

PROPOSAL Article IV (Sections 1, 2, 3, 4, 7, 9) (pg 1-5) & Article V (Section 3) (pg 6)

Last Update: 24 October 2025

ARTICLE IV: ELECTIONS

Section 1: General Provisions & Overall Timetable

The Elections Subcommittee, acting under the authority of the Academic Senate, shall oversee, manage, and certify all Senate-related elections. This includes elections for Senate officers, senators, and any other faculty-elected positions conducted under the jurisdiction of the Academic Senate and in accordance with these Bylaws and the Senate Constitution.

The Subcommittee is responsible for ensuring that all elections are conducted in a fair, transparent, and timely manner that upholds the guiding principles of the senate's governance and faculty representation.

The Elections timetable establishes the standard schedule of elections for each academic term and serves as a guide for planning and communication with the Senate body.

Fall Semester Elections

Election type	Term Begins	Term Length
At-Large Executive Committee Members	Immediately	1 year
Adjunct Senators	Immediately	1 year
Senate President	Following Fall	2 years

Spring Semester Elections

Election type	Term Begins	Term Length
Divisional Senators	Day after Commencement	3 years (staggered)
Vice President	Following Fall	2 years (even years)
Secretary	Following Fall	2 years (odd years)
Curriculum Committee Chair	Following Fall	3 years
Honors Committee Chair	Following Fall	2 years
Program Review Committee Chair	Following Fall	3 years
Outstanding Faculty (FT & PT)	NA	NA

Special Elections (As Needed)

Election type	Timeline	Notes
Faculty Lead &/or Committee Chair, Mid-term Vacancy	TBD	Needed when a faculty lead or relevant committee chair vacates position in the middle of the term.
"Mid-yr" Senator Divisional Growth	TBD	Vacant seats due to changes in divisional faculty numbers
Mid-term Senator Divisional Vacancy	TBFilled	For vacant seats

[ASIDE NOTE (not to be included in bylaws) – the time tables are missing currently other types of elections – faculty leads | this will need to be addressed with editing bylaws when added chapters/sections are done in corresponding areas]

Section 2: Election of Regular Senators

2.1 Eligibility and Representation

All faculty members holding a full-time contract and serving the majority of that assignment within a Division are eligible to vote for and serve as Senators representing that Division. For representation purposes, Counseling faculty not already represented shall constitute a Division, and Library faculty not already represented shall constitute a Division.

When necessary to ensure that all faculty are represented, the Elections Committee may recommend the formation of a special Division, subject to approval by the Academic Senate.

2.2 Division Coordination

Within each Division, the Division Coordinator (a Division Senator serving on the Elections Subcommittee) shall coordinate the election by: Soliciting candidates from eligible faculty within the Division; Conducting the vote by confidential ballot (paper, email, or secure online voting); and Reporting results to the Elections Chair for certification. For Divisions having more than one Senator, the Elections Committee shall endeavor to establish staggered terms by designating one or more initial terms of less than three years. The determination of which Senator(s) will serve shorter initial terms shall be made by lot from among those elected.

2.3 Voting Procedures and Timeline

Elections shall occur during the Spring Semester at such time as will permit the selection of Senators prior to final preparation of the Fall Class Schedule. Election announcements shall be distributed to all faculty within each Division as soon after March 1 as possible. Voting shall conclude by April 15, and the Elections Chair shall confirm all appointments and prepare the full Senate Roster for the upcoming academic year by May 1.

2.4 Certification and Term of Office

Senators elected at the regular elections shall begin serving on the first day following Commencement.

Each term shall ordinarily be three years, and Senators may succeed themselves.

Section 3. Election of Adjunct Senators

3.1 Eligibility and Representation

In order to be elected to serve as Adjunct Senator, a nominee must be employed as a member of the faculty bargaining unit at SBVC.

3.2 Nomination and Candidacy Procedures

Adjunct faculty eligible to nominate themselves will be notified and sent the necessary forms at least two weeks prior to the closing date for nominations. Each nominee will submit a brief biographical summary and a declaration of intent to serve during the academic year along with his or her nomination form.

3.3 Voting Procedures and Timeline

Election of Adjunct Senators shall be conducted by the Standing Committee on Elections at the second regular meeting of the Academic Senate in the Fall Semester. All nominees shall be listed on the ballot in alphabetical order, and brief biographical information about each nominee shall

be included with the ballot. A confidential election shall be conducted using printed ballots, email or online voting.

If the number of nominees is less than or equal to the number of vacant positions, then the nominees shall be declared elected. Vacancies unfilled by election shall go unfilled be appointed by the President after nominations by Senators.

Candidates receiving a majority of votes cast shall be considered elected as Adjunct Senators.

3.4 Certification and Term of Office

Adjunct Senators shall serve a one-year term, commencing at the first Fall Senate meeting following their election.

If an Adjunct Senator is unable to complete their term, the Academic Senate President shall appoint a replacement to serve the remainder of the term.

Section 4: Election of Officers

The Academic Senate officers (President, Vice President, and Secretary) shall be elected by the faculty in accordance with these Bylaws and the established Elections Timetable.

4.1 Overview and Staggered Schedule

The officers of the Academic Senate shall consist of a President, Vice President, and Secretary. Officer elections shall follow a staggered schedule to ensure continuity of leadership:

Office	Term Length	Election Cycle	Term Begins
President	2 years	Fall semester of even-numbered years	Following Fall semester
Vice President	2 years	Spring semester of even-numbered years	Following Fall semester
Secretary	2 years	Spring semester of odd-numbered years	Following Fall semester

4.2 Eligibility and Nominations

a) President: Nominations for Senate President may be made by and from the faculty at large, including nominations from the floor of the Academic Senate. Two candidates shall be selected by the Academic Senate from among the nominees. In the event only one candidate is nominated, the ballot must include a space for a write-in candidate.

b) Vice President: All current senators who have served during the previous academic year are eligible to be nominated. It is advisable that candidates have at least one year of Executive Committee experience or two years as a senator. Senators may self-nominate. If only one candidate is nominated, the ballot shall include a write-in space.

c) Secretary: All current senators are eligible to be nominated. It is advisable that candidates have at least one year of Senate service. Senators may self-nominate, and a write-in option must appear if only one candidate is nominated.

c) Treasurer: All current senators are eligible to be nominated. It is advisable that candidates have at least one year of Senate service. Senators may self-nominate, and a write-in option must appear if only one candidate is nominated.

4.3 Voting Procedures and Certification

a) President: The election of the Senate President shall be conducted by secret ballot of all faculty members holding more than one-half of a full-time contract. The election shall occur no later than December 15 for the following Fall term. The candidate receiving a majority of votes cast shall be declared elected. During the Spring semester prior to taking office, the President-elect shall serve as a member of the Executive Committee. The President shall serve a two-year term, is considered a member-at-large of the Senate, and may not serve more than two consecutive terms. A former President may stand for election again after one term out of office. The position of President carries no less than 0.67 reassigned time per semester.

b) Vice President: The election shall be conducted during the Spring semester of even-numbered years and announced no later than the last meeting of the academic year. Voting shall be by confidential ballot (paper, email, or secure online).
The candidate receiving a majority of votes cast shall be declared elected.

c) Secretary: The election shall be conducted during the Spring semester of odd-numbered years and announced no later than the last meeting of the academic year.
Voting shall be by confidential ballot (paper, email, or secure online).
The candidate receiving a majority of votes cast shall be declared elected.

The Elections Subcommittee shall certify all results and report official outcomes to the Academic Senate. Officers begin their terms at the start of the following Fall semester.

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Sections 5 & 6 TBD

Section 7: Election of Committee Chairs (Special Case for Specific Faculty Leads)

7.1 General Provisions

The Academic Senate shall elect committee chairs under its authority in accordance with these Bylaws and the established Elections Timetable. All elections shall be administered by the Elections Subcommittee to ensure fairness, transparency, and consistency. Unless otherwise specified, chairs begin their term in the Fall semester following election and may serve for the term length assigned to their committee. If no qualified candidate is available, the Academic Senate Executive Committee may recommend a temporary one-year appointment for Senate confirmation.

Committee-Specific Provisions

Committee / Faculty Lead	Term of Office	Reassigned Time	Eligibility / Experience	Special Timing or Notes
Curriculum Committee Chair	3 years	≥ 0.58 per semester	Full-time faculty with curriculum development experience and prior service on the Curriculum Committee	Announcement by March 1

Program Review Committee Chair	3 years	Standard Senate reassigned time	Faculty with prior service on program-evaluation or planning bodies, or comparable institutional-effectiveness experience	Announcement by March 1
Honors Committee Chair (Faculty Lead)	2 years + 1-year extension if no candidate	≥ 0.4 per semester	Faculty who teach or coordinate honors courses or demonstrate experience supporting honors curriculum	Announcement in January

7.2 Election Process

All Senate-elected committee chairs and faculty leads shall be selected according to the following procedure:

1. *Announcement of Vacancy:* A call for nominations shall be distributed to all faculty during the Spring semester. For the Honors Committee, the announcement shall occur at the beginning of the Spring semester (January). For all other committees, the announcement shall occur no later than March 1.
2. *Eligibility:* Candidates must be current faculty members with experience relevant to the committee's scope of work. Specific eligibility criteria for each chair are listed in Table 7.1.
3. *Nominations:* Interested faculty shall submit a letter or memorandum of intent and a statement of qualifications to the Chair of the Elections Subcommittee by the posted deadline (typically March 1–15).
4. *Presentations:* Candidates shall present their qualifications and respond to questions at a regularly scheduled Academic Senate meeting following the submission deadline.
5. *Vote and Certification:* A confidential ballot shall be conducted by the Academic Senate following presentations. The candidate receiving a majority of votes cast shall be declared elected. The Elections Subcommittee shall certify and record the results in the official Senate minutes.

Sections 8 TBD

Section 9: Election of Outstanding Professors

1. The Elections Committee conducts the election for Outstanding Professors (adjunct and full-time) in accordance with the Policy and Procedure for Selecting Outstanding Professors.
2. Nominations for outstanding professors are requested via email in the Spring semester and voted on by faculty.
3. Full-time faculty vote on the Outstanding Full-time and Outstanding Adjunct faculty member. Part-time faculty vote on the Outstanding Adjunct Faculty member.

ARTICLE V, COMMITTEES OF THE SENATE

Sec. 3: Subcommittees of the Academic Senate

A. Elections Subcommittee

Purpose and Guiding Principles

The Elections Subcommittee is responsible for determining when elections are needed and for conducting all elections under the purview of the Academic Senate, including but not limited to the Academic Senate President, faculty senators, and other faculty-elected leadership roles. The Subcommittee shall carry out these duties in accordance with the Academic Senate Bylaws and Constitution, ensuring that every election reflects the highest standards of participatory governance.

All activities of the Elections Subcommittee shall be guided by the following principles:

- *Transparency and Accountability:* Conduct all elections openly, with clear communication of timelines, procedures, and results to the faculty body and/or Senate body.
- *Impartiality:* Maintain neutrality and avoid conflicts of interest in administering any election or appointment process.
- *Confidentiality and Integrity:* Safeguard ballot secrecy and the accuracy of results through secure and verifiable procedures.
- *Continuity and Consistency:* Apply uniform standards across elections while allowing flexibility to improve efficiency and fairness.
- *Record-Keeping and Institutional-Senate Memory:* Maintain accurate and accessible records of all election notices, timelines, procedures, results, and Subcommittee deliberations. These records shall be archived in the official Senate repository to ensure continuity, transparency, and a clear reference for current and future Subcommittee members.

The detailed procedures governing nominations, campaigning, voting methods, ballot handling, verification of results, and resolution of disputes shall be maintained in the Elections Operational/Procedures Rules/Manual (or equivalent operational rules document). These procedures may be reviewed and updated by the Elections Subcommittee, subject to Academic Senate approval, provided that all revisions remain consistent with the guiding principles and authority established in these Bylaws.