officers of the Senate, all college academic senate presidents, the Past President and the Parliamentarian. Other members may be added to the Executive Committee at the discretion of the DAS President with the approval of a two-thirds majority vote of the full DAS. The chairperson of the Executive Committee shall be the DAS President.

1. The DAS Executive Committee shall assume the duties of the DAS during those months when the DAS is not scheduled to meet and act on behalf of the full DAS, if necessary, and with a majority vote of the full Exec.
2. The Committee shall assist the president in monitoring DAS committee work, setting the agenda of DAS meetings, and nominating members of the colleges to serve on DAS committees or subcommittees, and task forces.
3. The Committee shall function as the Goals and Priorities Committee. It shall make a formal annual report to the full DAS at its first meeting of the academic year. The DAS shall consider the report and adopt, reject, or amend it. Once adopted, the accepted report shall become the DAS program for the current year. However, should new issues arise during the course of a year, they may be incorporated into the report as new DAS goals. Exceptions and amendments to the report shall require a majority vote of the DAS membership voting affirmatively.
4. The Executive Committee shall serve as the Constitution and By-Laws Committee and shall be composed of the Parliamentarian, as Chair, and no fewer than four other members of the Exec, appointed by the President. The committee shall review and suggest revisions to the Constitution or By-Laws of the DAS every six years, or sooner if deemed necessary by a majority vote of the Exec and the full DAS.

#### **Subsection 2. District Curriculum Committee (DCC).**

The DAS Curriculum Committee shall be a standing committee of the DAS. It shall recommend policies, procedures and standards concerning curriculum planning and development, oversee the curriculum approval process, and make recommendations to the DAS on curriculum proposals, degree requirements, and inform the DAS of pending changes to District board rules and regulations, as well as state Ed. Code and Title 5 regulations.

The DCC shall be constituted as follows:

1. The nine local college faculty chairs of the college curriculum committees.
2. The President and the 2nd Vice President of the DAS.
3. A faculty member representing the AFT.
4. An Academic Affairs Vice President from one of the nine colleges appointed by the District VPAs (non-voting).
5. An Educational services representative (non-voting).
6. An Articulation Officer from one of the nine colleges appointed by the District Articulation Officers (non-voting).

The Committee shall be chaired by the 2nd Vice President of the DAS. DCC recommendations shall be reported to the DAS Executive Committee and sent to the full DAS for approval at the next DAS meeting.

#### **Subsection 3. Equivalency Committee.**

The Equivalency Committee shall be composed of the nine college senate presidents, or their designated representatives, and the President and 1<sup>st</sup> Vice-President of the DAS. The Chairperson shall be the DAS 1st Vice President. The Committee shall itself, or through subcommittees appointed by the Committee and chaired by a member of the Committee, be responsible for the following activities including but not limited to:

1. Encouraging, supporting and meeting with district discipline committees and maintaining current discipline committee membership lists;
2. Meeting monthly (or as needed) with the District Equivalency committee;
3. Monitoring changes to minimum qualifications at state and district levels and compiling and updating alternate titles for disciplines;
4. Handling equivalency issues, requests for eminence, appeals, and requests from District HR as needed;
5. Establishing equivalency processes and procedures, and following areas of interest to the DAS, including new disciplines, alternate degree titles, accredited institutions, QTOP codes, etc.

The DAS Equivalency Committee reports to the DAS Executive Committee.

#### **Subsection 4. Online Education and Academic Technology Committee.**

The Online Education and Academic Technology Committee is a standing committee of the District Academic Senate. The committee shall be composed of the following voting members:

- Faculty at large appointed by the District Academic Senate president (5)
- College Distance Education Coordinators (faculty) (2)
- LACCD Distance Education Coordinator (1)
- Faculty chair of TPPC (1)
- District Academic Senate President, ex officio (1)
- District Curriculum Chair, ex officio (1)
- Vice Chancellor of Educational Programs and Institutional Effectiveness, or designee (1) (ex officio)
- Vice Chancellor of Technology, or designee (1) (ex officio)
- College Chief Instructional Officer (1) (ex officio)
- College Chief Student Services Officer (1) (ex officio)
- DSPS Coordinators representative (1) (ex officio)
- Director of Diversity, Equity, and Inclusion (1) (ex officio)

The Chair shall be a faculty committee member appointed by the District Academic Senate President. Other non-voting resource members can be added to the committee by the District Academic Senate President as needed.

The committee shall meet monthly, excluding during intersession terms, and shall make recommendations to the District Academic Senate policies, procedures, professional development, and professional standards related to online instruction, web-enhancement of face-to-face instruction, and academic technologies that directly support the provision of instruction and services by faculty to students. The committee shall also be responsible for other matters or tasks assigned to the committee by the DAS Executive Committee or referred by the full DAS for study and/or consideration. In order to facilitate its work, the committee may create work groups or task forces. The existence of work groups or task forces created by the committee shall expire upon the completion of the assigned work. Standing subcommittees may be established with the approval of the DAS Executive Committee. The DAS Academic Technology Committee reports to the District Academic Senate and the DAS Executive Committee. The committee will consult with TPPC and discipline committees as needed.

## **Subsection 5. Professional Development College (PDC) Steering Committee.**

The Professional Development College (PDC) Steering Committee shall be composed of the following:

- 1. PDC Coordinator – a faculty member selected by the DAS Executive Committee (Committee chair)**
- 2. DAS President: *Ex Officio***
- 3. College Liaisons – 1 representative and one alternate from each of the nine (9) colleges appointed by the DAS President in accordance with the provisions of these Bylaws**
- 4. DAS Resources: As needed**

The DAS PDC Steering Committee will oversee the DAS Professional Development College (PDC), which is designed to advance DAS goals, as well as identify and expand understanding and proficiency of key topics in higher education teaching and learning. Those topics shall include but are not limited to: Instruction and student services; Equity; Faculty leadership; Technology in academic settings; and culturally responsive andragogy. The DAS PDC Steering Committee will also partner with the DAS Executive Committee in planning and hosting DAS events. The PDC collaborates with various offices/areas within the LACCD administration, the AFT Faculty Guild, the ASCCC, the LACCD DE Coordinators, the faculty PD coordinators at the colleges, the DAS Sustainable Environment Institute, with the DAS Treasurer for budget needs/requests, and other relevant organizations as applicable to coordinate professional development activities.

The DAS Professional Development College Steering Committee reports to the District Academic Senate. The PDC Steering Committee shall be responsible for forwarding recommendations to the DAS regarding the scope and direction of the PDC; with the PDC Coordinator, providing status reports to DAS; and promoting and representing the PDC at appropriate venues.

### **Article XI: Parliamentary Authority**

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

### **Article XII: Exclusions from the Senate**

**Section 1.** Any member of the DAS with more than three unexcused absences from regular meetings of the DAS within any year of their elected term can have that seat declared vacant by the DAS President. In the event of a declared vacancy, the local senate shall fill such vacancy according to their local senate procedures.

**Section 2.** By a two-thirds vote, the DAS may recall any officer and/or expel any officer or member for cause.

### **Article XIII: Amending the By-laws**

Any proposed amendment to the Bylaws must be presented to the DAS Exec for review, and if necessary revision, to assure that the proposed amendment is in order with the Constitution before going to the full DAS for adoption. The proposed amendment shall be noticed at the next regular meeting of the DAS for action at the subsequent regular meeting of the DAS. Action may be postponed at the discretion of the DAS. If ratified by a two-thirds majority vote of the full DAS, the

**Bylaw change shall become effective immediately and formal notice shall be sent to all senates of the outcome.**