

# Current MSJC Academic Senate Constitution

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## PREAMBLE

We, the Faculty of the Mt. San Jacinto College, are uniting to form the Mt. San Jacinto College Academic Senate as empowered by Title V administrative code, Section 53201 (Subchapter A). We do ordain and establish this constitution for the Academic Senate. We are inspired by a common desire to vigorously improve and promote the quality of community college education by whatever words and actions are appropriate and necessary.

We also believe that the Academic Senate is essential for realizing the fullest educational and professional potential of each member of the faculty and for furthering the aims and goals of the Mt. San Jacinto College. Towards these endeavors, we pledge our mutual support and cooperation.

We reaffirm our commitment to our goals of equity, autonomy, and unity. We organize and unify ourselves through a shared commitment to each other and our college community. We celebrate our diversity through intentional and equitable representation of faculty voices and encourage our autonomy by empowering each other to meet the unique needs of our students and the communities we serve within our district.

We reaffirm our commitment to equity, inclusiveness, and institutional excellence, by prioritizing institutional initiatives that contribute to a welcoming and safe learning environment that promotes student success, access, and achievement for every student we serve.

To this end, we pledge our mutual support and cooperation and aim to achieve our institutional vision of *Transforming Learners, Transforming Communities, and Transforming Lives*.

## Article I Name and Definition of Faculty

### Section 1 Name

The name of this organization shall be the Mt. San Jacinto College District Academic Senate, hereinafter called “the Senate.”

## Section 2 Definition of Faculty

A faculty member is an employee of the district who meets both of the following criteria:

1. an employee who does hold a position for which minimum qualifications for hire are specified by the Board of Governors (Title 5, Subchapter 2, Section 53200, paragraph A).
2. an employee who does not hold a position which is designated management.

By this definition, “faculty” are full-time tenured, tenure-track, and non-tenure-track, and associate part-time credit and noncredit teaching instructors, and non-teaching librarians, counselors, faculty coordinators, and student academic support employees. All district employees that meet the definition of “faculty” are eligible to run and serve on the Academic Senate.

The Senate reserves the right to interpret the definition of faculty when a specific position is not clearly defined in this section through an elected body to be named the Judiciary Committee (see [Article X](#)). It is the general intent and spirit of this constitution that any employee whose primary responsibilities are administrative shall not be part of the faculty.

All faculty members shall have protection and duties commensurate with their positions under this constitution.

## Article II Purpose and Function

### Section 1 Purpose

The Senate shall be the executor and shall serve as the official representative body of the Faculty. The purpose of the Senate shall be to ensure the Mt. San Jacinto College District Faculty formal procedures for effective participation and contribution to the formulation and implementation of district policies on academic and professional matters.

The Senate exists for monitoring and administering the daily operations of Faculty academic and professional matters, especially those pertaining to shared governance, academic standards, planning and professional staffing patterns. All policy proposals affecting the academic and professional interests of the Faculty must be approved by the Senate, subject to the procedures and limitations contained elsewhere in this Constitution. [text relocated; *Current language From the Executive Council Article from 2008 draft*]

## Section 2 Function

In accord with Title 5, California Code and Regulations, Subchapter 2, Section 53200 and 53203, and in recognition of the Board of Trustees' obligation to either jointly develop and agree with or rely primarily upon the recommendations of the Senate, the function of the Senate or its delegates is to formulate and implement policies regarding the following academic matters (\*rely primarily upon).

1. curriculum, including establishing prerequisites and placing courses within disciplines\*
2. degree and certificate requirements \*
3. grading policies \*
4. educational program development \*
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles \*
7. faculty roles and involvement in accreditation processes, including self-study and annual reports \*
8. policies for faculty professional development activities\*
9. processes for program review\*
10. processes for institutional planning and budget development \*, and
11. other academic and professional matters as mutually agreed upon between the governing board and the Senate.

Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- A. Rely primarily upon the advice and judgment of the academic Senate, OR
- B. The governing board, or its designees, and the academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

## Article III. Authorities and Powers

The faculty of Mt. San Jacinto College vests in its representatives, the Senate, the authority to make decisions regarding the welfare of the faculty and relating to the routine administration of business, including the authority to create and regularly update Bylaws and Standing Rules.

Senate powers are respectfully limited in that no individual Senator shall decide regarding the conduct of business without the approval of a quorum of the Senate.

Issues requiring mutual agreement in the district's shared governance process and determined by the Senate to be of critical interest to the Faculty-at-Large, must be presented to open faculty meetings conducted by the Senators, who will then represent before the Senate the opinions of the faculty at the site. The Senate collectively shall determine a course of action.

## Article IV. Electorate

The electorate (hereinafter referred to as the faculty) shall consist of all faculty members as defined in Article I, Section 2, and as further defined in sub-paragraphs 1 and 2 of this article. Each individual herein defined shall be enfranchised equally. This enfranchisement ensures the rights of representation and their commensurate duties. The abdication of the latter nullifies the former.

The electorate for the Executive Senate President and Vice-President (duly serving as the respective SJC and MVC site council Presidents) shall include all faculty at all sites.

The electorate for remaining site council senators shall include all faculty who perform duties at the site/or at those off-site locations associated with the site.

The electorate for the remaining site council officers shall be the members of the respective site council.

## Article V. Constitutional Obligation

In recognition of a commitment to both the intent of this document and the spirit of Title 5 and considering the increased responsibilities of California Community College Faculty, full-time faculty must recognize a constitutional obligation to serve on the Senate. All first year, tenure-track, and temporary full-time faculty, and all Associate part-time faculty are encouraged and invited to participate in the Senate but are not constitutionally obligated to serve because they are not hired on a tenure track and are not guaranteed an ongoing contract.

## Article VI. The Senate Council

### Section 1 Composition of the Senate

The Senate is composed of fifteen faculty members representing the district full-time and associate faculty, and other representative delegates.

The Council body will include the following representatives balanced by district site and instructional areas ([Article VI, Section 5](#)):

- 7 SJC Site Council Senators
  - 5 Full-Time Faculty
  - 2 Associate (part-time) faculty
- 7 MVC Site Council Senators
  - 5 Full-Time Faculty
  - 2 Associate (part-time) faculty
- 1 TVC Representative

Delegates

- Appointed Delegates
- Collegial Delegates

### Section 3 Eligibility

All eligible faculty who are not members of the Judiciary Committee are eligible to serve as an elected member of the Academic Senate, excluding delegate seats, which are appointed rather than elected.

### Section 4 Service Terms

#### Full-time Faculty Senators

A term of office for a full-time faculty member of a Site Council shall be defined as two consecutive academic years. A term of office begins on July 1<sup>st</sup>, the first day of the upcoming academic calendar year and ends on June 30<sup>th</sup>, the last day of the academic year.

#### Associate Faculty Senators

A term of office for an associate faculty senator shall be one year. A term of office begins on July 1<sup>st</sup>, the first day of the upcoming academic calendar year and ends on June 30<sup>th</sup>, the last day of the academic year.

### Section 5 Discipline Representation

To prioritize more equitable and diverse representation across disciplines, full-time senators from the same discipline can only assume one seat on each site council. If there are no nominees accepting candidacy, the site council seat will be considered vacant and will be filled in accordance with [Article XI, Section 2](#).

## Article VII. Executive Officers

### Section 1. Purpose

The Executive Officers exist for the purpose of enacting recommendations received from the Senate and have the responsibility for advocating and monitoring the daily operations of faculty 10+1 academic and professional matters, especially those pertaining to shared governance, academic standards, planning and professional staffing patterns. All policy proposals affecting the academic and professional interests of the faculty must be approved by the Senate, subject to the procedures and limitations contained elsewhere in this Constitution and any adopted bylaws or standing rules.

### Section 2. Duties and Responsibilities of Executive Officers

The duties and responsibilities of Senate Officers shall be listed in the bylaws.

### Section 3. Composition

The executive senate leadership team shall consist of nine members. The titles of the officers shall be the Academic Senate President, the Academic Senate Vice President, the Academic Senate FLEX Coordinator, the Academic Senate Appointment Secretary, the Academic Senate Recording Secretary, and the Academic Senate Correspondence Secretary, the TVC Executive Delegate, and two Associate Faculty Executive Delegates.

### Section 4. Service Terms

1. A term of office for the President, Vice President, Flex Coordinator, Appointment Secretary, Recording Secretary and Corresponding Secretary shall be defined as two consecutive academic years. A term of office begins on July 1st, the first day of the upcoming academic calendar year and ends on June 30th, the last day of the academic year.
2. A term of office for the Associate Faculty Executive Delegate shall be one year. A term of office begins on July 1st, the first day of the upcoming academic calendar year and ends on June 30th, the last day of the academic year.

## Article VIII. Site Councils

### Section 1. Purpose

The primary purpose of the Site Councils is to investigate and serve as ombudsman for site faculty concerns. In this role, it is appropriate for the Site Council to develop policy or

procedure proposals for consideration by the Senate, to develop site-based recommendations for the joint hiring process, to develop site-based recommendations for planning, budget, and special recognition of members.

## Section 2. Duties and Responsibilities of Site Council Senators

In addition to regular Senate duties and responsibilities, it is recommended that senators participate in the orientation, training, and mentoring of new faculty to the functions of the Academic Senate and the college. Senators may also serve in specific roles on participatory shared governance standing committees and/or senate committees, or other service groups per the charge of the group.

## Section 3. Composition

All faculty members who are not members of the Judiciary Committee may serve on their respective Site Council. The SJC and MVC Site Councils will have seven members: five elected from the ranks of Full-time Faculty and two members selected from the ranks of Associate Faculty.

## Section 4. Site Council Officers

The SJC and MVC site councils shall have five members representing the Full-time Faculty of the site and two members representing the Associate Faculty of the site. Three members will serve as the Site Council Officers: President, Vice-President, and Secretary.

The SJC and MVC Vice President will be elected in even years, the SJC and MVC Secretary will be elected in odd years. The SJC and MVC Site Council Presidents will be selected every two years by all faculty at all sites (Article IV) since they are duly serving as the Executive Senate President and Executive Vice-President (Article IX, Section 2, #2).

The remaining officers will be elected by the site councils: SJC and MVC Site Council Vice Presidents, Secretaries, and Associate Faculty Executive Delegates. The TVC Executive Delegate is duly elected as the TVC representative.

## Section 5. Service Terms

1. Full-time Faculty Senators: A term of office for a full-time faculty member shall be defined as two consecutive academic years. A term of office begins on July 1<sup>st</sup>, the first day of the upcoming academic calendar year and ends on June 30<sup>th</sup>, the last day of the academic year.
2. Associate Part-Time Faculty Senators: The term of office for an Associate faculty senator shall be one year. A term of office begins on July 1<sup>st</sup>, the first day of the



upcoming academic calendar year and ends on June 30<sup>th</sup>, the last day of the academic year.

## Article IX. Election Cycles

### Section 1. Timeline of Senate Body Elections, Executive Officers, and Site Council Officers

Ranked-Ordered Voting Procedures will be followed. Two elections will take place. Senator Site Council Election will be first. The executive officer elections will be second.

#### 1. Senator Election Cycles

Each year, three Full-time members will be elected to one site council, and two to the other. In odd-numbered years, two members will be elected to the San Jacinto site council and three members will be elected to the Meniffee Valley Site Council; in even-numbered years, two will be elected to the Meniffee Valley Site Council and three members will be elected to the San Jacinto Site Council. Two Associate Faculty members shall be elected annually to each site council. The TVC faculty representative shall also be elected annually.

The SJC and MVC site council presidents alternate every two years in serving as the Executive President and Vice President of the Senate (Article XIII, Section 4). The current Executive Senate President or their designee will call for senator nominations by site no later than the six weeks prior to Spring break and send the confirmed nominations list to the Judiciary Committee at least four weeks prior to Spring Break. Candidates are only eligible to run for a senate seat at their respective site. Candidates can submit a statement of nomination.

#### 2. Election of Executive President and Vice President

All faculty vote for their Executive President and Vice-President Officers ([Article IV](#)). Those candidates receiving the most votes in the ranked-ordered election shall assume the President and Vice-President seats and duly serve in their respective site council president seat at SJC and MVC. In the case of an officer position tie, the member elected shall be chosen randomly from those tied at a special Judiciary meeting according to Brown Act. Similarly, site senator seats will go to candidates receiving the most votes in the ranked-ordered election and will be slated in the order of majority votes till all vacant senator seats are filled ([Article VI, Section 5](#)). In case of a tie for the remaining senator seat, the senator will be chosen randomly from those tied at a special Judiciary meeting according to Brown Act. The special meeting will be called by the Judiciary Chairperson in accordance with

Brown Act must be called within 5 working days to address any ties between candidates. Results must be explicitly recorded and published in the Senate archives.

### 3. Timeline of Elections

1. The Judiciary Committee shall submit a ranked-ordered ballot to the appropriate faculty electorates ([Article IV](#)) listing President and Vice President candidates and senators organized by site. The Judiciary Committee must open the elections at least two weeks prior to Spring break. The ballot shall be distributed to all faculty eligible to vote. Faculty shall have 10 working days to submit their ballots. Academic Senate Administrative Support Associate may support the Judiciary Committee in conducting elections.
2. By the first All faculty meeting scheduled after elections in the Spring semester or May 1st, whichever is earlier, the new Executive President, Executive Vice-President, and site senators shall be elected.
3. Once site councils are slated and announced at the All-Faculty Meeting, the incoming Site Council Presidents may coordinate an organizational meeting according to Brown Act to elect their respective site council vice presidents and secretaries. Site Council Officers shall be elected no later than May 15<sup>th</sup>.
4. The Senate Body-Elect shall be formally acknowledged in a public announcement from the outgoing Executive President by Graduation.

### Section 3 Executive Officers Election Cycles

The officers, except for the executive senate president and vice president, shall be elected from the site councils and consist of seven members. By May 15<sup>th</sup>, the new officer shall have been elected. The titles of the officers shall be:

1. Executive President
2. Executive Vice President
3. Appointment Secretary
4. FLEX Coordinator
5. Corresponding Secretary
6. Recording Secretary
7. TVC Executive Delegate (one year term)
8. SJC Associate Faculty Executive Delegate (one year term)
9. MVC Associate Faculty Executive Delegate (one year term)

The Executive Senate Shall be seated annually with two-year alternating officer terms. The Appointment Secretary and FLEX coordinator will be in the opposite cycle of the other



## Section 5. Unfilled Seats and Service Terms

Within the normal election cycle, if there are no nominees accepting candidacy for the vacant site council seat then refer to procedures outlined in [Article XI, Section 2](#).

# Article X. Judiciary Committee and Senate Judiciary Members Election

## Section 1. Purpose

The role of the Judiciary Committee is to provide checks and balances with the Senate. The Judiciary committee deliberates and decides potential violations of this constitution, and the bylaws and standing rules adopted by the Senate.

## Section 2. Composition

All faculty members who are not members of the Senate are eligible to serve on the Judiciary Committee. The Judiciary Committee members shall be composed of five duly elected faculty members. Vacant seats must be filled to assure that there is always representation from each site in the final Judiciary Committee composition and no more than three from any one site.

## Section 3. Service Term

The term of office shall be for two years and begins the last contractual workday at end of the eighth week of the fall semester.

## Section 4. Duties and Responsibilities

1. Defines and interprets this constitution, and any bylaws or standing rules in instances of contention but cannot overrule those rules except if a bylaw or rule is deemed unconstitutional.
2. Reviews constitutionality of a petition for amendment proposals.
3. Reviews voting and candidate eligibility and ongoing eligibility for senate participation.
4. Oversees the Academic Senate elections, special elections, and department chairs elections.
5. Oversees the voting process in a timely fashion for appeals or petitions brought before the committee.

## Section 5. Election and Eligibility of Judiciary Members

Judiciary elections shall be held annually and managed by the Academic Senate. Two members are elected in odd years and three are elected in even years. All faculty shall meet the qualifications set forth by the eligibility outlined in [Article I](#).

Faculty wishing to serve on the Judiciary Committee shall submit their names to the Academic Senate by the end of the fifth week of Fall semester. Nominated faculty must accept their nomination in writing at least one week before the election date. Candidates may submit a statement of candidacy (i.e., campaign interest statement) for inclusion on the secret ballot at the time of voting.

The Senate shall seek a minimum of six nominees and conduct the election by the end of September. If at the closing of nominations, a nominee for each open seat has not been submitted at minimum, then the senate may postpone balloting one week, during which time additional nominations will be solicited. The postponed balloting shall then take place regardless of the number of candidates.

4. Voting is not site specific. All faculty are eligible to vote in all Judiciary Committee elections.

5. All elections to the Judiciary committee shall be by secret ballot. Polls shall be open, at minimum, 5 consecutive working days, excluding weekends or holidays. Those candidates receiving the most votes shall receive Judiciary seats. In case of a tie for the last remaining seat, the Judiciary seat shall be chosen randomly from those tied at a special Senate meeting. Results of the election will be announced to the electorate within 5 working days of the election's end and recorded by the Academic Senate.

## Article XI. Vacancies

### Section 1. Officers

In the event an officer's seat is vacated, the Senate must fill the vacancy during the next meeting adhering to the procedures outlined in the Senate bylaws. The senator elected will fill the remainder of the term.

### Section 2. Senators

During an on-cycle election if there are no candidates from an unrepresented discipline the seat will be filled by the next unseated candidate with the highest vote total regardless of discipline.

A special election to fill an off-cycle senator vacancy caused by resignation, recall, retirement, no nominees, or for any other purpose shall be ordered by the respective Site Council President within 5 working days of such vacancy. The MVC Site Council President shall call the special election to fill the TVC Senator vacancy within 5 working days of such vacancy. Any vacant seats must be filled within 30 calendar days following the announcement of vacancy. Successful candidates shall complete the off-cycle term of office.

Any seats still vacant after a special election had commenced will remain vacant till the next regular election cycle.

### Section 3. Judiciary Committee

In the event of a vacated Judiciary seat, the candidate with the most votes of those not elected shall be given the opportunity to fill the seat and to complete the unexpired term. In the event of refusal, the seat shall be given to the next in line. In case of a tie for replacement eligibility, the selection shall be made randomly from those tied interested in filling the seat. Should no such candidate be willing or available, then the Senate shall recruit from the faculty at large and host an off-cycle election that is facilitated and completed within 10 working days.

## Article XII. Meetings and Records

### Section 1. Types of Meetings

#### 1. Academic Senate

Senate meetings shall be held at least twice a month during the fall and spring semesters (excluding August, December, January, and May in which case the Senate will meet once per month) and in emergency circumstances, in an open, public forum in accordance with the Brown Act.

#### 2. Town Halls

Faculty-at-Large Town Halls may be district-wide or site specific, and held as often as the Senate deems necessary, to address academic and professional matters. There shall be at least two meetings per academic year to ensure Senators are listening to faculty constituents and providing regular updates on matters of concern to faculty within the 10+1. Action items derived from these meetings must be included in the Site Council Agendas for the next site council meeting.

### 3. Judiciary Committee

Judiciary will meet at least once per semester (Fall and Spring) to conduct regularly scheduled business and as needed to address issues brought forward by faculty. Any Judiciary Committee meeting will be convened in an open public setting in accordance with the Brown Act. A quorum of the Judiciary Committee shall be defined as three members.

## Section 2. Conduct of Senate Business

### 1. Quorum

In order to conduct official business, any body of the Senate must have a quorum. A quorum of the Senate shall be defined as the majority of Senators.

### 2. Agenda

The Senate establishes its own agenda. Any individual or group wishing to present an item for inclusion on an agenda may submit it to the Senate Site Council Presidents and Recording Secretary of the Senate, or Senate support staff.

### 3. Voting

Issues before the Senate for which procedures are not addressed in this Constitution, may be decided by a vote of the majority of those present as pursuant to the Brown Act. However, the Senate cannot proceed on those matters which affect the faculty-at-large without a referendum.

## Section 3. Special Meetings

There may be special meetings of the Faculty-at-Large, or the Senate, if such meetings are requested by the Senate President, by a quorum of the Senate body, or by petition of 10% of the faculty.

## Section 4. Sites and Times for Senate Meetings

Pursuant to Brown Act, in person Senate meetings shall be held on every site within the district as appropriate during usual working hours and posted publicly.

## Section 5. Emergency Processes of the Senate

All special or emergency meetings shall comply with the notice requirements for an emergency meeting under the Brown Act. Emergency meetings may be called when prompt

action is needed because of actual or threatened disruption of public facilities under such circumstances, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

A local emergency shall be defined as a local work stoppage, local crippling activity, or other local activity that severely impairs public health, safety, or both, as determined by most of the legislative body members. In a local emergency, the senate may conduct business online with all votes cast by roll call and other teleconference requirements suspended.

## Section 6. Archiving of Records

Approved meeting minutes, Resolutions, Memos, judiciary rulings, and similar formalized documents shall be electronically archived in a centralized location that is publicly accessible.

## Article XIII. Committees and Other Bodies

The Senate shall create standing committees, sub-committees, ad hoc committees, implementation teams, advisory (affinity) groups, and workgroups as it deems appropriate and necessary for the fulfillment of its role in the shared governance of the college to address 10+1 Academic and Professional Matters defined in the Title 5 (53200). Standing committees shall be listed in the bylaws, along with their functions, membership, and membership-selection processes.

The Senate shall act as the confirming body for all faculty appointments to district standing committees, advisory committees, sub-committees, implementation teams, and work groups.

The Academic Senate shall manage academic and professional matters (10+1) directly through the Senate, or by way of forming separate groups that fall under Senate authority and report all findings and recommendations for formal Senate adoption.

Such groups may include but are not limited to the following;

1. Senate Standing Committees which shall serve as either faculty, or participatory governance committees that include representation from other constituent groups, assembled to address specific academic and professional matters under Senate's purview. These committees may be used specifically to oversee matters designated as "rely primarily upon" items, whereby the board has agreed to rely primarily upon



the recommendations of Senate except under unusual and exceptional circumstances;

2. Ad Hoc Workgroups designated to address a specific short-term task or duty as assigned by Senate; or by
3. Implementation teams focused on ongoing implementation of specific Senate goals and actions related to their specific charge.

## Article XIV. Rights of Petition

### Section 1 Recall and Censure

#### 1. Justification

Faculty may initiate petitions to censure or recall senators for clearly delineated abuses of professional or ethical behavior, conflicts of interest, or offenses against the letter or the spirit of this constitution.

#### 2. Procedure

A petition requesting the censure or recall of full-time senator(s) must be signed by 25% of the general faculty or 35% of the full-time faculty and shall be presented to the Judiciary Committee. A petition requesting the censure or recall of associate faculty senator must be signed by 25% of the general faculty, or 35% of the associate part-time faculty shall be presented to the Judiciary Committee. The Judiciary Committee Chair shall notify, in writing, all faculty of a special meeting to present views on the matter within 10 working days of receiving the petition. A faculty-at-large vote by secret ballot, administered by the Judiciary Committee, shall be conducted within 30 calendar days of submission of the petition. A two-thirds majority of the ballots cast shall determine the outcome. Results of the balloting shall be announced within 10 working days of the deadline to vote.

In the event that a Judiciary Committee member is the subject of censure or recall, the procedure shall be conducted as described above with presentation of the petition to the Senate. The Executive Senate President will be charged with the responsibilities of notifying all faculty, in writing, of a special meeting to present views on the matter within 10 working days, administering a faculty at-large vote by secret ballot within 30 calendar days of receiving the petition, and announcing the balloting results within 10 working days of the deadline to vote. A 60% majority of the ballots cast shall determine the outcome.

## Section 2 Referendum and Initiative

Upon the presentation of a signed petition by 5% of the general faculty or 10% of the full-time faculty to the Judiciary Committee, proceedings of review, referendum, or initiative may be instituted in the context of any issue, policy, or question related to Academic and Professional Matters that concern faculty. Upon review for constitutionality of the issue, policy or question, the judiciary committee may return the proposal to its author(s) with comments, or the proposal shall be submitted to the Faculty for consideration and voting within 15 calendar days of Judiciary notification. Voting shall be by secret ballot of the entire Faculty body. A proposal, for passage, shall require a simple majority of the vote. The Judiciary Committee shall forward the proposal to the Senate as an information item. Upon receipt of the proposal, the Senate must include the proposal in the agenda of the next regularly scheduled meeting as an information item, and it shall precede other new business.

## Section 3 Suspension of Senate Action

Any faculty member wishing to halt a Senate action may present a petition signed by 5% of the general faculty, or 10% of the full-time faculty to the Judiciary Committee. Upon review for constitutionality, the proposal shall be submitted to the Faculty for consideration and voting within 15 calendar days of Judiciary notification. Voting shall be by secret ballot of the entire Faculty body and require a simple majority of the overall total votes received. Results of the balloting shall be announced by the Judiciary Committee Chair within 10 working days of the deadline to vote as outlined in Section 4, Appeals Process.

## Section 4 Appeals Process

Matters not addressed by, or not appropriate to, the rights of petition process described above may be brought to the Judiciary Committee in the form of an appeal. The committee shall hear any appeal concerning 10+1 Matters, the Senate, or Faculty-at-large action initiated by 5% of the general faculty, or 10% of the full-time faculty, by 60% of the Senate, by the Superintendent/President or a designee thereof, or by a representative of the Board of Trustees acting on behalf of the district.

The Judiciary Committee accepts the appeal and oversees an all-faculty vote on the appeal within 30 calendar days of receipt. Voting shall be by secret ballot of the entire Faculty body and require a simple majority of the eligible votes cast. The Judiciary committee shall publicly report outcome results of the vote, which shall be honored by the Senate.

## Article XV. Amendments

A signed petition by 5% of the general faculty or 10% of the full-time faculty shall be presented to the Judiciary Committee for review of constitutionality of the petition process. The Judiciary Committee may return the proposed amendment to its author(s) with clear and detailed explanations of their findings, if the petition did not follow constitutional requirements for amendments as outlined in Article XV. Upon acceptance of the petition, the Judiciary shall forward the amendment proposal to the Senate. Thereafter, the Executive Senate President, or their Senate Officer designee, shall distribute the proposed amendment to the faculty and conduct an election by secret ballot within 30 calendar days. Results of the balloting shall be announced within 10 working days of the election. If approved by 60% of the votes cast at each site, the amendment shall become effective on the date stated in the amendment.

## Article XVI. Ratification

This constitution shall be ratified by 60% of the faculty votes cast at each site in a secret ballot, and it shall become effective immediately upon approval, or as stated in the ratified constitution.

## Article XVII. Review Cycle of Constitution

The Senate will conduct an annual review of the constitution every fall semester. Should the Senate propose edits during an annual review, the Senate may initiate the process for Amendments outlined in [Article XV](#).