

TAFT COLLEGE ACADEMIC SENATE CONSTITUTION

1 ARTICLE I. Name and Purpose

2 Section 1. Name

3 The name of this body is the Taft College Academic Senate.

4 Section 2. Purpose

5 (a) The Academic Senate serves as the official body representing the faculty of Taft
6 College to make recommendations to administration and the Board of Trustees on
7 academic and professional matters as delineated in Title 5 §53200, and to ensure the
8 roles of faculty in processes and policymaking as addressed in Education Code §70902,
9 §87359, §87360, §87458, §87610, §87663, §87743, and elsewhere.

10 (b) Per Title 5 §53200, the ten plus one areas that the Academic Senate is charged with
11 making recommendations on are as follows:

- 12 1. Curriculum, including establishing prerequisites.
- 13 2. Degree and certificate requirements.
- 14 3. Grading policies.
- 15 4. Educational program development.
- 16 5. Standards or policies regarding student preparation or success.
- 17 6. College governance structures, as related to faculty roles.
- 18 7. Faculty roles and involvement in accreditation processes.
- 19 8. Policies for faculty professional development activities.
- 20 9. Processes for program review.
- 21 10. Processes for institutional planning and budget development.
- 22 11. Other academic and professional matters as mutually agreed upon.

23 ARTICLE II. Structure

24 Section 1. Electorate

25 The electorate of the Taft College Academic Senate is the Senate-of-the-whole, as
26 defined below.

27 Section 2. Senate-of-the-whole and Academic Senate Council Membership

28 The Taft College Academic Senate is made up of two bodies: the Senate-of-the-whole
29 and the Academic Senate Council. The Senate-of-the-whole consists of all full-time
30 faculty and any adjunct faculty who volunteer service through the procedure delineated in
31 Article II, Section 2 of the Bylaws. The Academic Senate Council consists of all officers
32 (president, vice-president, and secretary), the immediate past-president, the CTE liaison,
33 one representative from each division, and the Academic Senate Council adjunct faculty
34 representative.

35 Section 3. Functions of the Academic Senate Council

36 The Academic Senate Council meets in advance of the Senate-of-the-whole to initiate
37 and review proposals, recommendations, policies, resolutions, and other potential action
38 items of the Academic Senate. Officers and representatives bring requests for such
39 action to the Academic Senate Council and relay information from Academic Senate
40 Council meetings back to their areas in advance of Senate-of-the-whole meetings.
41 Members of the Academic Senate Council are charged with staying apprised of actions
42 of the Chancellor's Office, legislature, California Community Colleges Board of
43

44 Governors, accrediting agency for California community colleges, and the Academic
Senate for California Community Colleges (ASCCC).

45

46 Section 4. Functions of the Senate-of-the-whole

47 The Senate-of-the-whole convenes to receive updates on academic and professional
48 matters and to discuss, approve, reject, or refer back to the Academic Senate Council
49 recommendations, documents, policies, proposals, and resolutions brought forth by the
Academic Senate Council.

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51 ARTICLE III. Subcommittees of the Academic Senate and Other Committees with
Academic Senate Representation

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53 Section 1. Subcommittees of the Academic Senate

54 The Academic Development Committee, Academic Policies and Procedures Committee,
55 Career and Technical Education Committee, Curriculum and General Education
56 Committee, Distance Education Committee, and Student Learning Outcomes
57 Assessment Steering Committee are subcommittees of the Academic Senate, designed
to ensure ample faculty representation, reporting back to the Academic Senate. Their
58 charters are listed on the Taft College Committees Webpage.

59

60 Section 2. Other Committees Addressing Academic and Professional Matters

Other Taft College Committees that do work involving the ten plus one also have
representatives of the Academic Senate as members.

TAFT COLLEGE ACADEMIC SENATE BYLAWS

1 ARTICLE I. Scheduling and Posting of Public Meetings

2 Section 1. Meetings

3 The Academic Senate Council and the Senate-of-the-whole each meet at least once a
4 month. The President of the Academic Senate schedules these meetings and may call
5 special meetings, provided at least seventy two hours notice is given. A special
6 meeting of either body may be called when a written petition to the president signed by
7 one-fifth of either body requests such a meeting at least ninety six hours in advance of
8 the special meeting.

9 Section 2. Posting of Agendas

10 Agendas of all meetings will be posted publically, both physically and electronically, at
11 least seventy two hours in advance of meetings, in accordance with the Ralph M.
12 Brown Act.

13 Section 3. Open Meetings

14 All, including members of the community, students, administrators, and trustees, are
15 legally permitted to attend meetings of either body.

16 ARTICLE II. Terms of Service & Election, Appointment, and Removal Procedures

17 Section 1. Full-time Faculty Membership of Senate-of-the-whole

18 All full-time faculty are members of the Senate-of-the-whole and entitled to all rights
19 and responsibilities as such.

20 Section 2. Adjunct Membership of Senate-of-the-whole

21 Adjunct faculty currently employed by the West Kern Community College District who
22 wish to become members of the Academic Senate must express their desire to do so
23 prior to the end of the second week of each academic term that they desire service. An
24 email or verbal request to the current academic senate president from the adjunct
25 faculty member will indicate a desire to serve. All adjunct faculty who follow this
26 procedure will be granted full membership and all of the rights and responsibilities of
27 full membership of the Senate-of-the-whole for one semester.

28 Section 3. Officer Election Procedures and Terms of Service

29 Officers (president, vice-president, and secretary) will be elected to serve terms of two
30 years. Any member of the Academic Senate can nominate any faculty member
31 currently employed by the West Kern Community College District (including
32 herself/himself) for these positions. Nominations will be accepted for any officer
33 position expiring at the end of the current academic year until the February meeting of
34 the Senate-of-the-whole. Nominations can be made through email to any existing
35 officer or at a meeting. The individual being nominated must accept the nomination to
36 be considered a candidate. Elections will take place at the February meeting of the
37 Senate-of-the-whole. The candidate with the most votes, by a simple majority, will be
38 appointed. In the event of a tie, a run-off election will be held immediately following the
39 vote count. If the run-off election is also a tie, the Academic Senate Council will appoint
40 the officer, choosing only from those with a tied vote.

41 Section 4. Adjunct Academic Senate Council Representative Election Procedures and
42 Terms of Service

43 The adjunct academic senate council representative will be elected to serve a term of
44 up to two years, provided that he or she is employed in an academic faculty position by
45 the West Kern Community College District for the duration of the term. Any member of
46 the Academic Senate can nominate any adjunct faculty member for this position until
47 the February meeting of the Senate-of-the-whole. The individual being nominated must
48 accept the nomination to be considered a candidate. Elections will take place at the
49 February meeting of the Senate-of-the-whole. Only adjunct faculty who are members of
50 the senate-of-the-whole can vote for this position. The candidate with the most votes,
51 by a simple majority, will be appointed. In the event of a tie, a run-off election will be
52 held immediately following the vote count. If the run-off election is also a tie, the
53 Academic Senate Council will appoint the representative, choosing only from those with
a tied vote.

54
55 Section 5. CTE Liaison Election Procedures and Terms of Service

56 The CTE liaison will be elected to serve a term of two years, provided that he or she is
57 employed by the West Kern Community College District in an academic faculty position
58 that involves CTE (courses and programs of study with SAM Codes A-D) for the
59 duration of his or her term. Any member of the Academic Senate can nominate any
60 faculty member for this position until the February meeting of the Senate-of-the-whole.
61 Only faculty who work in CTE and are members of the Senate-of-the-whole may vote
62 for this position. The candidate with the most votes, by a simple majority, will be
63 appointed. In the event of a tie, a run-off election will be held immediately following the
64 vote count. If the run-off election is also a tie, the Academic Senate Council will appoint
the representative, choosing only from those with a tied vote.

65
66 Section 6. Division Academic Senate Council Representatives Election Procedures and
67 Terms of Service

68 Division representatives of the Academic Senate Council will be elected to serve terms
69 of two years. Any member of the Academic Senate can nominate any faculty member
70 who works in the division he or she is nominated to represent and who is currently
71 employed by the West Kern Community College District for these positions until the
72 February meeting of the Senate-of-the-whole. Only faculty who work in the respective
73 area of the division representative may vote for these positions. The candidate with the
74 most votes, by a simple majority, will be appointed. In the event of a tie, a run-off
75 election will be held immediately following the vote count. If the run-off election is also a
tie, the appropriate division chair will appoint the representative, choosing only from
76 those with a tied vote.

77
78 Section 7. Unopposed Positions

79 In the event that only one individual is nominated to any of the above positions, that
80 individual will automatically be appointed to the position, without election, provided that
he or she is a member of the Academic Senate and works in the division or capacity
81 that the position represents (as adjunct, in CTE, or in appropriate division).

82
83 Section 8. Term Limits and Re-election

84 The term of all officers and Academic Senate Council representatives is two years.
85 Officers and representatives may seek re-election in subsequent years. ~~Beginning with~~
86 ~~the adoption of these bylaws, no individual shall hold the same position as officer or~~
87 ~~Academic Senate Council representative for more than three consecutive terms (six~~
88 ~~years), unless no other qualified member of the Academic Senate seeks appointment~~

89 to the position and he or she holding the position is willing to assume duties for an
90 additional term. If an officer or representative has already held three terms in his or her
91 office and another member of the Academic Senate accepts a nomination for the same
92 position within an election cycle, the incumbent will be given no consideration for the
93 appointment. Prior officers and representatives may seek re-election, despite previous
94 service, if another individual has held the same position since the prior officer's or
95 representative's last term in that office.

96 Section 9. Removal of Officers and Representatives

97 Officers and representatives may be removed by a two-thirds vote of the Senate-of-
98 whole at a Senate-of-the-whole meeting. An effort to remove an officer or
99 representative requires a written petition, including rationale, forwarded to the
100 Academic Senate Council. The petition must include the signature of at least one-fifth
101 of the body which the officer or representative represents and must be approved by a
102 simple majority of the Academic Senate Council prior to consideration of the Senate-of-
103 the-whole (See V.3.e, V.3.f). In the event that an officer or representative is removed
104 from office, an emergency election shall be held to replace him or her. He or she shall
continue to perform his or her assigned duties until the emergency election is
concluded.

105

106

ARTICLE III. Duties of Officers

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108 Section 1. President of the Academic Senate

109 The president sets agendas for the Academic Senate Council and the Senate-of-the-
110 whole; presides over both bodies; determines meetings of both bodies; represents the
111 interests of the Academic Senate to outside parties; conveys the position of the
112 Academic Senate to administration and the Board of Trustees; shares relevant
113 information regarding the legislature, the ASCCC, the Board of Governors, the
114 Chancellor's Office, local administration, the Board of Trustees, and other organizations
115 influencing academic and professional matters with the Academic Senate; acts as the
116 voting delegate of the Taft College Academic Senate at ASCCC fall and spring
117 plenaries; finalizes appointments of Academic Senate representatives to classified and
118 management screening committees; works with local administration to ensure a
119 dialogue between faculty and other stakeholders on academic and professional
120 matters; serves as the co-chair of the Governance Council; serves on the Faculty
121 Service Area Committee; attends Division Chairs meetings; finalizes committee
122 assignments of faculty members, in consultation with the vice-president of instruction;
123 signs certain institutional documents and reports sent to relevant authorities; respects
124 and honors the expertise of faculty; organizes and executes the ranking of new faculty
125 position requests within the Academic Senate; and endeavors to facilitate broad faculty
126 participation in the Academic Senate. The president is a voting member of the Senate-
of-the-whole and the Academic Senate Council.

127

128 Section 2. Vice-President of the Academic Senate

129 The vice-president assumes the duties of the president in the president's absence, co-
130 chairs the Curriculum and General Education Committee, oversees the Curriculum and
131 General Education Committee's Technical Review Committee, reports curricular
132 developments to the Academic Senate, stays abreast of statewide pressures on
curriculum and reports them to the Curriculum and General Education Committee and
133 the Academic Senate, and serves on the Academic Senate Council. The vice-president
134 is a voting member of the Academic Senate Council and the Senate-of-the-whole.

135

136 Section 3. Secretary of the Academic Senate

137 The secretary assumes the duties of the president in the absence of both the president
138 and the vice-president. The secretary publically posts agendas and materials of
139 Senate-of-the-whole and Academic Senate Council at least seventy two hours in
140 advance of meetings; takes detailed minutes of meetings of both bodies, including a
141 roster of those present, materials presented, and specific actions; makes public all
142 minutes and presented materials from meetings of both bodies; and oversees, edits,
143 and distributes any official materials of the Taft College Academic Senate. The
144 secretary remains thoroughly apprised of actions of local and external parties
145 pertaining to academic and professional matters. The secretary is a voting member of
146 the Academic Senate Council and the Senate-of-the-whole.

147 Section 4. Immediate Past President of the Academic Senate

148 The immediate past president acts as a resource to the president for the duration of his
149 or her term, directing the president to relevant documents, procedures, and precedents
150 as needed. The immediate past president is a voting member of the Academic Senate
151 Council and the Senate-of-the-whole.

152 Section 5. President-Elect of the Academic Senate

153 From election until assuming duties as president, the president-elect attends meetings
154 of the Academic Senate Council, the Senate-of-the-whole, Division Chairs, and
155 Governance Council. The president-elect attends the ASCCC spring plenary. The
156 president-elect assumes all duties and responsibilities immediately following
157 graduation day at the end of the term of the president that the president-elect is
158 replacing.

159 ARTICLE IV. Duties of Representatives of Academic Senate Council

160 Section 1. CTE Liaison

161 The CTE liaison identifies local, regional, and statewide CTE concerns; reports as
162 needed to both bodies about issues of concern regarding CTE; communicates
163 opportunities for CTE faculty to participate in CTE-related statewide initiatives,
164 workgroups, committees and taskforces to ensure that CTE interests are represented;
165 communicates the Board of Governors Task Force on Workforce, Job Creation, and a
166 Strong Economy recommendations and participates in conversations to implement
167 system-wide policies and practices that may significantly affect career technical
168 education programs; ensures a mechanism to communicate with CTE faculty at Taft
169 College about issues of common concern; serves as a conduit between the local CTE
170 faculty, the Academic Senate, and administration; identifies CTE faculty at Taft College
171 to serve locally and statewide on committees and taskforces; as funding permits,
172 attends state-level events (CCCCAOE, ASCCC) and regional consortia meetings; and
173 brings CTE-related policies, actions, resolutions, and proposals to the Academic
174 Senate Council and the Senate-of-the-whole. The CTE liaison is a voting member of
175 the Academic Senate Council and the Senate-of-the-whole.

176 Section 2. Academic Senate Council Division Representatives

177 The division representatives ensure a transparent and efficient workflow between the
178 faculty in their areas and the Academic Senate by bringing forward to the Academic
179 Senate Council concerns, potential agenda items for the Senate-of-the-whole,
180 proposals, draft policies, and draft resolutions; voting on items brought to the Academic
181 Senate Council by other members; and by reporting out to their constituents, in
182 advance of meetings of the Senate-of-the-whole, actions taken by the Academic

183 Senate Council and information presented in the Academic Senate Council. Division
184 representatives stay apprised of external and internal pressures and trends that affect
185 academic and professional matters within their divisions. Division representatives are
186 voting members of the Academic Senate Council and the Senate-of-the-whole.

187 Section 3. Academic Senate Council Adjunct Representative

188 The adjunct representative acts as the voice of adjunct faculty in the Academic Senate
189 Council. As such, he or she communicates as broadly as possible to all adjunct faculty
190 on the work of the Academic Senate, seeking input for prospective action items,
191 sending information on the status of the senate, and endeavoring to boost involvement
192 of adjunct faculty in the Academic Senate. The adjunct representative to the Academic
193 Senate Council brings forth prospective agenda items to the Council and is a voting
194 member of the Academic Senate Council and the Senate-of-the-whole.

195
196 ARTICLE V. Procedures of the Academic Senate

197 Section 1. Workflow of the Academic Senate

198 (a) Local need, accreditation concerns, changes to legislation, actions of the
199 Chancellor's Office, actions of the Board of Governors, and work of the ASCCC
200 provoke action of the Taft College Academic Senate on academic and professional
201 matters enumerated in the ten plus one. Any faculty member may propose action of the
202 Academic Senate or propose an informational item by placing a request to any officer
203 of the Academic Senate or to the appropriate division representative, Academic Senate
204 Council adjunct representative, or CTE liaison.

205 (b) The officer or representative to whom the request was placed will work with the
206 Academic Senate president to place the request on an upcoming Academic Senate
207 Council agenda based on the request's relevance to the ten plus one, timeliness, other
208 agenda items for upcoming meetings, and urgency. At minimum, these requests
209 should reach the president one week prior to the next Academic Senate Council
210 meeting.

211 (c) The Academic Senate Council will examine, discuss, and/or vote on informational
212 items, documents, policy recommendations, Academic Senate subcommittee charters
213 and charter revisions, draft resolutions, amendments to the Taft College Academic
214 Senate Constitution and Bylaws, and any other academic or professional items in
215 advance of bringing them to the Senate-of-the-whole.

216 (d) The Senate-of-the-whole will act as the definitive voice of the Academic Senate,
217 voting to approve, reject, or refer back to the Academic Senate Council, division,
218 smaller body, or authoring individual any of the action items listed above in V.1.c.

219 (e) When the Senate-of-the-whole votes to approve any action through the procedures
220 delineated in Article V of its bylaws, the appropriate officer or representative of the
221 Academic Senate Council will inform those parties whom the action affects and take
222 next steps, appropriate to the nature of the action, to implement any professional or
223 academic activities within the jurisdiction of the Academic Senate as warranted by the
224 vote of the Senate-of-the-whole.

225 (f) Except for those procedures specifically delineated in its bylaws, the Taft College
226 Academic Senate will use the most current edition of Robert's Rules of Order.

227 (g) Per California Governance Code, all members of either body must be present to act,
228 and the actions of each member will be reported out publically (§ 54953).

229 Section 2. Procedures of the Academic Senate Council

(a) Members of the Academic Senate Council represent their areas and advance the

230 work of the Academic Senate by assisting in determining the agenda of the Senate-of-
231 the-whole; providing updates to the Academic Senate Council from their areas on
232 academic and professional matters; voting on first readings of documents, policy
233 recommendations, charters and charter revisions, amendments to the Taft College
234 Academic Senate Constitution and Bylaws, and draft resolutions; and reporting these
235 actions back to their respective areas in advance of subsequent Senate-of-the-whole
236 meetings.

237 (b) To propose adding an agenda item to the Academic Senate Council agenda, a
238 member of the Academic Senate Council must consult the president no less than seven
239 days prior to the meeting of the Academic Senate Council to discuss the matter's
240 relevance to the ten plus one, other items slated for the next meeting, and urgency. The
241 Academic Senate Council member and the president will determine the appropriate
242 placement of the item on an upcoming Academic Senate Council agenda.

243 (c) A quorum of the Academic Senate Council is 50% of all members, plus one.

244 (d) Addition of informational items to the Senate-of-the-whole agenda does not require
245 a vote by the Academic Senate Council.

256 (e) To allow a policy recommendation, subcommittee charter or charter revision,
257 amendment to the constitution or bylaws, removal of officer, or other document or item
258 excluding a resolution but requiring action of the Academic Senate to come before the
259 Senate-of-the-whole, the Academic Senate Council must vote in favor of the item with a
260 simple majority of those present, provided quorum is met. The Academic Senate
261 Council may also vote to reject the item, table the item, or refer the item back to its
262 author with requested changes or clarifications.

263 (f) To allow a resolution to come before the Senate-of-the-whole, the Academic Senate
264 Council must vote in favor of the item by a two-thirds vote simple majority. The
265 Academic Senate Council may also vote to reject the resolution, table it, or refer it back
266 to its author with requested changes or clarifications.

267

268 Section 3. Procedures of the Senate-of-the-whole

269 (a) The Senate-of-the-whole acts as the definitive voice for making recommendations
270 on academic and professional matters. The Senate-of-the-whole votes on items after
271 they have been vetted through the Academic Senate Council. The Senate-of-the-whole
272 also receives informational updates on academic and professional matters and relays
273 concerns of individual members of the Academic Senate to officers and representatives
274 of the Academic Senate Council.

275 (b) Senate-of-the-whole meetings will include an agenda item for public commentary,
276 reserved for individuals who are not members of the Academic Senate. Senate-of-the-
277 whole meetings will also include an "other" or "open forum" item, at the end of the
278 agenda as time allows, for non-voting items which any member of the Academic
279 Senate may present without adhering to the provisions of Article V, Sections 1 and 2.

280 (c) The quorum for the Senate-of-the-whole is defined as one-third of the total
membership of the Academic Senate for a given semester. Total membership equals
the number of all full-time faculty plus the number of those adjunct faculty who indicate
to the president of the Academic Senate by the end of the second week of the semester
their willingness to serve as members of the Senate-of-the-whole (see II.2).

(d) Except for those actions delineated in V.3.e and V.3.f below, the Senate-of-the-
whole only requires one reading or meeting to act, and an action passes with a simple
majority.

(e) Removal of officers or representatives of Academic Senate Council, actions which
reverse previous positions of the Taft College Academic Senate, votes of no
confidence, and adoptions of resolutions require at least a two-thirds majority of the
Senate-of-the-Whole.

281 (f) Revisions to the Constitution or **Bylaws and adoptions of actions listed in V.3.e**
282 **above, except those which only reverse a previous position of the Taft College**
283 **Academic Senate, removal of officers or representatives of the Taft College Academic**
284 **Senate, and votes of no confidence require approval at two meetings of the Senate-of-**
285 **the-whole unless after first approval and initial action of the Senate-of-the-whole a**
286 **motion to suspend rules on the grounds of urgency is carried by a vote of at least two-**
287 **thirds** or in the case of revisions to the constitution and/or bylaws as indicated in a
288 motion to authorize a different, related action as stated in VII.2.c.

289 Section 4. Procedure for Drafting and Adopting Resolutions

290 (a) Draft resolutions should only be entertained (1) for important academic and
291 professional matters that require that the Taft College Academic Senate make
292 recommendations, to itself or outside parties, or take positions on matters, internal or
293 external, which approval of a policy recommendation, revision to the constitution or
294 bylaws, or other existing procedure of the Academic Senate cannot accommodate
295 OR
296 (2) for matters that demand the highest attention of the Academic Senate or the parties
297 it informs.
298 (b) Draft resolutions can be authored by any member of the Academic Senate, but
299 should abide by the guidelines laid out in the ASCCC [Local Senates Handbook](#). Make
300 clear the actions to be carried out; Use no more than four “Whereas” or “Resolved”
301 statements; Be as direct and to the point as possible; Limit to one reason in support of
302 each “whereas” statement; Be professional; Limit action to Academic Senate—though
303 the Academic Senate “may request or recommend actions from other entities or . . .
304 endorse or support particular positions of other entities,” it “does not have the authority
305 to direct or require action from any other group or individual”; Title resolutions
306 appropriately to reflect the content of the resolution; and Focus on facts.
307 (c) Draft resolutions can be submitted to any officer or member of the Academic Senate
308 Council for consideration.
309 (d) If the officer/representative bringing the draft resolution forward and the Academic
310 Senate president agree that the resolution falls within the ten plus one and meets the
311 letter or spirit of V.4.a above, the draft resolution will appear before the Academic
312 Senate Council, who will discuss the draft resolution’s adherence to V.4.a and V.4.b
313 above, the conditions motivating the resolution as discussed in its “whereas”
314 statements, and the possible effects of adopting the resolution before voting to approve
315 the resolution and send it forward to the Senate-of-the-whole, table the resolution for
316 further discussion of the Academic Senate Council, refer the resolution back to its area
317 for further clarification or modification, or reject the resolution.
318 (e) if the draft resolution is approved by the Academic Senate Council, it will be brought
319 before the Senate-of-the-whole and dealt with according to V.3.e and V.3.f above.

320 Section 5. Procedure for Determining Screening Committee Service

321 **The president of the Academic Senate will make appointments of Academic Senate**
322 **representatives to classified and management screening committees by taking the**
323 **below steps: 1) alerting the entire Academic Senate of the need for a committee**
324 **representative, 2) in the event that two or more members of the Academic Senate**
325 **indicate a willingness to serve, first asking all interested if they are willing to rescind**
326 **their commitment to service or defer their request to others who expressed interest, 3)**
327 **sending the same questions seeking to ascertain the potential representatives’ desire**
328 **to serve, assessment of the position being screened for, and/or other qualities as the**
president sees fit to all interested, and 4) making a final determination based on the
above. the need for diversity in screening committees, volunteers’ willingness to serve.

329 and the relationship between the volunteers' positions and the position being screened
330 for.

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332 ARTICLE VI: Subcommittees of the Academic Senate and Committees with Academic
333 Senate Representatives

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Section 1. Subcommittees of the Academic Senate

335 (a) Official subcommittees of the Academic Senate, as delineated in III.1 of the Taft
336 College Academic Senate Constitution, are authorized to take action, in accordance
337 with each committee's respective charter, on matters outlined in the ten plus one as the
338 official voice of the Academic Senate without prior approval of the larger body.

339

(b) Subcommittees of the Academic Senate follow the Ralph M. Brown Act

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341 Section 2. Protocol of Academic Senate Representatives on Other Committees
342 Representatives of the Academic Senate who serve on committees that are not
343 subcommittees of the Academic Senate are charged with informing members of any
344 committee, and the Academic Senate itself, when that committee seeks to implement
345 action that falls within the ten plus one without consultation with the Academic Senate.

345

Section 3. Review of Committee Charters

346 (a) Subcommittees of the Academic Senate shall update their charters at least every
347 three years, using the procedure outlined in V.2 and V.3. Prior to submitting a charter
348 revision to the Academic Senate Council, the subcommittee should evaluate its own
349 effectiveness and use that evaluation as a basis for revision.

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(b) Academic Senate representatives on committees that are not subcommittees of the
351 Academic Senate should inform their committee and the Academic Senate when their
352 committee revises or discusses revising their committee charter in a manner that gives
353 said committee authority into matters contained within the ten plus one.

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ARTICLE VII: Review and Amendment of the Taft College Academic Senate
355 Constitution and Bylaws

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Section 1. Review of the Constitution and Bylaws

358 The Taft College Academic Senate Constitution and Bylaws are reviewed by the
359 electorate at least every three years to ensure that they reflect recent action and events
360 that affect the documents' content. The review includes an evaluation of the Academic
361 Senate's effectiveness in representing faculty in academic and professional matters
362 outlined in the ten plus one.

363

Section 2. Amendment and Approval of the Constitution and Bylaws

(a) As noted in Article V, amendments to the Constitution or Bylaws may occur upon
ratification of the Academic Senate Council and two approvals of the Senate-of-the-
whole.

(b) Approval of actions which alter the Constitution and/or Bylaws for more pressing
reasons but which are not presented as such (e.g. new committee proposals) should be
identified by the Academic Senate Council. Actions taken on these items and language
of motions should indicate, in addition to the essential action, the intent to revise the
Constitution and/or Bylaws to reflect the action.

(c) In the event that an action described in VII.2.b above is approved by the Senate-of-
the-whole, the Constitution and/or Bylaws shall be updated to reflect the change
without further deliberation.

