

## **A1.4.7 Section 7. Officers of the Faculty Senate**

**Officers of the Senate:** The officers shall consist of a President, Vice President, Secretary, Treasurer, and the immediate past President (ex officio). They shall serve as the Executive Committee of the Senate.

The organizational meeting of the Senate shall be held after the election of the faculty senators and the Executive Committee shall take office as stated above.

**Election of the President:** At its September meeting, the Faculty Senate shall elect a President from the newly elected senators, not including the part-time faculty senators. The President shall be elected by a majority of the votes cast. The immediate past President shall conduct the meeting until the new President is elected.

**Duties of the President:** The President shall preside at all meetings of the Senate. If the President is unable to attend a meeting, the Vice President shall act on his behalf. The President may appoint full-time or part-time faculty members to such committees as are deemed advisable to carry out the business of the Senate. The President shall approve the publication of the minutes of the Senate meetings. The President shall be the presiding officer of the Executive Committee of the Senate. The President shall appoint full-time or part-time faculty members to represent the faculty on the standing committees of the University and Faculty Senate with the approval of the Executive Committee.

**Election of the Vice President:** The Vice President shall be elected in the same manner as the President.

**Duties of the Vice President:** The Vice President shall act in the absence of the President and shall become the President of the Faculty Senate in the event the President is unable to complete his term of office. In the latter event, the Senate shall elect a Vice President to fill that office for the remainder of the term of office. A vacancy in the office of Vice President shall be filled through a special election of the Faculty Senate held within ninety (90) days of the vacancy.

**Election of the Secretary:** The Secretary shall be elected in the same manner as the President.

**Duties of the Secretary:** The Secretary shall keep a permanent record of minutes of all meetings of the Senate. The Secretary shall distribute copies of such minutes to the Senate members and all faculty as soon as possible after each meeting. The Secretary shall publish meeting notices and agendas for all meetings of the Senate to be distributed no later than one (1) week before the meeting. A vacancy in the office of the Secretary shall be filled through a special election of the Faculty Senate held within ninety (90) days.

**Election of the Treasurer:** The Treasurer shall be elected in the same manner as the President.

**Duties of the Treasurer:** The Treasurer shall collect and account for all monies collected and expended for the Faculty Senate. A vacancy in the office of the Treasurer shall be filled through a special election of the Faculty Senate held within 90 days.

## **A1.4.8 Section 8. Executive Committee**

The Executive Committee shall plan the actions of the Senate, including the agenda.

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and immediate past President (ex officio). If the immediate past President holds another office, the President, with the consent of the other officers, may appoint another member of the full-time Faculty Senate to serve in their place.

The Executive Committee is empowered to act in emergency situations for the Faculty Senate and at such times that it is impossible to gather a quorum of the Senate. Any action taken by the Executive Committee in this instance must be reported to the Senate at its next meeting. No action may be taken by the Executive Committee, acting on behalf of the Faculty Senate, without fifty percent (50%) representation or a majority of the voting members of the Executive Committee.

The Executive Committee is empowered to refer any matters not requiring emergency action to appropriate committees, task forces, or the Faculty Senate as a whole. It may also make recommendations to the Senate about matters that are not under the jurisdiction of any Senate committee.

The Executive Committee shall approve the Faculty Senate President's appointment of full-time or part-time University faculty members to represent the faculty on applicable standing committees of the University and Faculty Senate. In the event of a committee vacancy, the President of the Senate must appoint, and the Executive Committee must approve, the appointment of a full-time or part-time faculty representative within ten (10) business days of notification of the vacancy by the Provost. In the event that the President of the Faculty Senate or Executive Committee does not meet this time requirement, either the President or the Provost shall fill the vacancy with an eligible full or part-time faculty member. In addition, the Executive Committee may appoint full-time or part-time faculty members to such ad-hoc committees of the Faculty Senate as are deemed necessary for the completion of the Senate's business.

Additionally, the Executive Committee shall develop and maintain effective communication among the Faculty Senate, the Faculty Senate standing committees, the faculty, the Administration, and the University community, as well as a program of Faculty Senate self-study and review.

*Revised 12/6/19 – President*

## **Executive Committee:**

President: Thomas Bodette (LACC)

Vice-President [vacant; past Vice-President is not a current employee]

Secretary: Nathan Sermeno (LACC)

Treasurer: Nathan Sermeno (LACC)

Immediate Past President (ex officio): [vacant; past president is not a current employee]