

Appendix C

Constitution of the Faculty AND ACADEMIC SENATE California State University, Los Angeles

(Faculty Council: 5/15/58; Senate: 5/4/67, 4/16/68, 11/4/69, 4/13/71, 1/11/72, 8/1/72, 10/31/72, 7/24/73, 8/14/73, 2/11/76, 1/24/78, 4/18/78, 11/18/80, 5/4/93, 5/11/93, 2/13/01)

(Faculty: 11/6/58, 6/16/67, 5/17/68, 4/7/70, 5/28/71, 2/11/72, 9/1/72, 12/6/72, 8/29/73, 10/26/73, 3/18/76, 3/1/78, 5/18/78, 1/23/81, 11/18/93, 12/3/93, 5/16/01)

(President: 5/15/58, 6/30/67, 5/23/68, 4/9/70, 6/2/71, 2/15/72, 9/6/72, 12/11/72, 9/14/73, 11/5/73, 4/13/76, 3/6/78, 5/24/78, 1/29/81, 1/27/94, 10/15/01)

(Editorial Amendment: 9/00, 9/07)

PREAMBLE

General Principle.

The orderly participation of faculty in policy making, and a clearly defined organizational structure designed to promote such participation contributes to a clearer understanding of the mutual problems and responsibilities of the faculty and the administration of California State University, Los Angeles.

Means of Promoting Orderly Participation.

Effective faculty participation in the formulation of policies requires the establishment of a representative body which acts for the faculty, provides for faculty planning and consideration in the development of policy, and ensures regular communication between faculty and administration in policy matters.

Faculty Constitution.

To meet this need, a constitution for the faculty of The California State University, Los Angeles is recommended. The following proposals are incorporated in this draft VERSION of a THE constitution:

1. There shall be established an Academic Senate elected by, and representative of, the faculty body.
2. The Academic Senate shall meet regularly with the President and other members of the administration to represent faculty view points in the determination of policy.
3. There shall be established an Executive Committee composed of representatives of the Academic Senate.
4. The success of the program for faculty-administration relationships and the ultimate value of the contributions made by the faculty in policy areas depends on the assumption that Senate recommendations will be accepted whenever there is no compelling reason to reject them.

32 **ARTICLE I. NAME**

33 The name of the organization shall be the Faculty of California State University, Los Angeles.

34 **ARTICLE II. PURPOSE**

35 The purpose of this organization of the faculty is to provide procedures for the orderly cooperation of the
36 academic administrative ADMINISTRATION and academic faculty in the interests of the University as a whole. To
37 achieve this purpose there are established herein the following recognized bodies: the Faculty; the Academic
38 Senate of California State University, Los Angeles, hereafter referred to as the Academic Senate; the Executive
39 Committee of the Academic Senate; and such other bodies as are described below or as shall be designated
40 from time to time. The Academic Senate is the representative body of the faculty of the University and speaks on
41 behalf of the faculty on matters within the purview of the Senate.

42 **ARTICLE III. THE FACULTY**

43 **Section 1. Membership**

44 The faculty of California State University, Los Angeles is defined to include all members of the academic staff
45 who hold academic rank in a department or division as designated by California State University personnel
46 regulations, the current agreement between the Board of Trustees of the California State University and the
47 California Faculty Association (**The Agreement**), The Higher Education Employer-Employee Relations
48 Act (**HEERA**), the President, and the Academic Senate.

49 Temporary LECTURER faculty (THIS INCLUDES COACHES, COUNSELORS, LIBRARIANS AND ANY OTHER FACULTY
50 WHO ARE NOT TENURED OR IN TENURE-TRACK POSITIONS) ARE MEMBERS OF THE FACULTY, BUT CAN ONLY
51 VOTE IN ELECTION OF LECTURERS TO SERVE IN THE ACADEMIC SENATE AND AS OTHERWISE SPECIFIED IN THE
52 CAL STATE LA FACULTY HANDBOOK.

53 **Section 2. Presiding Officer MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY**

54 The President of the University shall preside over meetings of the faculty. In the absence of the President, a
55 person appointed by the President shall preside.

56 **A. CALLING MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY**

57 Meetings of the TENURED AND TENURE-TRACK faculty may be called at the request of the President or at the
58 request of the Chair of the Academic Senate, or by a petition signed by ten percent of the members of the
59 TENURED AND TENURED-TRACK faculty currently in residence.

60 **Section 3. Meetings B. THE PRESIDING OFFICER AT MEETINGS OF ALL TENURED AND TENURE-TRACK**
61 **FACULTY**

62 THE PRESIDENT OF THE UNIVERSITY SHALL PRESIDE OVER MEETINGS OF THE TENURED AND TENURE-TRACK
63 FACULTY. IN THE ABSENCE OF THE PRESIDENT, A PERSON APPOINTED BY THE PRESIDENT SHALL PRESIDE.

64 General meetings of the faculty may be called at the request of the President or at the request of the Chair of the
65 Academic Senate, or by a petition signed by ten percent of the members of the faculty currently in residence.

Section 4. C. THE Agenda FOR MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY

THE Agenda for meetings of the TENURED AND TENURE-TRACK faculty shall be established by the President and the Executive Committee of the Academic Senate. Items for the agenda may be submitted by the President, by the Chair of the Academic Senate, or by a petition signed by ten percent of the members of the TENURED AND TENURE-TRACK faculty currently in residence. The agenda shall be in the hands of the TENURED AND TENURE-TRACK faculty at least two days prior to the meetings.

Section 5. D. THE Quorum AT MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY

A quorum shall consist of 25 percent of the members of the TENURED AND TENURE-TRACK faculty currently in residence, but in no event less than 150.

E. Rules of Procedure AT MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY

In the absence of any provision to the contrary in this Constitution, all meetings of the TENURED AND TENURE-TRACK faculty shall be governed by the parliamentary rules and usages contained in the current edition of **Roberts' Rules of Order (Newly Revised)**.

Section 6 3. TENURED AND TENURE-TRACK FACULTY Voting PROCEDURES

A. VOTING AT MEETINGS OF ALL TENURED AND TENURE-TRACK FACULTY

All matters put to a vote (except as provided in Article VI) AT A MEETING OF ALL TENURED AND TENURE-TRACK FACULTY will be decided by a majority of those present, provided that a quorum is present. The Executive Committee of the Academic Senate is responsible for submitting substantive matters to a vote of the entire faculty by mail ballot if a majority of those present at any faculty meeting, with or without a quorum, so directs. Such ballots shall be accompanied by arguments favoring and opposing the proposed action; the responsibility for preparing the favorable argument shall rest with the mover of the proposal; the responsibility for preparing the adverse argument shall be assigned by the Executive Committee of the Academic Senate from among those who opposed the motion.

B. VOTING BY TENURED AND TENURE-TRACK FACULTY AS DIRECTED BY A MAJORITY AT A MEETING OF ALL TENURED AND TENURE-TRACK FACULTY

The Executive Committee of the Academic Senate is responsible for submitting substantive matters to a vote of the entire TENURED AND TENURE-TRACK faculty by mail ballot if a majority of those present at any MEETING OF ALL TENURED AND TENURE-TRACK faculty meeting, with or without a quorum, so directs. Ballots shall be accompanied by arguments favoring and opposing the proposed action; the responsibility for preparing the favorable argument shall rest with the mover of the proposal; A FACULTY MEMBER WITH the responsibility for preparing the adverse argument shall be assigned NOMINATED by the Executive Committee of the Academic Senate from among those who opposed the motion AND APPROVED BY THE SENATE.

Section 7. Rules of Procedure

In the absence of any provision to the contrary in this Constitution, all meetings of the faculty shall be governed by the parliamentary rules and usages contained in the current edition of **Roberts' Rules of Order (Newly Revised)**.

Section 8. Eligibility to Participate in Academic Governance and to Vote

a. All members of the faculty (as defined in Article III, Section I) are eligible to participate in academic governance, and to vote in faculty elections and on all matters put to a vote, either written or oral, of the faculty. Probationary faculty members may not vote on appointment, retention, tenure, and promotion of their colleagues. Tenured faculty members, in voting on matters of promotion, may not participate in the evaluation of anyone who holds a rank equal to or higher than their own.*

C. OTHER VOTING BY ALL TENURED AND TENURE-TRACK FACULTY

1. CALLING FOR A VOTE BY ALL TENURED AND TENURE-TRACK FACULTY

UNIVERSITY-WIDE VOTES of the TENURED AND TENURE-TRACK FACULTY MAY BE CALLED AT THE REQUEST OF THE PRESIDENT OR AT THE REQUEST OF THE ACADEMIC SENATE.

2. VOTING BY ALL TENURED AND TENURE-TRACK FACULTY

A. ALL TENURED AND TENURE-TRACK FACULTY ARE ELIGIBLE TO VOTE IF CALLED UPON BY THE PRESIDENT OR THE ACADEMIC SENATE.

b.B. Faculty members serving in positions in The Management Personnel Plan (MPP) who are tenured or probationary with rank in a department shall have the right to vote on all matters put to a vote of the TENURED AND TENURE-TRACK faculty. They will cast their vote in the department or college in which they have academic rank.

c. Faculty members employed specifically on temporary appointments are not eligible to vote in meetings of all of the faculty elections or university-wide meetings, including the Academic Senate and its standing committees, or on personnel matters of any nature. The eligibility of temporary faculty members to vote in college or department meetings on other matters shall be determined by the college or department concerned. Temporary faculty members shall not vote in that determination.

d. Part-time faculty are not eligible to vote in faculty meetings or in faculty elections at any level.

*C.Faculty members on leave are permitted to vote IN VOTES BY ALL TENURED AND TENURE-TRACK FACULTY. in university-wide elections. Those faculty members wishing to vote during their absence must furnish the Office of the Academic Senate an address to which they wish ballots sent. A return addressed prestamped envelope will be provided by the Senate Office for the return of the ballot. Only ballots received by the time polls are closed will be counted in the election. (Academic Senate: 2/1/72)

ARTICLE IV. THE ACADEMIC SENATE

**Section 1.
Function.**

The Academic Senate is the official representative body of the faculty.

**Section 2.
Membership.**

136 a A. All probationary tenure-track and tenured members of the faculty are eligible for election to the Senate
137 (with the exception noted in Article IV, section 3, item c) SUBSECTION 3 and shall be chosen on the
138 proportionate basis as described in section 3 below.

139 In addition to elected senators, the Academic Senate shall include the deans of the colleges, the University
140 Librarian, the immediate past chair* of the Academic Senate, and the faculty representatives to the Academic
141 Senate of The California State University as ex officio members of the Senate. If a faculty representative to the
142 Academic Senate CSU has been elected to the campus Academic Senate, the Senate seat shall be declared
143 vacant and filled by the appropriate alternate. If the immediate past chair is not available, this position on the
144 Senate shall not be filled.

145 1. THIRTY-FIVE TENURE-TRACK OR TENURED FACULTY SHALL SERVE AS REPRESENTATIVES OF THE
146 ACADEMIC COLLEGES (AN ACADEMIC COLLEGE IS DISTINCT FROM ANY OTHER COLLEGE THAT MAY EXIST
147 IN THAT ACADEMIC COLLEGES GRANT DEGREES) AND THE LIBRARY AND COUNSELING SERVICES. THE
148 COLLEGE TENURED AND TENURE-TRACK FACULTY REPRESENTATIVES SHALL SERVE AS VOTING
149 MEMBERS OF THE ACADEMIC SENATE.

150 2. FIVE AT-LARGE TENURE-TRACK OR TENURED FACULTY SHALL SERVE AS REPRESENTATIVES OF THE
151 TENURED AND TENURE-TRACK FACULTY. THE AT-LARGE TENURED AND TENURE-TRACK FACULTY SHALL
152 BE VOTING MEMBERS OF THE ACADEMIC SENATE.

153 b. In addition to the membership indicated in Article IV, section 2, subsection a, there shall be one voting
154 emeritus faculty member of the Academic Senate elected as indicated in Article IV, section 3, subsection g, and
155 five student voting members of the Academic Senate, elected as indicated in Article IV, section 3, subsection h.

156 B. THE FACULTY REPRESENTATIVES TO THE ACADEMIC SENATE OF THE CALIFORNIA STATE UNIVERSITY SHALL
157 SERVE AS EX OFFICIO VOTING MEMBERS OF THE SENATE. IF A FACULTY REPRESENTATIVE TO THE ACADEMIC
158 SENATE CSU HAS BEEN ELECTED TO THE CAMPUS ACADEMIC SENATE, THE SENATE SEAT SHALL BE DECLARED
159 TEMPORARILY VACANT AND FILLED BY THE APPROPRIATE ALTERNATE.

160 c. The President and the vice presidents of the University shall be honorary members. The presidents (or their
161 designees) of the professional campus organizations open to all full-time faculty shall be extended the privilege
162 of honorary membership. Honorary members shall have the right to participate in debate, but may not
163 introduce motions or to vote.

164 C. FOR THE YEAR FOLLOWING SERVICE, THE IMMEDIATE PAST CHAIR OF THE ACADEMIC SENATE (THE PERSON
165 WHO SERVED AS CHAIR OF THE CAMPUS SENATE JUST PRIOR TO THE CURRENT CHAIR) SHALL SERVE AS AN EX
166 OFFICIO VOTING MEMBER OF THE SENATE. If the immediate past chair is not available, this position on the
167 Senate shall not be filled.

168
169 d D. LECTURER FACULTY REPRESENTATIVES, ONE PER ACADEMIC COLLEGE, SHALL SERVE AS VOTING MEMBERS
170 OF THE SENATE. FOR THE PURPOSE OF SERVING ON THE SENATE, COACHES, COUNSELORS, AND LIBRARIANS
171 HOLDING LECTURER RANK SHALL BE CONSIDERED A COLLEGE.

172 e E. TWO emeriti faculty members SHALL SERVE AS VOTING MEMBERS OF THE ACADEMIC SENATE.

173 f F. SIX STUDENTS, THREE UNDERGRADUATES, TWO GRADUATES AND ONE AT-LARGE, SHALL SERVE AS VOTING
174 MEMBERS OF THE ACADEMIC SENATE.

175 g G. TWO STAFF MEMBERS SHALL SERVE AS VOTING MEMBERS OF THE ACADEMIC SENATE.

176 h H. THE ACADEMIC COLLEGE DEANS AND THE DEAN OF THE LIBRARY SHALL SERVE AS VOTING MEMBERS OF THE
177 ACADEMIC SENATE.

178 i I. The President and the vice presidents of the University, AND THE PRESIDENT OF THE CAL STATE LA CHAPTER
179 OF THE CALIFORNIA FACULTY ASSOCIATION shall be honorary members OF THE ACADEMIC SENATE AND The
180 presidents (or their designees) of the professional campus organizations open to all full-time faculty shall be
181 extended the privilege of honorary membership. Honorary members shall have the right to participate in
182 debate, but may not introduce motions or vote.

183 *The immediate past chair is the person who served as chair of the campus Senate just prior to the current
184 chair.

185
186 **Section 3.**
187 **Election OR APPOINTMENT to the Senate.**

188 a A. IN THE SPRING SEMESTER, TENURED AND TENURE-TRACK FACULTY OF each ACADEMIC college AND THE
189 LIBRARY shall elect the proportion of 35 members which THAT shall represent the college's proportion of the
190 total TENURED, TENURE-TRACK faculty AT THE UNIVERSITY. No college shall have fewer than two members. The
191 proportions shall be presented by the Executive Committee to the Senate no later than eight TEN weeks prior to
192 the end of the winter quarter SPRING SEMESTER. For the purpose of election to the Senate, TENURED AND
193 TENURE-TRACK faculty members in COACHING, counseling and the library, (excepting those covered in
194 subsection c 3 below), shall be construed to be a college. The University Librarian shall conduct elections among
195 the eligible COACHES, COUNSELORS, AND LIBRARIANS members in the Library and Student Affairs, as indicated
196 in subsection d 4 below.

197 b 1. To provide replacements for elected members during vacation periods LEAVES or other absences of
198 one or more quarters SEMESTERS, each college shall also elect a number of alternates equal to at least
199 50 percent of the number of regularly elected members.

200 2. IN THE EVENT THAT A SENATOR'S OFFICE BECOMES VACANT, AND THERE ARE NO ALTERNATES, THE
201 COLLEGE SHALL HOLD A SPECIAL ELECTION TO ELECT A REPLACEMENT TO SERVE UNTIL THE NEXT
202 REGULAR ELECTION.

203 c 3. Faculty members serving in positions in The Management Personnel Plan (MPP) are not eligible for
204 election to the Senate either as a representative of a college or as a senator-at-large.

205 d 4. Upon approval of the proportions by the Senate, the Chair of the Senate OR DESIGNEE shall
206 promptly transmit this information to the appropriate colleges indicating the number of
207 representatives to be elected for the coming year. Not later than six FIVE weeks prior to the end of the
208 winter quarter SPRING SEMESTER, each college shall name from among its own members at least twice
209 as many nominees as there are positions allocated by the Senate. Nomination procedures must insure
210 ENSURE TENURED AND TENURE-TRACK faculty participation in the selection of names for nomination.
211 Not later than two weeks after the nominations have been made, elections by secret written ballot for
212 representatives to the Academic Senate shall be held in each college. No candidate or alternate shall be
213 declared elected unless that person has received a majority of the votes cast.

214 e. Certification of election procedures and election of Senators shall be made to the Senate by the college
215 election committee.

216 f.B. Five members-at-large and at least three alternates will be elected to the Senate by the entire TENURED AND
217 TENURE-TRACK faculty. Each college will provide at least two nominees for each vacant position. All OF these
218 nominees will be placed on a ballot for a faculty-wide election OF ALL TENURED AND TENURE-TRACK FACULTY
219 to be conducted by the Executive Committee after the colleges have conducted their elections of Senators.
220 Additional nominations by petition may be made as indicated in section 4 below.

221 C. LECTURER FACULTY MEMBERS, ONE PER ACADEMIC COLLEGE, SHALL BE ELECTED TO THE ACADEMIC SENATE
222 BY THE LECTURER FACULTY WITHIN THEIR COLLEGE. IN ADDITION, ONE ADDITIONAL LECTURER SENATOR SHALL
223 BE ELECTED BY THOSE LECTURER COACH, COUNSELOR, AND LIBRARIAN FACULTY WHO ARE NOT HOUSED
224 WITHIN ANY PARTICULAR ACADEMIC COLLEGE. LECTURER FACULTY MEMBERS SHALL SERVE STAGGERED THREE-
225 YEAR TERMS. A LECTURER'S MEMBERSHIP ON THE SENATE IS VOLUNTARY. IT DOES NOT CONSTITUTE
226 EMPLOYMENT ENTITLEMENT. AN ALTERNATE SHALL ALSO BE ELECTED TO SERVE WHENEVER AN ELECTED
227 REPRESENTATIVE WILL BE ABSENT FOR ONE OR MORE SEMESTERS. IN THE EVENT THAT A LECTURER FACULTY
228 SENATOR'S OFFICE BECOMES VACANT, AND THERE ARE NO ALTERNATES, THE COLLEGE SHALL HOLD A SPECIAL
229 ELECTION TO ELECT A REPLACEMENT TO SERVE UNTIL THE NEXT REGULAR ELECTION.

230 g D. One TWO emeritus EMERITI faculty memberS shall be elected to the Academic Senate by the members of
231 the CALIFORNIA STATE UNIVERSITY LOS ANGELES Emeriti Association for a term of one year. An alternate shall
232 also be elected to serve whenever the AN elected representative will be absent. In the event that an emeritus
233 senator's office becomes vacant, the officers of the Emeriti Association may appoint a replacement to serve until
234 the next regular election of the Association.

235 h E. Three undergraduate STUDENTS, two graduate students, AND ONE AT-LARGE STUDENT shall be elected BY
236 THE STUDENT BODY, OR APPOINTED BY BOARD OF DIRECTORS OF THE ASSOCIATE STUDENTS, INC., to the
237 Academic Senate by the student body in a general election. Students elected OR APPOINTED to the Academic
238 Senate shall serve one-year terms. IN THE EVENT THAT A STUDENT SENATOR'S OFFICE BECOMES VACANT, THE
239 BOARD OF DIRECTORS OF THE ASSOCIATE STUDENTS, INC. MAY APPOINT A REPLACEMENT TO SERVE UNTIL THE
240 NEXT REGULAR ELECTION.

241 1. Undergraduate student senator. Undergraduate student candidates or nominees SENATORS must
242 have been enrolled at CSLA CAL STATE LA for two quarters prior to the election or nomination
243 SEMESTER IN WHICH THEY ARE ELECTED OR APPOINTED, and have earned no fewer than 9 quarter SIX
244 SEMESTER units of academic credit AT CAL STATE LA during that year THE PREVIOUS SEMESTER, AND
245 BE IN GOOD STANDING with a 2.0 or better grade point average during the 12 months immediately
246 preceding the quarter in which the election or appointment occurs. Undergraduate candidates or
247 nominees STUDENT SENATORS must also earn a minimum of 9 quarter SIX SEMESTER units of
248 academic credit AT CAL STATE LA during the quarter SEMESTER(S) in which the election is held or
249 nomination is made. THEY SERVE maintaining a 2.0 grade point average, or they will be automatically
250 disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the
251 University at the time of filing for election, nomination or AND appointment.
252

253 2. Graduate student senator. Graduate candidates or nominees STUDENT SENATORS must HAVE earn
254 BEEN ENROLLED AT CAL STATE LA PRIOR TO THE SEMESTER IN WHICH THEY ARE ELECTED OR
255 APPOINTED, HAVE EARNED NO FEWER THAN SIX UNITS OF ACADEMIC CREDIT AT CAL STATE LA DURING
256 THE PREVIOUS SEMESTER, AND HAVE ACHIEVED GOOD STANDING. a minimum of 8 units per quarter of
257 continuous attendance as a new graduate student to be eligible. Graduate students who receive a
258 bachelor's degree or credential within the past three years from CSLA must have earned a total of 18

units during their last year as an undergraduate to be eligible. Graduate candidates or nominees
STUDENT SENATORS must also earn a minimum of 4 quarter THREE SEMESTER units of academic credit
AT CAL STATE LA during the quarter SEMESTER in which the election is held or nomination is made
THEY SERVE, AND RETAIN GOOD STANDING. maintaining a 3.0 grade point average, or they will be
disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the
University at the time of filing for election, nomination or AND appointment.

3. Incumbent. During the term of office or appointment, an undergraduate student senator must maintain a
2.0 or better grade point average and must complete a minimum of nine (9) units of academic credit each
quarter. A graduate student senator must maintain a 3.0 or better grade point average and must complete a
minimum of four (4) units of credit each quarter.
In the event that a student Senator's office becomes vacant, the Board of Directors of the Associated Students
may appoint a replacement from the appropriate classification to serve until the next general election.
Certification of election procedures and election of student Senators shall be made to the Senate by the Student
Elections Committee Chair.

F. TWO STAFF MEMBERS SHALL BE ELECTED TO THE ACADEMIC SENATE BY THE STAFF ACCORDING TO
PROCEDURES ESTABLISHED BY THE STAFF. THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION WILL
PROVIDE SUPPORT AND ASSISTANCE. STAFF MEMBERS SHALL SERVE STAGGERED TWO-YEAR TERMS. NO MORE
THAN ONE STAFF MEMBER CAN BE ELECTED TO SERVE FROM THE SAME DEPARTMENT. STAFF SENATORS ARE
LIMITED TO TWO CONSECUTIVE TERMS, BUT MAY BE ELECTED AFTER TWO YEARS OF NOT SERVING. AN
ALTERNATE SHALL ALSO BE ELECTED TO SERVE WHENEVER AN ELECTED REPRESENTATIVE WILL BE ABSENT ONE
OR MORE SEMESTERS. IN THE EVENT THAT A STAFF SENATOR'S OFFICE BECOMES VACANT, AND THERE ARE NO
ALTERNATES, THE STAFF SHALL HOLD A SPECIAL ELECTION TO ELECT A REPLACEMENT TO SERVE UNTIL THE
NEXT REGULAR ELECTION.

G. BY VIRTUE OF THEIR POSITIONS, THE ACADEMIC COLLEGE DEANS AND THE DEAN OF THE UNIVERSITY LIBRARY
SHALL SERVE ON THE ACADEMIC SENATE.

Section 4.

Membership in the Academic Senate of The California State University.

a A. Faculty representatives to the Academic Senate of The California State University shall be nominated AND
ELECTED by the Academic Senate of California State University, Los Angeles and elected by the faculty at large.
ALL FACULTY MEMBERS ARE ELIGIBLE TO BE ELECTED TO SERVE ON THE ACADEMIC SENATE OF THE CALIFORNIA
STATE UNIVERSITY (THE STATEWIDE SENATE). NOMINATIONS CAN BE MADE BY MEMBERS OF THE CAL STATE LA
ACADEMIC SENATE OR THROUGH A PETITION PROCESS. Additional nominations may be made by petition of 25
15 members of the full-time faculty provided such petition is submitted to the Chair of the Academic Senate
within five college WORKING days following the presentation to the faculty of the slate nominated by the
Academic Senate. TO BE NOMINATED, A FACULTY MEMBER MUST HAVE PRIOR EXPERIENCE SERVING ON THE CAL
STATE LA ACADEMIC SENATE.

b B. Faculty members serving in positions in The Management Personnel Plan (MPP) are not eligible to serve as a
representative of this campus to the Academic Senate of the California State University.

Section 5.

Tenure of Office.

a A. Each elected member of the Senate or alternate shall take office at the first Senate meeting after the
summer quarter OF THE FALL SEMESTER. EXCEPT AS SPECIFIED BELOW (SEE ELECTION OF THE ACADEMIC

SENATE CHAIR), each elected member shall serve for three years except that terms of one year or two years may be assigned, by lot, to Senators when necessary to allow one third of the membership to be elected each year.

b B. For replacement during the vacation A LEAVE OR OTHER ABSENCE of an elected member, that member shall notify the office of the dean concerned or the University librarian at least six weeks before such a vacation AN ABSENCE. The dean or librarian will notify the Executive Committee of the Academic Senate of the NEED FOR A replacement.

Section 6. Officers of the Academic Senate.

The officers shall consist of a chair, vice chair, and secretary. Only the elected members of the THE FOLLOWING MEMBERS OF THE Senate are eligible to hold these offices or to serve on the Executive Committee: TENURED AND TENURE-TRACK FACULTY, LECTURER FACULTY, the immediate past chair, the Emeritus EMERITI memberS, and the members of the Academic Senate CSU shall be considered elected members for the purpose of this section. After election of the faculty members to the following year's new Senate in the winter quarter, but not before the first week following general student elections in the winter quarter, an organizational meeting of this new Senate shall be held during THE spring quarter SEMESTER for the purpose of electing officers and other members of the Executive Committee to take office on the day following the close of the summer quarter SESSION.

(a A). Election of the ACADEMIC SENATE Chair.

1. ELECTION OF THE ACADEMIC SENATE CHAIR

The Senate shall elect a chair from the ENTIRE Senate membership, who shall take office on the day following the close of the summer SESSION. The chair shall be elected by a majority of the votes cast by secret ballot.

(b) 2. Duties of the Chair.

The chair shall preside at all meetings of the Senate. If the chair is unable to be present at a meeting, the vice-chair shall act in the chair's behalf. The chair may appoint such committees as are deemed advisable to carry out the business of the Senate. The chair shall be the presiding officer of the Executive Committee of the Senate. THE CHAIR MAY CONFER WITH THE PRESIDENT, THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS, AND OTHER MEMBERS OF THE ADMINISTRATION AND INITIATE SUCH CONFERENCES WHENEVER SUCH ACTION SEEMS DESIRABLE. THE CHAIR REPRESENTS THE FACULTY AND SERVES AS THE VOICE OF THE FACULTY. THE CHAIR SERVES ON CAL STATE LA BOARDS AS CALLED UPON AND SHALL REVIEW ADMINISTRATIVE PROCEDURES ON BEHALF OF THE FACULTY.

B. THE ACADEMIC SENATE VICE CHAIR

(c) 1. Election of the Vice Chair.

The vice chair shall be elected in the same manner as the chair.

(d) 2. Duties of the Vice Chair.

The vice chair shall act in the absence of the chair AND SHALL PERFORM OTHER DUTIES AS ASSIGNED BY THE CHAIR OR THE EXECUTIVE COMMITTEE. The vice chair shall become chair of the Senate in the event the office of the chair becomes vacant (see Article IV, section 6, item h). In the latter event, the secretary shall fill the office of vice chair for the remainder of that term of office.

C. THE ACADEMIC SENATE SECRETARY

343 (e) 1. Election of the Secretary.
344 The secretary shall be elected in the same manner as the chair.

345 (f) 2. Duties of the Secretary.
346 The secretary shall ENSURE THE keeping OF a permanent record of minutes of all meetings of the
347 Senate and shall SEE THAT distribute copies of such minutes ARE PROVIDED to the President of the
348 University, the Senate members, the faculty (LECTURERS AND TENURED AND TENURE-TRACK FACULTY),
349 and the Board of Directors of the Associated Students as soon as possible after each meeting. The
350 secretary shall act in the absence of the vice chair AND SHALL PERFORM OTHER DUTIES AS ASSIGNED
351 BY THE CHAIR OR THE EXECUTIVE COMMITTEE. The secretary shall become the vice chair in the event
352 the office of the vice chair becomes vacant (see Article IV, section 6, item h). If the office of secretary
353 becomes vacant, the Senate shall elect a secretary from among the other members of the Executive
354 Committee for the remainder of that term of office.

355 (g). If any member-at-large of the Executive Committee is to be on leave or absent for a quarter, or becomes
356 secretary of the Senate, the Senate at the last meeting in the quarter preceding such leave or absence shall elect
357 an interim member-at-large of the Executive Committee.

358 (h). If any officer or member-at-large of the Executive Committee is to be on leave or absent for more than two
359 quarters, the position shall be declared vacant.

360 D. FILLING SHORT-TERM OFFICER VACANCIES

361 1. FILLING THE POSITION OF ACADEMIC SENATE CHAIR

362 IF THE CHAIR POSITION BECOMES VACANT, the yVice cChair shall become cChair of the Senate in the
363 event the office of the chair becomes vacant.

364 2. FILLING THE POSITION OF ACADEMIC SENATE VICE CHAIR

365 IF THE VICE CHAIR POSITION BECOMES VACANT, THE sSecretary shall fill the office of vice chair for the
366 remainder of that term of office.

367 3. FILLING THE POSITION OF SECRETARY

368 If the office of sSecretary becomes vacant, the Senate shall elect a secretary from among the otherAT-
369 LARGE members of the Executive Committee for the REMAINDER OF THAT TERM OF OFFICE.

370 E. FILLING YEAR-LONG OFFICER VACANCIES

371 IF ANY OFFICER OF THE EXECUTIVE COMMITTEE IS TO BE ON LEAVE OR ABSENT FOR THE ACADEMIC YEAR, THE
372 POSITION SHALL BE DECLARED VACANT AND A NEW OFFICER ELECTED BY THE SENATE.

373 **Section 7.**
374 **Standing THE EXECUTIVE AND UNIVERSITY-WIDE Committees.**

375 **a A. Executive Committee.**

1. The Executive Committee shall consist of the chair, the vice chair, and the secretary of the Academic Senate, the immediate past chair as a nonvoting member (IF THE IMMEDIATE PAST CHAIR IS NOT AVAILABLE, THIS POSITION SHALL NOT BE FILLED), the senior member of the Academic Senate CSU as a non-voting member (DEFINED AS THE LONGEST SERVING MEMBER OF THE STATEWIDE ACADEMIC SENATE) and four other AT-LARGE members who are elected by secret ballot by the members of the Senate for a one-year term. No more than three voting members of the Executive Committee shall be from any one college.

2. The Executive Committee shall plan the actions of the Senate including the agenda AND MEETING SCHEDULE OF THE ACADEMIC SENATE AND ITS STANDING COMMITTEES AND SUBCOMMITTEES.

3. THE EXECUTIVE COMMITTEE SHALL RESPOND TO REQUESTS FOR INFORMATION OR SPECIFIC ACTION NOT DEEMED APPROPRIATE FOR CURRENT STANDING AND SPECIAL COMMITTEES, AND IN ASSISTING IN THE APPOINTMENT OF ACADEMIC AND ADMINISTRATIVE AD HOC COMMITTEES FOR SUCH SPECIAL TASKS AS THE EXECUTIVE COMMITTEE SHALL DESIGNATE.

4. THE EXECUTIVE COMMITTEE SHALL ASSIST THE CHAIR TO RESPOND TO REQUESTS FROM THE ADMINISTRATION TO RECOMMEND FACULTY TO SERVE ON UNIVERSITY-WIDE TASK FORCES AND COMMITTEES THAT ARE NOT PART OF THE ESTABLISHED SENATE COMMITTEE STRUCTURE AND TO WHICH THE NOMINATING COMMITTEE HAS NOT BEEN REQUESTED TO MAKE A RECOMMENDATION FOR APPOINTMENT.

5. THE EXECUTIVE COMMITTEE SHALL CONFER WITH THE PRESIDENT, THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS, AND OTHER MEMBERS OF THE ADMINISTRATION (AT THE INVITATION OF THE ADMINISTRATION OR OF THE EXECUTIVE COMMITTEE), AND INITIATE SUCH CONFERENCES WHENEVER SUCH ACTION SEEMS DESIRABLE.

2 6. The Executive Committee is empowered to act in emergency situations for the Academic Senate and at such times as 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 Academic Senate, without two-thirds of the voting membership of the Executive Committee being present.

3 7. The Executive Committee is empowered to refer any matters not requiring emergency action to appropriate committees. It may also make recommendations to the Senate on items which are not under the jurisdiction of any Senate committee.

b B. **University-wide Committees.** The President, the EXECUTIVE COMMITTEE OF THE ACADEMIC Senate, or the TENURED AND TENURE-TRACK Faculty by majority vote may request the establishment of university-wide committees. Appropriate university-wide committees shall be established by the Senate to recommend policies and procedures necessary to the orderly functioning of the University. Each university-wide committee is an agent of the Senate and makes its recommendations to the Senate. As the first order of business after announcements, any member of the Senate may give notice of intent to raise questions concerning the actions of any committee. When reports and recommendations of university-wide and ad hoc committees are made to the Senate, committee members shall have the privilege of addressing the Senate throughout the period of the discussion of the report.

* If the immediate past chair is not available, this position shall not be filled.

419 **The senior statewide Senator is that member of the statewide Academic Senate elected by the faculty of this
420 campus who is in the third year of a three-year term.

421
422 **Section 8.**
423 **Meetings.**

424 a A. Regular Meetings.

425 There shall be at least three meetings of the Senate in each quarter SEMESTER of the year except summer at a
426 time and place designated by the Senate EXECUTIVE COMMITTEE. In the event that a regular meeting date falls
427 on a legal holiday, then the meeting shall be held on the same day of the following week at the same time and
428 place.

429 b B. Special Meetings.

430 The chair shall call a special meeting on the request of the President or after petition by ten members of the
431 Senate or at the chair's own discretion. Such a meeting shall be called ANNOUNCED within one week after the
432 request or petition, and written notice thereof shall be given to all members of the Senate by special delivery to
433 their homes at least two week days prior to the meeting. SUCH NOTICE SHALL containing a general statement of
434 the business to be brought before the meeting.

435 c C. Visitors.

436 Meetings of the Academic Senate shall be open to interested members of the faculty, ADMINISTRATION, student
437 body, and staff. Upon request of the chair, visitors may be required to identify themselves. The chair of the
438 Senate may at his or her discretion recognize anyone wishing to address the Senate on any agenda item under
439 consideration.

440 d D. Quorum.

441 A majority of the voting members of the Senate shall constitute a quorum.

442 e E. Conduct of Meetings.

443 In the absence of any provision to the contrary in this Constitution, all meetings of the Academic Senate, its
444 standing committees and their subcommittees, its ad hoc committees, and other subsidiary bodies shall be
445 governed by the parliamentary rules and usages contained in the current edition of **Robert's Rules of Order**
446 **(Newly Revised)**.

447 F F. Agenda.

448 1. THE AGENDA WILL BE PREPARED BY THE EXECUTIVE COMMITTEE FOR EACH REGULAR OR SPECIAL
449 MEETING OF THE SENATE. THE AGENDA WILL BE MADE AVAILABLE TO THE PRESIDENT, THE SENATE, THE
450 FACULTY, AND THE BOARD OF DIRECTORS OF THE ASSOCIATED STUDENTS AT LEAST TWO DAYS PRIOR TO
451 THE MEETING.

452 2. MEMBERS OF THE FACULTY MAY SUBMIT AGENDA ITEMS TO THE EXECUTIVE COMMITTEE AT ANY TIME IN
453 WRITING.

454 3. MATTERS NOT INCLUDED ON THE AGENDA AS ADOPTED SHALL NOT COME BEFORE THE MEETING UNTIL
455 ALL AGENDA MATTERS HAVE BEEN DISPOSED OF, AT WHICH TIME NEW BUSINESS MAY BE PROPOSED FOR
456 CONSIDERATION, PROVIDED HOWEVER, THAT NEW BUSINESS MAY BE BROUGHT BEFORE THE MEETING OUT
457 OF REGULAR ORDER OR MAY BE ADDED TO THE AGENDA AFTER ITS APPROVAL WITH THE CONSENT OF NOT
458 LESS THAN TWO-THIRDS OF THE MEMBERS PRESENT.

459 g G. **Voting on Substantive Motions.** Voting on substantive motions or amendments to such motions shall not
460 take place until the meeting immediately following the introduction of the motion; except that the Academic
461 Senate, by three-fourths vote of those present, may waive this requirement.

462 In the event that the President rejects a Senate recommendation, the President shall inform the Senate, in
463 writing to the Chair of the Senate, of the compelling reasons for the rejection.

4641. The agenda will be prepared by the Executive Committee for each regular or special meeting of the Senate. The
465 agenda will be made available to the President, the Senate, the faculty, and the Board of Directors of the
466 Associated Students at least two days prior to the meeting.
4672. Members of the faculty may submit agenda items to the Executive Committee at any time in writing.
4683. Matters not included on the agenda as adopted shall not come before the meeting until all agenda matters have
469 been disposed of, at which time new business may be proposed for consideration, provided however, that new
470 business may be brought before the meeting out of regular order or may be added to the agenda after its
471 approval with the consent of not less than two-thirds of the members present.

472 **ARTICLE V. RELATIONSHIPS WITH OTHER ORGANIZATIONS**

473 Nothing in this Constitution shall be construed to discourage members of the faculty from freely associating in
474 other groups and organizations and through such associations independently presenting their views to the
475 President of the University or the Academic Senate.

476 **ARTICLE VI. AMENDMENTS**

477 Constitutional amendments may be proposed by the Academic Senate in a majority vote, by the TENURED AND
478 TENURE-TRACK faculty at a general faculty meeting OF TENURED AND TENURE-TRACK FACULTY as described in
479 Article III, section 6, or by the President. Petitions proposed for constitutional amendments signed by fifty full-
480 time TENURED OR TENURE-TRACK faculty members shall be considered by the Academic Senate at its next
481 regular meeting.

482 Proposed amendments shall be submitted to a vote of those persons eligible to vote in TENURED AND TENURE-
483 TRACK faculty elections (see Article III, section 8) by mail ballot, provided that TENURED AND TENURE-TRACK
484 faculty members are given notification of the proposed amendments at least ten college WORKING days in
485 advance, and provided further that the deadline for the balloting is open for return of the ballot is not less than
486 ten college WORKING days after its distribution. Such ballots shall be accompanied by arguments favoring and
487 opposing the proposed action; the responsibility for preparing the favorable argument shall rest with the mover
488 of the proposal; the responsibility for preparing the adverse argument shall be **NOMINATED** assigned by the
489 Executive Committee of the Academic Senate from among those who opposed the motion AND APPROVED BY
490 THE SENATE. Approval of the proposed amendments requires a two-thirds majority of the votes cast by the
491 TENURED AND TENURE-TRACK faculty and approval by the President.

492 Proposals shall be accompanied by a clause specifying the effective date of implementation.

Appendix C

Constitution of the Faculty and Academic Senate California State University, Los Angeles

(Faculty Council: 5/15/58; Senate: 5/4/67, 4/16/68, 11/4/69, 4/13/71, 1/11/72, 8/1/72, 10/31/72, 7/24/73, 8/14/73, 2/11/76, 1/24/78, 4/18/78, 11/18/80, 5/4/93, 5/11/93, 2/13/01)

(Faculty: 11/6/58, 6/16/67, 5/17/68, 4/7/70, 5/28/71, 2/11/72, 9/1/72, 12/6/72, 8/29/73, 10/26/73, 3/18/76, 3/1/78, 5/18/78, 1/23/81, 11/18/93, 12/3/93, 5/16/01)

(President: 5/15/58, 6/30/67, 5/23/68, 4/9/70, 6/2/71, 2/15/72, 9/6/72, 12/11/72, 9/14/73, 11/5/73, 4/13/76, 3/6/78, 5/24/78, 1/29/81, 1/27/94, 10/15/01)

(Editorial Amendment: 9/00, 9/07)

PREAMBLE

General Principle.

The orderly participation of faculty in policy making, and a clearly defined organizational structure designed to promote such participation contributes to a clearer understanding of the mutual problems and responsibilities of the faculty and the administration of California State University, Los Angeles.

Means of Promoting Orderly Participation.

Effective faculty participation in the formulation of policies requires the establishment of a representative body which acts for the faculty, provides for faculty planning and consideration in the development of policy, and ensures regular communication between faculty and administration in policy matters.

Faculty Constitution.

To meet this need, a constitution for the faculty of The California State University, Los Angeles is recommended. The following proposals are incorporated in this version of the constitution:

1. There shall be established an Academic Senate elected by, and representative of, the faculty body.
2. The Academic Senate shall meet regularly with the President and other members of the administration to represent faculty view points in the determination of policy.
3. There shall be established an Executive Committee composed of representatives of the Academic Senate.
4. The success of the program for faculty-administration relationships and the ultimate value of the contributions made by the faculty in policy areas depends on the assumption that Senate recommendations will be accepted whenever there is no compelling reason to reject them.

32 **ARTICLE I. NAME**

33 The name of the organization shall be the Faculty of California State University, Los Angeles.

34 **ARTICLE II. PURPOSE**

35 The purpose of this organization of the faculty is to provide procedures for the orderly cooperation of the
36 administration and faculty in the interests of the University as a whole. To achieve this purpose there are
37 established herein the following recognized bodies: the Faculty; the Academic Senate of California State
38 University, Los Angeles, hereafter referred to as the Academic Senate; the Executive Committee of the Academic
39 Senate; and such other bodies as are described below or as shall be designated from time to time. The Academic
40 Senate is the representative body of the faculty of the University and speaks on behalf of the faculty on matters
41 within the purview of the Senate.

42 **ARTICLE III. THE FACULTY**

43 **Section 1. Membership**

44 The faculty of California State University, Los Angeles is defined to include all members of the academic staff
45 who hold academic rank in a department or division as designated by California State University personnel
46 regulations, the current agreement between the Board of Trustees of the California State University and the
47 California Faculty Association (**The Agreement**), The Higher Education Employer-Employee Relations
48 Act (**HEERA**), the President, and the Academic Senate.

49 Lecturer faculty (this includes coaches, counselors, librarians and any other faculty who are not tenured or in
50 tenure-track positions) are members of the faculty, but can only vote in election of lecturers to serve in the
51 Academic Senate and as otherwise specified in the Cal State LA faculty handbook.

52 **Section 2. Meetings of all Tenured and Tenure-Track Faculty**

53 A. Calling Meetings of all Tenured and Tenure-Track Faculty

54 Meetings of the tenured and tenure-track faculty may be called at the request of the President or at the request
55 of the Chair of the Academic Senate, or by a petition signed by ten percent of the members of the tenured and
56 tenured-track faculty currently in residence.

57 B. The Presiding Officer at Meetings of all Tenured and Tenure-Track Faculty

58 The President of the University shall preside over meetings of the tenured and tenure-track faculty. In the
59 absence of the President, a person appointed by the President shall preside.

60 C. The Agenda for Meetings of all Tenured and Tenure-Track Faculty

61 The agenda for meetings of the tenured and tenure-track faculty shall be established by the President and the
62 Executive Committee of the Academic Senate. Items for the agenda may be submitted by the President, by the
63 Chair of the Academic Senate, or by a petition signed by ten percent of the members of the tenured and tenure-
64 track faculty currently in residence. The agenda shall be in the hands of the tenured and tenure-track faculty at
65 least two days prior to the meetings.

- 66 D. The Quorum at Meetings of all Tenured and Tenure-Track Faculty
- 67 A quorum shall consist of 25 percent of the members of the tenured and tenure-track faculty currently in
68 residence.
- 69 E. Rules of Procedure at Meetings of all Tenured and Tenure-Track Faculty
- 70 In the absence of any provision to the contrary in this Constitution, all meetings of the tenured and tenure-track
71 faculty shall be governed by the parliamentary rules and usages contained in the current edition of **Roberts'**
72 **Rules of Order (Newly Revised)**.
- 73 **Section 3. Tenured and Tenure-Track Faculty Voting Procedures**
- 74 A. Voting at Meetings of all Tenured and Tenure-Track Faculty
- 75 All matters put to a vote at a meeting of all tenured and tenure-track faculty will be decided by a majority of
76 those present, provided that a quorum is present.
- 77 B. Voting by Tenured and Tenure-Track Faculty as Directed by a Majority at a Meeting of all Tenured and Tenure-
78 Track Faculty
- 79 The Executive Committee of the Academic Senate is responsible for submitting substantive matters to a vote of
80 the entire tenured and tenure-track faculty if a majority of those present at any meeting of all tenured and
81 tenure-track faculty, with or without a quorum, so directs. Ballots shall be accompanied by arguments favoring
82 and opposing the proposed action; the responsibility for preparing the favorable argument shall rest with the
83 mover of the proposal; a faculty member with the responsibility for preparing the adverse argument shall be
84 nominated by the Executive Committee of the Academic Senate from among those who opposed the motion
85 and approved by the senate.
- 86 C. Other Voting by all Tenured and Tenure-Track Faculty
- 87 1. Calling for a Vote by all Tenured and Tenure-Track Faculty
- 88 University-wide votes of the tenured and tenure-track faculty may be called at the request of the
89 President or at the request of the Academic Senate.
- 90 2. Voting by all Tenured and Tenure-Track Faculty
- 91 A. All tenured and tenure-track faculty are eligible to vote if called upon by the President or the
92 Academic Senate.
- 93 B. Faculty members serving in positions in The Management Personnel Plan (MPP) who are
94 tenured or probationary with rank in a department shall have the right to vote on all matters
95 put to a vote of the tenured and tenure-track faculty. They will cast their vote in the
96 department or college in which they have academic rank.
- 97 C. Faculty members on leave are permitted to vote in votes by all tenured and tenure-track
98 faculty.

99

ARTICLE IV. THE ACADEMIC SENATE

100 Section 1. Function

101 The Academic Senate is the official representative body of the faculty.

102 Section 2. Membership

103 A. All tenure-track and tenured members of the faculty are eligible for election to the Senate (with the exception
104 noted in Article IV, section 3, subsection 3) and shall be chosen on the proportionate basis as described in
105 section 3 below.

106 1. Thirty-five tenure-track or tenured faculty shall serve as representatives of the academic colleges (an
107 academic college is distinct from any other college that may exist in that academic colleges grant
108 degrees) and the library and counseling services. The college tenured and tenure-track faculty
109 representatives shall serve as voting members of the Academic Senate.

110 2. Five at-large tenure-track or tenured faculty shall serve as representatives of the tenured and tenure-
111 track faculty. The at-large tenured and tenure-track faculty shall be voting members of the Academic
112 Senate.

113 B. The faculty representatives to the Academic Senate of the California State University shall serve as ex officio
114 voting members of the Senate. If a faculty representative to the Academic Senate CSU has been elected to the
115 campus Academic Senate, the Senate seat shall be declared temporarily vacant and filled by the appropriate
116 alternate.

117 C. For the year following service, the immediate past chair of the Academic Senate (the person who served as
118 chair of the campus senate just prior to the current chair) shall serve as an ex officio voting member of the
119 Senate. If the immediate past chair is not available, this position on the Senate shall not be filled.

120
121 D. Lecturer faculty representatives, one per academic college, shall serve as voting members of the Senate. For
122 the purpose of serving on the Senate, coaches, counselors, and librarians holding lecturer rank shall be
123 considered a college.

124 E. Two emeriti faculty members shall serve as voting members of the Academic Senate.

125 F. Six students, three undergraduates, two graduates and one at-large, shall serve as voting members of the
126 Academic Senate.

127 G. Two staff members shall serve as voting members of the Academic Senate.

128 H. The academic college deans and the dean of the library shall serve as voting members of the Academic
129 Senate.

130 I. The President and the vice presidents of the University, and the President of the Cal State LA chapter of the
131 California Faculty Association shall be honorary members of the Academic Senate and shall have the right to
132 participate in debate, but may not introduce motions or vote.

133 Section 3. Election or Appointment to the Senate

134 A. In the spring semester, tenured and tenure-track faculty of each academic college and the library shall elect
135 the proportion of 35 members that shall represent the college's proportion of the total tenured, tenure-track
136 faculty at the University. No college shall have fewer than two members. The proportions shall be presented by
137 the Executive Committee to the Senate no later than ten weeks prior to the end of the spring semester. For the
138 purpose of election to the senate, tenured and tenure-track faculty members in coaching, counseling and the
139 library, (excepting those covered in subsection 3 below), shall be construed to be a college. The University
140 Librarian shall conduct elections among the eligible coaches, counselors, and librarians, as indicated in
141 subsection 4 below.

142 1. To provide replacements for elected members during leaves or other absences of one or more
143 semesters, each college shall also elect a number of alternates equal to at least 50 percent of the
144 number of regularly elected members.

145 2. In the event that a senator's office becomes vacant, and there are no alternates, the college shall
146 hold a special election to elect a replacement to serve until the next regular election.

147 3. Faculty members serving in positions in The Management Personnel Plan (MPP) are not eligible for
148 election to the Senate either as a representative of a college or as a senator-at-large.

149 4. Upon approval of the proportions by the Senate, the Chair of the Senate or designee shall promptly
150 transmit this information to the appropriate colleges indicating the number of representatives to be
151 elected for the coming year. Not later than five weeks prior to the end of the spring semester, each
152 college shall name from among its own members at least twice as many nominees as there are
153 positions allocated by the Senate. Nomination procedures must ensure tenured and tenure-track
154 faculty participation in the selection of names for nomination. Not later than two weeks after the
155 nominations have been made, elections by secret written ballot for representatives to the Academic
156 Senate shall be held in each college. No candidate or alternate shall be declared elected unless that
157 person has received a majority of the votes cast.

158 B. Five members-at-large and at least three alternates will be elected to the Senate by the entire tenured and
159 tenure-track faculty. Each college will provide at least two nominees for each vacant position. All of these
160 nominees will be placed on a ballot for a faculty-wide election of all tenured and tenure-track faculty to be
161 conducted by the Executive Committee after the colleges have conducted their elections of Senators. Additional
162 nominations by petition may be made as indicated in section 4 below.

163 C. Lecturer faculty members, one per academic college, shall be elected to the Academic Senate by the lecturer
164 faculty within their college. In addition, one additional lecturer senator shall be elected by those lecturer coach,
165 counselor, and librarian faculty who are not housed within any particular academic college. Lecturer faculty
166 members shall serve staggered three-year terms. A lecturer's membership on the Senate is voluntary. It does
167 not constitute employment entitlement. An alternate shall also be elected to serve whenever an elected
168 representative will be absent for one or more semesters. In the event that a lecturer faculty senator's office
169 becomes vacant, and there are no alternates, the college shall hold a special election to elect a replacement to
170 serve until the next regular election.

171 D. Two emeriti faculty members shall be elected to the Academic Senate by the members of the California State
172 University Los Angeles Emeriti Association for a term of one year. An alternate shall also be elected to serve
173 whenever an elected representative will be absent. In the event that an emeritus senator's office becomes
174 vacant, the officers of the Emeriti Association may appoint a replacement to serve until the next regular election
175 of the Association.

E. Three undergraduate students, two graduate students, and one at-large student shall be elected by the student body, or appointed by Board of Directors of the Associated Students, Inc., to the Academic Senate. Students elected or appointed to the Academic Senate shall serve one-year terms. In the event that a student senator's office becomes vacant, the Board of Directors of the Associated Students, Inc. may appoint a replacement to serve until the next regular election.

1. Undergraduate student senators must have been enrolled at Cal State LA prior to the semester in which they are elected or appointed, have earned no fewer than six semester units of academic credit at Cal State LA during the previous semester, and be in good standing. Undergraduate student senators must also earn a minimum of six semester units of academic credit at Cal State LA during the semester(s) in which they serve or they will be automatically disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of nomination and appointment.

2. Graduate student senators must have been enrolled at Cal State LA prior to the semester in which they are elected or appointed, have earned no fewer than six units of academic credit at Cal State LA during the previous semester, and have achieved good standing. Graduate student senators must also earn a minimum of three semester units of academic credit at Cal State LA during the semester in which they serve, and retain good standing or they will be disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of nomination and appointment.

F. Two staff members shall be elected to the Academic Senate by the staff according to procedures established by the staff. The Vice President for Finance and Administration will provide support and assistance. Staff members shall serve staggered two-year terms. No more than one staff member can be elected to serve from the same department. Staff senators are limited to two consecutive terms, but may be elected after two years of not serving. An alternate shall also be elected to serve whenever an elected representative will be absent one or more semesters. In the event that a staff senator's office becomes vacant, and there are no alternates, the staff shall hold a special election to elect a replacement to serve until the next regular election.

G. By virtue of their positions, the academic college deans and the dean of the university library shall serve on the Academic Senate.

Section 4. Membership in the Academic Senate of the California State University

A. All faculty members are eligible to be elected to serve on the Academic Senate of the California State University (the Statewide Senate). Nominations can be made by members of the Cal State LA Academic Senate or through a petition process. Additional nominations may be made by petition of 15 members of the faculty provided such petition is submitted to the Chair of the Academic Senate within five working days following the presentation to the faculty of the slate nominated by the Academic Senate. To be nominated, a faculty member must have prior experience serving on the Cal State LA Academic Senate.

B. Faculty members serving in positions in The Management Personnel Plan (MPP) are not eligible to serve as a representative of this campus to the Academic Senate of the California State University.

Section 5. Tenure of Office

A. Each elected member of the Senate or alternate shall take office at the first Senate meeting of the fall semester. Except as specified below (see election of the Academic Senate Chair), each elected member shall serve for three years.

B. For replacement during a leave or other absence of an elected member, that member shall notify the office of the dean concerned at least six weeks before such an absence. The dean will notify the Executive Committee of the Academic Senate of the need for a replacement.

Section 6. Officers of the Academic Senate

The officers shall consist of a chair, vice chair, and secretary. The following members of the Senate are eligible to hold these offices or to serve on the Executive Committee: tenured and tenure-track faculty, lecturer faculty, the immediate past chair, the emeriti members, and the members of the Academic Senate CSU. After election of the faculty members to the following year's Senate, an organizational meeting of this new Senate shall be held during the spring semester for the purpose of electing officers and other members of the Executive Committee to take office on the day following the close of the summer session.

A. The Academic Senate Chair.

1. Election of the Academic Senate Chair

The Senate shall elect a chair from the entire Senate membership, who shall take office on the day following the close of the summer session. The chair shall be elected by a majority of the votes cast by secret ballot.

2. Duties of the Chair.

The chair shall preside at all meetings of the Senate. If the chair is unable to be present at a meeting, the vice-chair shall act in the chair's behalf. The chair may appoint such committees as are deemed advisable to carry out the business of the Senate. The chair shall be the presiding officer of the Executive Committee of the Senate. The chair may confer with the President, the Provost and Vice President for Academic Affairs, and other members of the administration and initiate such conferences whenever such action seems desirable. The chair represents the faculty and serves as the voice of the faculty. The chair serves on Cal State LA boards as called upon and shall review administrative procedures on behalf of the faculty.

B. The Academic Senate Vice Chair

1. Election of the Vice Chair.

The vice chair shall be elected in the same manner as the chair.

2. Duties of the Vice Chair.

The vice chair shall act in the absence of the chair and shall perform other duties as assigned by the chair or the Executive Committee.

C. The Academic Senate Secretary

1. Election of the Secretary.

The secretary shall be elected in the same manner as the chair.

2. Duties of the Secretary.

The secretary shall ensure the keeping of a permanent record of minutes of all meetings of the Senate and shall see that copies of such minutes are provided to the President of the University, the Senate members, the faculty (lecturers and tenured and tenure-track faculty), and the Board of Directors of the Associated Students as soon as possible after each meeting. The secretary shall act in the absence of the vice chair and shall perform other duties as assigned by the chair or the Executive Committee.

258 **D. Filling Short-Term Officer Vacancies**

259 1. Filling the position of Academic Senate Chair

260 If the Chair position becomes vacant, the Vice Chair shall become Chair of the Senate.

261 2. Filling the position of Academic Senate Vice Chair

262 If the Vice Chair position becomes vacant, the Secretary shall fill the office of Vice Chair for the
263 remainder of that term of office.

264 3. Filling the position of Secretary

265 If the office of Secretary becomes vacant, the Senate shall elect a secretary from among the at-large
266 members of the Executive Committee for the remainder of that term of office.

267 **E. Filling Year-Long Officer Vacancies**

268 If any officer of the Executive Committee is to be on leave or absent for the academic year, the position shall be
269 declared vacant and a new officer elected by the Senate.

270 **Section 7. The Executive and University-Wide Committees**

271 **A. Executive Committee.**

272 1. The Executive Committee shall consist of the chair, the vice chair, the secretary of the Academic
273 Senate, the immediate past chair as a nonvoting member (if the immediate past chair is not available,
274 this position shall not be filled), the senior member of the Academic Senate CSU as a non-voting
275 member (defined as the longest serving member of the Statewide Academic Senate) and four other at-
276 large members who are elected by secret ballot by the members of the Senate for a one-year term. No
277 more than three voting members of the Executive Committee shall be from any one college.

278
279 2. The Executive Committee shall plan the actions of the Senate including the agenda and meeting
280 schedule of the Academic Senate and its standing committees and subcommittees.

281 3. The Executive Committee shall respond to requests for information or specific action not deemed
282 appropriate for current standing and special committees, and in assisting in the appointment of
283 academic and administrative ad hoc committees for such special tasks as the Executive Committee
284 shall designate.

285
286 4. The Executive Committee shall assist the chair to respond to requests from the administration to
287 recommend faculty to serve on university-wide task forces and committees that are not part of the
288 established senate committee structure and to which the nominating committee has not been
289 requested to make a recommendation for appointment.

290
291 5. The Executive Committee shall confer with the President, the Provost and Vice President for
292 Academic Affairs, and other members of the administration (at the invitation of the administration or of
293 the Executive Committee), and initiate such conferences whenever such action seems desirable.

294 6. The Executive Committee is empowered to act in emergency situations for the Academic Senate and
295 at such times as it is impossible to gather a quorum of the Senate. Any action taken by the Executive
296 Committee in this instance must be reported to the Senate at its next meeting. No action may be taken
297 by the Executive Committee, acting on behalf of the Academic Senate, without two-thirds of the voting
298 membership of the Executive Committee being present.

299 7. The Executive Committee is empowered to refer any matters not requiring emergency action to
300 appropriate committees. It may also make recommendations to the Senate on items which are not
301 under the jurisdiction of any Senate committee.

302 **B. University-wide Committees.** The President, the Executive Committee of the Academic Senate, or the
303 tenured and tenure-track faculty by majority vote may request the establishment of university-wide
304 committees. Appropriate university-wide committees shall be established by the Senate to recommend policies
305 and procedures necessary to the orderly functioning of the University. Each university-wide committee is an
306 agent of the Senate and makes its recommendations to the Senate. As the first order of business after
307 announcements, any member of the Senate may give notice of intent to raise questions concerning the actions
308 of any committee. When reports and recommendations of university-wide and ad hoc committees are made to
309 the Senate, committee members shall have the privilege of addressing the Senate throughout the period of the
310 discussion of the report.

311 **Section 8. Meetings**

312 **A. Regular Meetings.**

313 There shall be at least three meetings of the Senate in each semester of the year at a time and place designated
314 by the Executive Committee.

315 **B. Special Meetings.**

316 The chair shall call a special meeting on the request of the President or after petition by ten members of the
317 Senate or at the chair's own discretion. Such a meeting shall be announced within one week after the request or
318 petition, and notice thereof shall be given to all members of the Senate at least two week days prior to the
319 meeting. Such notice shall contain a general statement of the business to be brought before the meeting.

320 **C. Visitors.**

321 Meetings of the Academic Senate shall be open to members of the faculty, administration, student body, and
322 staff. Upon request of the chair, visitors may be required to identify themselves. The chair of the Senate may at
323 his or her discretion recognize anyone wishing to address the Senate on any agenda item under consideration.

324 **D. Quorum.**

325 A majority of the voting members of the Senate shall constitute a quorum.

326 **E. Conduct of Meetings.**

327 In the absence of any provision to the contrary in this Constitution, all meetings of the Academic Senate, its
328 standing committees and their subcommittees, its ad hoc committees, and other subsidiary bodies shall be

329 governed by the parliamentary rules and usages contained in the current edition of **Robert's Rules of Order**
330 **(Newly Revised)**.

331 **F. Agenda.**

332 1. The agenda will be prepared by the Executive Committee for each regular or special meeting of the
333 Senate. The agenda will be made available to the President, the Senate, the Faculty, and the Board of
334 Directors of the Associated Students at least two days prior to the meeting.

335 2. Members of the faculty may submit agenda items to the Executive Committee at any time in writing.

336 3. Matters not included on the agenda as adopted shall not come before the meeting until all agenda
337 matters have been disposed of, at which time new business may be proposed for consideration, provided
338 however, that new business may be brought before the meeting out of regular order or may be added to the
339 agenda after its approval with the consent of not less than two-thirds of the members present.

340 **G. Voting on Substantive Motions.** Voting on substantive motions or amendments to such motions shall not
341 take place until the meeting immediately following the introduction of the motion; except that the Academic
342 Senate, by three-fourths vote of those present, may waive this requirement.

343 In the event that the President rejects a Senate recommendation, the President shall inform the Senate, in
344 writing to the Chair of the Senate, of the compelling reasons for the rejection.

345 **ARTICLE V. RELATIONSHIPS WITH OTHER ORGANIZATIONS**

346 Nothing in this Constitution shall be construed to discourage members of the faculty from freely associating in
347 other groups and organizations and through such associations independently presenting their views to the
348 President of the University or the Academic Senate.

349 **ARTICLE VI. AMENDMENTS**

350 Constitutional amendments may be proposed by the Academic Senate in a majority vote, by the tenured and
351 tenure-track faculty at a general meeting of tenured and tenure-track faculty as described in Article III, section 6,
352 or by the President. Petitions proposed for constitutional amendments signed by fifty tenured or tenure-track
353 faculty members shall be considered by the Academic Senate at its next regular meeting.

354 Proposed amendments shall be submitted to a vote of those persons eligible to vote in tenured and tenure-
355 track faculty elections (see Article III, section 8), provided that tenured and tenure-track faculty members are
356 given notification of the proposed amendments at least ten working days in advance, and provided further that
357 the deadline for the balloting is open for not less than ten working days after its distribution. Such ballots shall
358 be accompanied by arguments favoring and opposing the proposed action; the responsibility for preparing the
359 favorable argument shall rest with the mover of the proposal; the responsibility for preparing the adverse
360 argument shall be **nominated** by the Executive Committee of the Academic Senate from among those who
361 opposed the motion and approved by the senate. Approval of the proposed amendments requires a two-thirds
362 majority of the votes cast by the tenured and tenure-track faculty and approval by the President.

363 Proposals shall be accompanied by a clause specifying the effective date of implementation.