

**BYLAWS OF ACADEMIC SENATE OF THE COLLEGE OF SAN MATEO**  
**Revised 2021**

**All Bylaws will be reviewed by the Academic Senate Executive Committee once every five (5) years.**

**ARTICLE V**

**ELECTION, TERMS, & DUTIES OF OFFICERS**

The officers of the Senate shall be the following: President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers, with the exception of the Immediate Past President, shall be elected by secret ballot from within and by the faculty at large. The election must be completed at least four weeks before the end of the semester. The term of the office shall be two years.

The President shall call all meetings of the Senate and Executive Committee; prepare agendas for meetings of the Senate; preside at all meetings of the Senate and Executive Committee; become familiar with the By-laws of the Senate and with parliamentary procedure as set forth in Robert's Rules of Order, Revised; be an ex-officio member of all faculty committees herein specified; suggest policies and plans for faculty and special committees; appoint the Senate delegate to the Academic Senate for California Community Colleges from the officers of the Senate, which delegate shall serve subject to the approval of Senate; establish and maintain liaison with the Presidents of the Academic and Faculty Senates of the other colleges in the San Mateo County Community College District and with the collective bargaining agent; be held responsible for the work of the Senate; co-chair and attend all regular and special meeting of college shared governance councils; send weekly communication and updates to the faculty at large; meet regularly with college administrators, including the President, Vice President of Instruction, and ASCSM President; be involved in the planning and participation of events, such as the Faculty Service Awards ceremony, Transfer Tribute ceremony, Graduation, college-wide town halls, flex day workshops, New Faculty Orientation and Institute; be involved in the resource request process related to faculty prioritization; be involved in the faculty equivalency process; and be involved in accreditation related processes.

The Vice President shall serve as assistant to the President in all duties of the President, and shall serve as President in the absence of the President. The Vice President shall attend all regular and special meetings of the District Academic Senate; shall attend all regular and special meetings of the college shared governance council in the absence of the President; publish at the beginning of the academic year a roster of all committees herein specified, including Senate, indicating divisions represented and expiration of terms; serve as a liaison to Classified Senate; and have full oversight of Program Review, including the form, process, faculty outreach, program review feedback processes; and coordination with the SLO coordinator, student services, VPI, VPSS, marketing, PRIE. The Vice President shall serve as a member of the Executive Committee.

The Secretary shall keep a record of the proceedings of each Senate and Executive Committee meeting; maintain the files of the Senate; be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President; prepare for distribution minutes of all actions taken by Senate;. The Secretary shall serve as a member of the Executive Committee.

The Treasurer shall receive all monies belonging to the Senate; sign orders and pay out the monies of the Senate; keep an itemized list of receipts and expenditures; arrange for an audit of the books; make a written report at the last regular meeting of the Senate in the academic year that includes an update on the state of the accounts and scholarship fund; be responsible for soliciting faculty donations to the scholarship fund annually; coordinate a gift for the outgoing president; serve as a liaison to the scholarship committee; participate in the scholarship ceremony if requested; and be responsible for preparing all documents

required by the U.S. Internal Revenue Service. The Treasurer (or appointed designee from the Executive Committee) shall serve on the college finance committee The Treasurer shall serve as a member of the Executive Committee., .

All officers of the Senate shall participate in regular meetings of the Executive Committee. The Executive Committee shall distribute the following duties on an annual basis: serve as the Senate delegate to the Academic Senate for California Community Colleges plenary sessions; serve on the District Participatory Governance Committee; be responsible for updating and maintaining the Academic Senate website; be involved in and co-sponsoring event programming college-wide; participate in taskforce groups as needed; and oversee progress on annual Academic Senate goals.

Term limits for each position are as follows:

President – 2 terms

Vice-President – 2 terms

Treasurer – 4 terms

Secretary – 4 terms

In the event that no one runs for Treasurer or Secretary after these positions reach their term limit, they are able to continue for one additional term.

The Immediate Past President, who will assume office automatically after leaving the office of President unless there is an impediment to service, shall carry out such duties as are assigned by the President. In the case of impediment to service (such as no longer being a faculty member at the college) or resignation from the position, the Senate may either name someone else to the position or leave it vacant. If the President is re-elected, the Immediate Past President will remain in office unless there is an impediment to service or resignation from the position.

The Nominating Committee shall consist of the past Academic Senate Presidents of terms immediately preceding the current one. Vacancies on the Nominating Committee may be filled by appointment of the President, subject to approval of Senate. The report of the Nominating Committee shall be submitted to the Senate at a regular meeting of the Senate. This meeting shall be held at least two weeks prior to the spring election. Additional nominations may be made from the floor. The President shall be responsible for giving notice of the election to faculty members within ten instructional days of the meeting.

Elections shall be held by secret ballot. If paper ballots are used, these ballots will be returned to and tabulated by a three-person ad hoc Tellers Committee appointed by the President, subject to the approval of Senate. Interested faculty are invited to witness the counting of the ballots. The ballots will be available for inspection for two weeks following the election. If electronic ballots are used, the three-person ad hoc Tellers Committee will review and tabulate election results from an election report furnished by SMCCD District Information Technology Services. This report will be available for inspection for two weeks following the election.