

THE EXECUTIVE COMMITTEE AND THE RESOLUTION PROCESS: BACKGROUND FOR SENATE DIALOGUE

Prepared for October 7, 2026 Academic Senate Discussion

This document identifies the language in the Academic Senate Constitution (last updated 2006), Bylaws (last updated 2025), and 2012 Resolution Process that governs the Executive Committee's role and how matters reach the Senate. It is intended to support dialogue, not to recommend an outcome.

1. **Constitution, Organization A:** *"an individual faculty member may refer matters of academic and professional policy to the Academic Senate."* The term *"academic and professional matters"* means *"anything that the academic senate determines to be of proper concern."*
The constitution sends referrals to the senate. The senate itself decides what is in scope.
 - Page(s) #: 2
2. **Constitution, Organization D:** "The Academic Senate or its Executive Committee shall meet monthly with the President or designate.... The agenda of this meeting shall be prepared by the President of the Academic Senate and the administration." This is the only reference to the Executive Committee in the Constitution, which does not establish it or assign it other duties.
 - Page(s) #: 2
3. **Bylaws, Article X, Section 3:** "The duties of the Executive Committee shall be to serve as a steering committee for expediting the affairs of the Senate in meetings with the Administration of the college and to serve as an advisory council for the President of the Academic Senate." **Section 4** assigns further duties not described in this statement, including preparing the Senate agenda (**Section 4C**), referring matters to committees (**Section 4D**), and assigning Senators to committees (**Section 4E**).
 - Page(s) #: 13
4. **Bylaws, Article XXI, Section 6:** "Any member of the college community may request of the executive committee that they be permitted to make a presentation to the senate."
 - Page(s) #: 22
5. **Bylaws, Article X, Section 2:** "all decisions or recommendations purporting to issue from the executive committee shall have the approval of a majority of the committee's membership."
the executive committee has eight positional seats (section 1) plus three at large members (section 1.a), and a president elect also sits on it in spring (article vi, section 1). That means six or seven affirmative votes of the full membership, not of those present. Absences function as no votes.
 - Page(s) #: 13
6. **Bylaws, Article X, Section 1:** No Executive Committee seat represents a division. Of 11 seats, 4 are current or past officers, 4 are chair or coordinator roles, and 3 are at large seats representing academic, adjunct, and student services faculty. The President, Vice President, and Secretary are the only seats currently filled by a faculty vote (Article VI). Regular Senators are apportioned by division (Article III, Section 1), while the body that prepares the Senate agenda (Article X, Section 4C) and reviews resolutions under the 2012 Resolution Process (Steps 3, 5, and 6) is not.
 - Page(s) #: 3, 12
7. **Bylaws, Article X, Section 1A2:** Regarding at large positions, "If there are no nominees after the second process the Executive Committee may appoint a faculty member to serve in the position." When no nominees come forward, the Executive Committee may fill its own at large seats.
 - Page(s) #: 13
8. Meeting calls: The bylaws provide three ways to call a Senate meeting outside the regular schedule.

- The President, with the approval of the Executive Committee (**Article VII, Section 4D; Article XXI, Section 1**).
- A petition of ten Senators filed with the Secretary (**Article XXI, Section 1**).
- An emergency meeting called by the Executive Committee (**Article X, Section 3A1**).
- Special Meetings (**Art XXII**): the Executive Committee may decide on behalf of the faculty when faculty are off contract.
- Page(s): 9, 22, 13

How the referral process works under the bylaws

1. A matter arises between regular Senate meetings. (**Article X, Section 4D**)
2. The Executive Committee considers it. The President may call the meeting (**Article VII, Section 4D**), or it may come up at a scheduled meeting, since the Executive Committee meets at least monthly (**Article X, Section 4A**).
3. The Executive Committee decides whether to refer the matter, by a majority of its full membership (**Article X, Section 2**). [In practice - If 6 members attend and vote 5 to 1, the decision fails. There are only 5 yes votes, not 6. If 8 attend and vote 6 to 2, it passes. An absent member effectively counts the same as a no vote. (This is different than Majority of members present | This is stricter than the Robert's Rules of Order Newly Revised default (RONR, 12th ed.))
4. The receiving committee studies the matter and develops a recommendation.
5. The referral is reported to the Senate at its next regular meeting (**Article X, Section 4D**).
6. The committee reports back. Standing committees must report on all referred matters by the last Senate meeting of the year (**Article XV, Section 1**). The Senate may also require a report at its next meeting by majority vote (**Article XV, Section 2**).

Resolutions Process Document:

Submission: New resolutions go first to the Executive Committee, through the Senate President or any Executive Committee member (Step 1).

Who may propose: A resolution "must be proposed by an Academic Senator" (Step 2a) and should relate to the 10+1 (Step 2d). The Constitution separately provides that "an individual faculty member may refer matters of academic and professional policy to the Academic Senate" (Organization A).

Review: "The Executive Committee reviews all submitted resolutions and may recommend amendments, combinations, rewordings, or additions, or it may render moot the resolution and amendments as necessary. The proposer of the resolution will be invited to attend the Executive Committee meeting at which the resolution is reviewed." (Step 3) The Executive Committee also reviews resolutions for conformity with the scope of Senate action (Step 4).

Revision: "The Executive Committee may ask that the resolution be revised and returned to the Executive Committee for further review or discussion." (Step 5)

Placement: "If the Executive Committee determines that the resolution should be placed on an agenda, it will be given its first reading (without discussion) at the next Academic Senate meeting." (Step 6)

Action: Discussion and action occur at the meeting following the first reading (Step 7).

Relationship to the Bylaws: The Bylaws do not reference the Resolution Process. The vote by which it was adopted has not been confirmed.

AN ASIDE:

About ACCJC 2024 Governance Accreditation Standards:

- Standard 4: Governance and Decision-Making
 - Standard 4.2: Roles, responsibilities, and authority for decision-making are clearly defined and communicated throughout the institution. The institution's structure for decision-making provides opportunities for stakeholder participation and ensures the consideration of relevant perspectives.
 - Standard 4.3: The institution's decision-making structures are used consistently and effectively. Institutional decision-making practices support a climate of collaboration and innovation that advances the mission and promotes successful outcomes for all students.

Title 5 §§53200 to 53204 requires an academic senate and requires the Board to consult collegially (rely primarily / mutual agreement) on the 10+1. How the senate organizes itself to do that is governed by its own constitution and bylaws.

BRAINSTORMING SENATE DIALOGUE ABOUT EXECUTIVE COMMITTEE & RELATED: SCENARIOS

Prepared for the October 7, 2026 Academic Senate

These scenarios are meant to open the conversation, not limit it. Other situations and questions are welcome.

Example Scenario	Language	Open question
1. A faculty member who is not a Senator asks the Senate to take up a concern.	Constitution, Organization A (p. 2): "an individual faculty member may refer matters" to the Senate. Resolution Process, Step 2a: a Senator proposes resolutions. Bylaws Art XXI §6 (p. 22): a member of the college community may request the Executive Committee's permission to present. The faculty member may also ask an Adjunct Senator (Art III §2, p. 3) or any Senator to propose a resolution.	Which path should a non-Senator use, and who decides?
2. Faculty ask why an issue did not come before the Senate.	Art VI §1 (p. 6): the President is elected by secret ballot of the faculty. Art VII §3F (p. 8): the President is charged to "facilitate dialogue, ensure transparency." Art X §4C (p. 13): the Executive Committee prepares the agenda.	When an item does not reach the Senate, who explains why, and how is that decision recorded?
3. A concern arises between Senate meetings, and the Executive Committee refers it to the Educational Policy and Procedures Committee.	Art X §4D (p. 13): matters arising between regular meetings may be referred for study and recommendation and are reported at the next regular meeting. Art XV §2 (p. 18): the Senate may require a report at its next meeting. Under Robert's Rules (Art XXI §7, p. 22), the Senate may also discharge a committee or refer a matter elsewhere.	Should the Senate be consulted before a referral, or is reporting afterward sufficient?
4. An urgent academic matter arises midsemester, and the President wants a special Senate meeting.	Art VII §4D (p. 9) and Art XXI §1 (p. 22): the President may call special meetings with Executive Committee approval, or ten Senators may petition. Art X §3A1 (p. 13): the Executive Committee "may" call an emergency meeting. The matter may also go to the next regular meeting.	Who should be able to convene the full Senate without another body's approval?
6. A Senator submits a resolution the Executive Committee believes is premature or misguided.	Resolution Process, Step 3: the Executive Committee may "render moot the resolution." Step 6: the resolution is placed on an agenda only if "the Executive Committee determines" it should be.	When the Executive Committee and a proposer disagree on substance, what should determine whether the full Senate hears the resolution, and why?
7. A resolution arrives poorly drafted or outside the 10+1.	Resolution Process, Step 3: the Executive Committee may recommend amendments, combinations, or rewordings. Review before first reading may save floor time and improve drafts.	Should review be done by Executive Committee?
8. A decision is needed during winter break.	Art XXII (pp. 22 to 23): when faculty are off contract, the Executive Committee may decide on behalf of the faculty, and faculty are informed by email within two weeks. This allows a timely response when the Senate cannot meet.	Should review be done by Executive Committee? What reporting or ratification should follow?
5. Five of 11 Executive Committee members attend; four vote to place an item on the agenda and one opposes.	Art X §2 (p. 13): decisions require "a majority of the Committee's membership," which is six of 11 (seven of 12 during spring, when the President elect is seated). The bylaws define no separate quorum for the Executive Committee.	Should Executive Committee decisions require a majority of the membership or of those present?
9. Fill in your scenario:		
10. Fill in your scenario:		
11. Fill in your scenario:		

Debrief Questions:

- What should the Executive Committee's purpose be, what should be its current composition and authority?
- What role does each seat serve?
- How should the Executive Committee be accountable to the full Senate when it acts on the Senate's behalf and makes decisions during Special Meetings?