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PERALTA COMMUNITY COLLEGE DISTRICT  
CONSTITUTION OF THE PERALTA DISTRICT ACADEMIC SANATE

ARTICLE I

AUTHORIZATION FOR THE DISTRICT ACADEMIC SENATE

In accord with Title V. Section 53200 California Administrative Code, there shall be faculty senates and district Academic Senates (DAS) in order to represent the faculty members of the Colleges and other educational facilities maintained by the Peralta Community College District (PCCD) on professional and academic matters. (Board of Trustees: Policy 2.20, effective October 4, 1983, **revised May 25, 1993**; and 2.23 effective May 14, 1991, **revised May 25, 1993**).

ARTICLE II

*Section 1:* Composition Membership

- A. The DAS membership shall include three (3) representatives from each faculty senate in the District.
- B. Each senate may also select a designated alternate who shall serve only in the absence of one of the regular delegates.
- C. The method of selection of delegates and the alternate shall be determined by each constituent Senate. DAS representative vacancies shall be filled by each constituent Senate by the second meeting of the DAS following notification of the vacancies.
- D. The outgoing president shall be an ex-officio (non-voting) member for one year following the expiration of his or her term unless chosen as a regular member.

*Section 2:* Internal Organization

- A. The officers of the DAS shall consist of: President, Vice-president, Secretary, and Treasurer.
- B. The President shall preside over meetings of the DAS, shall represent the DAS to all other Peralta Governance organizations, **as well as other appropriate groups** and shall be an ex-officio member of all committees formed by the DAS.

- C. The Vice-President shall assist the President and shall preside over the DAS in the absence of the President.
- D. The Secretary shall be responsible for the minutes.
- E. The Treasurer shall be responsible for budget preparation, quarterly budget updates and preparation of necessary documentation for the disbursement of DAS funds.
- F. The Executive Committee shall consist of the outgoing President, current President, Vice President, Secretary and Treasurer. No senate shall be represented on the Executive Committee by more than one vote.

The Executive Committee shall prepare agendas. It shall be empowered to make recommendations only when circumstances prevent the convening of a meeting of the DAS, and these recommendations shall be reviewed and/or approved at a subsequent meeting of the DAS.

- G. All officers of the DAS shall be elected for a term of one year at an organizational meeting held last meeting of May. Term of office shall be from (September 1 to August 31) **July 1 to June 30**.
- H. Officers of the DAS shall be elected by a secret ballot of the majority of the incoming senators. An absentee ballot will be provided for any incoming senator not able to be present. Nominees shall give prior consent of acceptance of the nomination.

Vacancies in office shall be filled by the DAS membership no later than the second meeting following notification of the vacancy.

- I. The DAS shall adopt standing rules and may amend them.
- J. Roberts Rules of Order shall prevail in all DAS meetings except when otherwise provided in the Standing Rules.
- K. The DAS shall meet twice each month when all Senates are in regular session and whenever called by the Executive Committee.

- L. A quorum shall consist of a majority of the DAS membership.
- M. The DAS may establish faculty Standing and Ad Hoc Committees. (subject to the prior majority approval of the local College Senates).

In establishing a committee, the DAS will indicate the specific responsibilities and the exact composition of the committee in accordance with AB1725 regarding diversity with respect to gender and ethnicity. No committee will be comprised of all one gender or ethnicity. The following two committees shall be standing committees of the DAS –

- 1. Educational Policies Committee
- 2. Affirmative Action/Cultural Diversity
- 3. Equivalency Process Committee

- N. The DAS may establish District-wide joint committees as as outlined in the Board Policy Manual 2.20

- 1. Professional Ethics
- 2. DAS Ethics Committee (for tenure review process)

### ARTICLE III

#### RECOMMENDATIONS OF THE DAS

*Section 1: Authority for Recommendations*

- A. All recommendations of the DAS shall be presented to the Chancellor in an effort to achieve agreement. (Board Policy 2.20 and 2.23)  
In the Case of disagreement, the DAS may present its recommendations separately to the Board of Trustees. (Board Policy 2.20 and 2.23)

### ARTICLE IV

#### AMENDMENTS TO THE CONSTITUTION

*Section 1: Votes Required to Amend*

- A. (These By-Laws) **This constitution** may be amended by two-thirds (2/3) vote of the entire membership of the DAS **(12**

**members)** followed and by a majority vote in each local Senate. Each constituent Senate shall have only one vote. **For final approval and adoption three local senates must approve the changes.**

Retyped: October 16, 1978

Retyped: May 21, 1984

Retyped: October 30, 1991

Amended: January 21, 1992

## DISTRICT ACADEMIC SENATE STANDING RULES

1. The agenda shall be distributed to the DAS representatives at least two (2) scheduled school days prior to all regular sessions of the DAS.
2. Agendas for meetings shall be prepared by the Executive Committee. Members may request of any Executive Committee member that agenda items be added.
3. The **recommended** order of business of regular sessions shall be:
  - A. Call to order
  - B. Amendments to and Approval of Agenda
  - C. Approval of Minutes of Previous Sessions
  - D. Time-Priority Items
  - E. Reports
  - F. Unfinished Business
  - G. New Business
  - H. Items from the Chair
  - I. Items from the Members
  - J. Adjournment
4. Minutes of a session must be in the hands of DAS representatives at least one (1) scheduled school day prior to a session at which they are to be approved.
5. All resolutions and Committee reports shall be in the hands of Representatives at least two (2) scheduled school days prior to a session at which they are to be voted upon, and shall clearly indicate the source.
6. Receipt of a committee report shall not constitute adoption. If not adopted, all or parts of a committee report may be referred back to committee for further consideration.
7. Motions from the floor, at the discretion of the membership, shall be put in writing and given to the President prior to the vote.
8. Policy proposals recommended by the DAS to local Senates cannot be voted upon until the next regular DAS meeting so that DAS representatives could have had adequate opportunity to consult with their College Senates. All other matters not subject to review by local Senates may be presented and voted at the same meeting.

9. Guest may speak once to a motion before the DAS, in addition to answering questions from Representatives, providing they are recognized by a Representative.
10. Faculty wishing to address the DAS on academic and professional matters must first have their local Senate take action on the matter. Faculty concerned about matters not supported by their local Senate may request the item(s) be placed on the DAS agenda for consideration.
11. The order of precedence in privilege to speak shall be: Representatives who have not spoken on the matter, other Faculty, other Guests.
12. Executive sessions may be held when approved by a majority of the Representatives present and shall be limited to representatives of the DAS.
13. All DAS minutes and committee reports shall be kept in the DAS files.
14. Insofar as it is possible, the DAS shall meet twice monthly when all senates are in regular session.
15. Special meetings of the DAS shall be called upon petition of at least 40% of its membership during times when all Colleges are in session.
16. For consideration of a specific item or issue, the applicable Standing Rules may be suspended by a two-thirds (2/3) majority vote of Representatives present.
17. All DAS committees should include at least one representative from each of the member College Senates.
18. All DAS standing and District-wide Joint Committee members will be appointed for a term of two years with one-half (1/2) of the committee membership being appointed each year.
19. The Chairperson of each DAS committee may be appointed by the DAS President subject to the approval of a majority of the DAS, or the President may permit a committee to select a Chairperson from its own membership by its majority vote after designating one of the committee members to call the first meeting.

Adopted: September 18, 1978  
Reprinted: May 21, 1984  
Reprinted: October 30, 1991  
Amended: January 21, 1992.

