

Section 4. Duties of the Senators.

The duties of Senators shall be specified in the Bylaws.

Section 5. Removal from Office.

Any Senator may be removed from office after notice from the President by a simple majority vote in a written affirmative ballot of either the Executive Committee or of the division that the Senator represents. Two consecutive unexcused absences from the Executive Committee meetings will result in a written warning from the President of the Academic Senate or his/her designee. Three consecutive unexcused absences from the Executive Committee meetings shall be grounds for removal by vote of the Executive Committee.

Section 6. Vacancies.

Vacancies on the Executive Committee of more than one quarter will be handled by the election procedure as outlined in Article VI.

ARTICLE VI. ELECTION OF THE EXECUTIVE COMMITTEE

Section 1. Election Procedures for Officers.

- a. Election Committee. No later than second meeting of the winter quarter, the Senate shall confirm, from among the members of the Executive Committee, an Election Committee consisting of a faculty chairperson and at least two other faculty from different divisions. The current officers of the Senate Executive Committee will not serve as members of the Election Committee. By the first meeting of the spring quarter the Election Committee Chair will also appoint an official observer from outside the Executive Committee, subject to confirmation of the Senate. The purpose of this committee will be to find candidates for office and ensure proper procedure during elections. The Election Committee will conduct the election in an efficient and impartial manner, so the elected candidates can take office at the first meeting of the fall quarter. The Foothill College Academic Senate will provide an electronic voting process that can securely, reliably, and verifiably conduct an election. In all cases, an electronic election would require some authentication by each faculty member.
- b. The Election Committee will inform all faculty of vacant positions and seek nominees from the fourth week through the eighth week of winter quarter.
- c. After securing written acceptance from the nominees, the Election Committee will present a slate of one or more candidates for each office at a regular meeting of the Senate Executive Committee during the first meeting of spring quarter. Within three days after the Senate meeting, the Election Committee Chair will notify candidates of their nomination.
- d. In the case of an uncontested election, the candidate will be elected by acclamation at the first Senate meeting of the spring quarter.
- e. A general meeting of the faculty will be held by the fifth week of spring quarter to allow candidates to distribute a campaign statement of no more than one page, make a campaign speech, and answer questions. The time and place of the general meeting will be announced in the third week.
- f. Voting information will be distributed to all faculty who are employed during the spring quarter by the Election Committee during Election Week (usually the sixth week of spring quarter.) Special procedures will be taken to ensure voting representation as defined in Article II, Section 4.
- g. The Election Committee will ensure that the election procedures address the needs of the evening, part-time, off-campus as well as full-time day faculty and the security of the election process. Elections will be held for a minimum of two days.
- h. The Election Committee will tally the ballots the next workday following the elections. An official observer, previously chosen by the Election Committee Chair, will validate the results and will call the candidates to notify them of the results the following day. The Election Committee will then meet and report the results in written format to the electorate not later than one week following the election.
- i. An official document of ballot results, signed by the Election Committee members and official observer and indicating the number of votes counted per candidate, will be posted in a prominent area of the main campus and other auxiliary campus sites.
- j. The official document of ballot results will be placed in the archive of the Academic Senate.
- k. In case of a tie, the Election Committee will prepare a run-off election. Voting will take

place within two weeks and results will be posted as per (5) above.

Section 2. Eligibility. Candidates for President shall have served on the Executive Committee. Candidates for Executive Vice-President shall have served on the Executive Committee or as a faculty tri-chair of a shared governance council. Candidates for Vice-President of Curriculum shall have served on the curriculum committee. Any present officer or division representative on the Executive Committee may run for that same or any other office for which there will be a vacancy, so long as they are qualified. Part-time faculty with re-employment preference who meet the above criteria for eligibility, and who meet the criteria for serving as a part-time Senator, as outlined in Article V Section 2 are eligible to serve as a Senate officer, as long as their employment at Foothill College remains active. Compensation for part-time faculty serving as officers will be comparable to the release time designated for this position out of the College-funded Senate release time budget and paid per standard negotiated agreements.

### Section 3. Election of Senators.

- a. Division Selection of Senators. Senators starting a new term on the Executive Committee in the fall quarter shall be elected by each division prior to the end of the fifth week of the spring quarter, through an open, transparent and faculty-driven process within each division or area.
- b. Eligibility.
  1. Any faculty member, full or part-time, in a particular division shall be eligible for the office of Senator for that division.
  2. Part-time faculty wishing to serve as division senators shall meet the eligibility criteria for part-time Senators, as outlined in Article V Section 2. Compensation for serving as division Senator may be provided by the division.
  3. Senators shall be eligible for re-election.
- c. Voting. In the election of Senators, the Senate President will call for nominations at the first regular meeting of the Executive Committee in the spring quarter. Representatives should then notify their divisions of any vacancies.
- d. Vacancies. The President shall notify the division to elect a faculty replacement within two weeks of the date of the vacancy. Senators elected to fill a vacancy will assume office at the next Executive Committee.

### Section 4. Election of Part-Time Senators.

- a. Part-time Senators will be elected on the same schedule as described in Article VI, Section 1.
- b. Elections for part-time Senators ideally shall be held every year, with staggered two-year terms.
- c. In the event that there are two open positions, the two candidates with the highest vote totals shall be elected to serve starting the following Fall.

Section 5. Replacement of the At-Large Part-time Senator Due to Non-assignment. In the event that the part-time senator is not teaching for two consecutive quarters at Foothill College, he or she will be replaced by the candidate in the most recent part-time election who received the