

## DISTRICT ASSEMBLY CONSTITUTION

### **ARTICLE 1: NAME**

This organization shall be known as the District Assembly of the San Bernardino Community College District and shall be referred to as the Assembly in these Articles.

### **ARTICLE 2: PURPOSE**

District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.

### **ARTICLE 3: MEMBERSHIP**

There will be 3 types of Members in the Assembly:

#### **SECTION 1: GENERAL MEMBERSHIP**

The General Membership shall be elected from the recognized constituent groups as defined below:

- a. The Faculty of Crafton Hills College will elect 2 members of the Assembly.
- b. The Faculty of San Bernardino Valley College will elect 3 members of the Assembly.
- c. The Classified Staff<sup>1</sup> of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly. Representation of the Classified Staff from the 3 District areas will be as follows:
  - i. From the Central Services Staff: 1 member
  - ii. From Crafton Hills College Staff: 1 member
  - iii. From San Bernardino Valley College Staff: 1 member

<sup>1</sup> To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

- d. The Management Staff of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly. Representation of the Management Staff from the 3 District areas will be as follows:
  - i. From District Staff: 1 member
  - ii. From Crafton Hills College Staff: 1 member
  - iii. From San Bernardino Valley College Staff: 1 member

- e. The ASB from San Bernardino Valley College and Crafton Hills College will each elect one primary member of the Assembly and one alternate member, who will serve when the primary member is unable to attend. The AS CHC Student Senate President will appoint an individual and an alternate to serve on the Assembly and it will be ratified by the Student Senate. Then both names will be forwarded to the Assembly designee.

## SECTION 2: STANDING MEMBERSHIP

The Ex-Officio Membership is made up of those individuals whose position in the collegiate structure of the District makes their presence in the Assembly essential to the successful completion of its goals. The Standing Membership will consist of:

- a. The Chancellor of the District
- b. The President of Crafton Hills College
- c. The President of San Bernardino Valley College
- d. The President of the CHC Academic Senate
- e. The President of the SBVC Academic Senate
- f. The President of the CHC Classified Senate
- g. The President of the SBVC Classified Senate
- h. The President of the CHC Student Body Assoc.
- i. The President of the SBVC Student Body Assoc.

## SECTION 3: VESTED MEMBERSHIP

- a. Collective Bargaining Agencies  
The President/Designee of each recognized Collective Bargaining Agency will be a Vested Member of the Assembly and will represent its members in the Assembly.
- b. Advocacy Groups  
Identified Advocacy Groups shall consist of recognized memberships that share common goals and ideals. Moreover, their membership must make up a part of the employee pool in the District. Each identified Advocacy Group shall be represented by one Vested Member elected from a slate of candidates nominated from the membership of that Advocacy Group.

Any Advocacy Group made up of employees of the District may apply to be recognized.

The responsibility of determining which Advocacy Groups, as defined above, are recognized and how the representatives are elected rests with the Assembly. At the end of each academic year, the Assembly President will notify the District Advocacy Groups of the opportunity to be recognized for the subsequent year.

As long as the Advocacy Group remains active in the District, it may retain its position on the Assembly by annually re-electing its representative.

## SECTION 4: QUALIFICATIONS OF MEMBERSHIP

The Assembly shall be the sole judge of the qualifications of its members.

#### SECTION 5: FILLING VACANCIES

In the event of a vacancy in the General Membership (as defined in Article 3, Section 1), a replacement Member will be selected by a caucus of the remaining members of the recognized constituent group. The replacement members will serve until the next regular election.

In the event of a vacancy in one of the represented Advocacy Groups in the Vested Membership (defined in Article 3, Section 3 b) a replacement member will be selected by a special election conducted by that Advocacy Group. The replacement will serve until the next regular election.

### **ARTICLE 4: ELECTIONS**

#### SECTION 1: ELECTIONS COMMITTEE

Elections for membership in the Assembly will be conducted by the Elections Committee chaired by the Vice President of the Assembly. Elections will be conducted according to the principles of the Brown Act.

#### SECTION 2: GENERAL MEMBERSHIP

The General Membership is made up of elected representatives from the constituent groups that are identified and defined under Article 3, Section 1: General Membership.

The Classified Staff and the Management Staff are further defined as being primarily employed at the Central Services site, Crafton Hills College, or San Bernardino Valley College. If a Staff member divides his/her time between 2 or more of the identified areas, the Staff member must select one area for the purpose of representation in the election for the General Membership of the Assembly.

#### SECTION 3: VESTED MEMBERSHIP

The Vested Membership filled by election is made up of representatives from the identified Advocacy Groups that have petitioned the Assembly for representation. Each recognized Advocacy Group will elect a single representative from a slate of candidates nominated from that Advocacy Group.

#### SECTION 4: NOMINATIONS

- a. Any full-time (50% or more) employee of the District can be nominated for General Membership by the written application of three peers.
- b. Each nominated candidate must agree to serve before being placed on the ballot for election.

#### SECTION 5: TERM OF OFFICE

The term of office for the elected members shall be two (2) years. For the sake of continuity in the membership of the Assembly, terms will be staggered, with half of the members elected each year.

## SECTION 6: DATE OF ELECTION

Elections will be held in the Spring of each year. Service in the Assembly will commence with the first official faculty meeting following elections.

## SECTION 7: ELECTIONS COMMITTEE – RULES AND PROCEDURES

The following rules and procedures will be in effect:

- a. Upon close of nominations, a ballot will be mailed via District mail to each member of the Constituent Advocacy Group.
- b. All contract members (50% or more) of the Constituent or Advocacy Group are eligible to vote.
- c. Ballots shall be returned to designated areas, on each campus and the District Office, as determined by the Elections Committee.
- d. Ballot envelopes must be signed by the voter. Ballots in unsigned envelopes will not be counted.
- e. Voters must place their ballot in the designated receptacle and sign a voter registration list at the voting area.
- f. Ballots will be opened, signatures validated, and counted by the Elections
- g. Committee.
- h. Results of the election will be posted at each voting area.

## ARTICLE 5: OFFICERS (REVISED 11/4/97)

### SECTION 1: DUTIES

Officers of the Assembly shall be President, Vice President, and Recorder. The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. Duties of the elected officers shall be:

- a. President of the Assembly  
The President will preside at all meetings and will, in consultation with the Executive Council, set the agenda for the meetings. The President will represent the Assembly whenever it becomes necessary for the views of the Assembly to be presented orally to the Board of Trustees or any other body. The following responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:
  - i. Work with the Chancellor, respective senates, College Councils, and other District representative bodies to identify key issues to be dealt with by the Assembly.
  - ii. Participate as an active member of the District Budget Committee.
  - iii. Report important Assembly activities to the Academic Senate at the school the President represents.
  - iv. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
  - v. Report important Assembly activities to the District Board.

- vi. Participate in shared governance activities at each campus as invited.
- vii. Participate in governance activities at the District, including but not limited to participating on management evaluation committees.
- viii. Co-chair the Calendar Committee (or designate a co-chair from the Assembly).

b. Vice President of the Assembly

The Vice President will serve in the capacity of President in the absence of the President and will chair the Elections Committee. The following additional responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:

- i. Meet with the Assembly Executive Committee to assist in setting the agenda.
- ii. Report important Assembly activities to the Academic Senate at the school the Vice President represents.
- iii. Participate as an active member of the District Training Committee.
- iv. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
- v. Participate in shared governance activities at each campus as invited.
- vi. Participate on campus committees that require input from the Assembly.
- vii. Participate in governance activities at the district, including but not limited to participating on management evaluation committees.

c. Recorder

The recorder shall be responsible for records and minutes of the meetings and for the distribution of the minutes to the membership in a timely manner. The minutes shall record all formal action taken by the Assembly and shall reflect the essence of the discussion concerning issues brought before the Assembly.

SECTION 2: ELECTION OF OFFICERS

Officers will be elected from the Membership at the first meeting following the election of Members in the spring. Elected Officers will assume the duties of office at the beginning of the academic year. Voting membership will consist of those members who will serve as members of the Assembly for the upcoming academic year.

SECTION 3: TERM OF OFFICE

Officers will serve a term of one (1) year. Officers may succeed themselves in office.

SECTION 4: VACANCIES IN OFFICE

In the event that the Office of President becomes vacant, the Vice President shall assume the duties of President for the remainder of the term and a new Vice President will be elected. In the event of a vacancy in the Office of Vice President the vacant office will be filled by an election at the first regular meeting following the notice of vacancy. A vacancy in the Recorder's position will be filled by the Chancellor.

SECTION 5: REMOVAL FROM OFFICE

Any motion to suspend the term of any Officer of the Assembly shall become the first item of business at the next regularly scheduled meeting. A special quorum of two-thirds of the

membership is required before the motion may be brought to a vote. A two-thirds majority of those members present and voting and constituting at least 51% of the total membership is required for passage of the motion to suspend the term of office.

## **ARTICLE 6: EXECUTIVE COUNCIL**

### **SECTION 1: MEMBERSHIP**

The Executive Council of the Assembly shall consist of the Chancellor, the two College Presidents, the two Academic Senate Presidents, the two Classified Senate Presidents, one student representative and the Officers of the Assembly. Meetings of the Executive Council will be chaired by the President of the Assembly.

### **SECTION 2: MEETINGS**

The Executive Council shall meet as often as necessary but at least once before each regular Assembly meeting and shall set the agenda for the regular meetings. More frequent meetings may be scheduled by the President of the Assembly if deemed necessary.

### **SECTION 3: AGENDA**

Agenda items may be submitted to the Executive Council by any member of the Assembly or any employee of the SBCCD. Agenda items must be submitted in writing. Those items that require Assembly action must include a written summary and supporting documents.

## **ARTICLE 7: MEETINGS**

### **SECTION 1: REGULAR AGENDA MEETINGS**

Meetings will be held on the first Tuesday of each month during the regular academic year. Regular Assembly meetings will be held at the District Office. Unless otherwise specified, meetings will commence at 3:00 pm. If an issue to be addressed by the Assembly is of particular importance to either campus, the meeting will be held on that campus or on each campus in two consecutive months. Announcements of Assembly meetings on the campus will be made at least two weeks prior to the meeting, if possible.

### **SECTION 2: SPECIAL AGENDA MEETINGS**

“Special meetings” may be called by the President of the Assembly. Members of the Assembly must be notified of “special meetings” in a timely manner. The meeting notice must identify the reasons for the “special meeting” and only the specific issue identified may be discussed and/or acted on at this meeting. No other business will be conducted.

### **SECTION 3: QUORUM**

- a. At Regular Agenda Meetings a Quorum shall consist of the members present 10 minutes following the time the regular meeting is scheduled to start.
- b. At Special Agenda Meetings a Quorum shall consist of at least two (2) members from each recognized constituent group (as defined in Article 3, section 1).
- c. Once a Quorum has been established, the meeting shall be terminated only by a successful motion to adjourn the meeting.

#### SECTION 4: OPEN MEETINGS

All meetings of the Assembly are open. An opportunity for public comment will be a consistent item on the agenda.

#### SECTION 5: CONDUCT OF BUSINESS

All business shall be conducted in a manner consistent with the spirit of Shared Governance. Decisions will be reached by consensus whenever possible. When consensus cannot be reached, issues of a general concern will be decided by a simple majority vote. Voting shall be by voice or show of hands when appropriate. A secret ballot shall be available on demand. Each member shall have one vote.

#### SECTION 6: DISPOSITION OF ISSUES

In the spirit of Shared Governance, the Chancellor will normally accept the recommendations of the Assembly in matters of District policy and procedures; and, when appropriate, forward these recommendations to the Board of Trustees. If the Chancellor does not agree with the Assembly recommendations, both views will be forwarded to the Board of Trustees in writing, and copies of the written recommendations will be presented to the members of the Assembly.

#### SECTION 7: REGULAR ATTENDANCE

Regular attendance by the Membership of the Assembly is essential to the success of the aims and goals of the Assembly. The Assembly may establish rules and procedures to encourage prompt and regular attendance.

#### SECTION 8: PARLIAMENTARY PROCEDURE

Roberts Rules of Order (revised) shall govern the parliamentary proceedings at all meetings unless otherwise provided for herein.

### **ARTICLE 8: COMMITTEES**

The Assembly shall have the right to establish committees in order to conduct the business of the Assembly. Committee membership will be appointed by the Executive Council of the Assembly and will be ratified by the Assembly as a whole.

### **ARTICLE 9: DISTRICT RESPONSIBILITIES**

#### SECTION 1: FACULTY AND STAFF PARTICIPATION (Revised 11/7/00)

The success of the mission of the Assembly depends on the effective participation of all of the constituent groups. To provide the time necessary for the Assembly to do its work, the District allocates to the Assembly reassigned time equivalent to .9 FTE, to be used as follows:

- a. President of the Assembly 0.4 FTE
- b. Vice President of the Assembly 0.1 FTE\*

\*The remaining 0.4 reassigned time is to be used at the discretion of the Executive Committee and can be granted to members who take on special tasks.

- c. Classified staff who are elected to these offices and for whom reassigned time is impractical will be compensated with an appropriate stipend, to be determined by the Executive Committee and reviewed by that committee annually. Faculty who are elected to these offices can elect either the stipend described above or the reassigned time.

#### SECTION 2: SUPPORT PERSONNEL

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by Assembly membership. In order to accomplish this goal of effective communication, the District will provide clerical assistance for 20 hours per week and appropriate office space.

#### **ARTICLE 10: AMENDMENTS**

Any Assembly member may propose an amendment. Amendments to the Constitution must be submitted in writing to the Executive Council for review prior to its presentation to the whole Assembly. The first presentation to the full Assembly shall constitute the First Reading where the proposed amendment can be debated. No vote may be taken on a proposed amendment until the next regular meeting following the First Reading. The provision for First Reading may be waived by the unanimous approval of the whole Assembly. Amendments to the Constitution of the District Assembly will require a two-thirds majority vote of the members present and voting for approval. The approving vote must constitute at least 51% of the total membership of the Assembly.

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