

**BYLAWS
OF THE
ACADEMIC SENATE**

of

CALIFORNIA STATE UNIVERSITY, CHICO

Academic Senate Approved February 19, 2026

Article I

Parliamentary Authority

Section 1. Parliamentary Authority: The parliamentary authority shall be *Robert's Rules of Order, Revised 12th Edition*, on all questions not covered by the Constitution and Bylaws.

Section 2. Sessions: Session is defined to include all meetings during an academic year and the preceding summer. This definition shall apply to the Academic Senate, standing committees, and ad hoc committees with respect to prohibiting the reintroduction of measures during a session, unless the measure has been substantively revised.

Article II

Order of Business, Agenda, and Notice of Meeting

Section 1. Order of Business:

- A. Establishment of the fact of a quorum by the Secretary.
- B. Correction and approval of the Minutes. Typically, such minutes should be distributed to members of the faculty at least two academic days prior to the meeting to facilitate review of the meeting being reported, or a summary of Academic Senate action having been distributed to members of the faculty two academic days prior to the meeting to facilitate review of the summary of the meeting being reported.
- C. Approval of the agenda.
- D. Announcements and Communications.
- E. Reports.
 - 1. Executive Committee Reports
 - 2. Standing Committee Reports
 - 3. Associated Students Report
 - 4. Staff Council Report
 - 5. Ad Hoc Committee Reports
 - 6. University Reports

7. Special Reports

- F. Old Business.
- G. New Business.
- H. Ask the Administrator.
- I. Other.
- J. Adjournment.

Section 2. Agenda:

- A. It shall be the duty of the Executive Committee to prepare a draft agenda for all meetings. The agenda Order of Business may be modified by Executive Committee should it be deemed necessary by Executive Committee or in consideration of requests by Academic Senate membership.
- B. Such agendas shall be delivered to Academic Senate members at least two full instructional days prior to a regularly called meeting.
- C. During approval of the agenda during the Order of Business, the agenda may be modified by a majority vote of members of the Academic Senate present and voting. At any point after the agenda has been approved in the Order of Business, the agenda may be modified by a motion to amend the agenda, followed by a second, and then an affirmative vote of at least two-thirds of the members of the Academic Senate present and voting.
- D. A modification to the agenda to add a resolution for consideration is only allowed if the proposed resolution is distributed to all members of the Academic Senate no less than two academic workdays before the meeting at which the resolution is to be introduced.

Section 3. Notice of Meeting:

- A. The Chair or Secretary of the Academic Senate shall notify all Senators of a meeting at least five instructional days prior to the meeting.
- B. The requirements in Article II, Section 3A, may be waived for individual meetings upon approval of two-thirds of the Executive Committee, present and voting.

Article III

Elections

Section 1. Authority: All campus wide elections under the auspices of the Academic Senate shall be conducted by the Executive Committee of the Academic Senate.

Section 2. Voter Eligibility: Shall include all faculty as defined by the Collective Bargaining Agreement of the faculty union.

- Section 3. Majority: All campus wide elections conducted under the jurisdiction of the Academic Senate shall be determined on the basis of a majority vote relative to the number of ballots cast. In the case of multiple positions, nominee(s) with a voting majority will be considered elected to a position, and any remaining positions shall be subject to a run-off election. The number of nominees for a run-off election should be no more than two times the number of positions remaining and limited to those nominees receiving the greater number of votes. The run-off election will be decided by a majority of the ballots cast.
- Section 4. Voter Notification: The Academic Senate Office shall notify each eligible voter at least six instructional days prior to the conclusion of the election, stating the issue involved and/or the candidates to be voted on. Voting shall encompass five full instructional days. The Academic Senate office shall take such additional steps as it deems necessary to encourage maximum participation of the electorate in all elections. For contested elections, nominations and personal statements shall be made available to the electorate electronically.
- Section 5. Polling: Polling shall be conducted in a manner approved by the Academic Senate. The length of time for University-wide elections shall be five instructional days. The voting records should be retained for 30 days.
- Section 6. College Notification: The Academic Senate office shall notify each College prior to March 1st each year as to the number of Senators each shall be entitled to elect as calculated in Article III, Section 3, of the Constitution of the Academic Senate of California State University, Chico. Such elections shall be conducted during the month of March or such dates as the Academic Senate office shall set.
- Section 7. Realignments: Any Senator, who, through administrative realignment, is no longer affiliated with the area they are to represent, will be allowed to serve in the Academic Senate until the end of the academic year in which the realignment takes place.
- Section 8. At-Large Members: Refer to Article III, Section 2 of the Constitution of the Academic Senate of California State University, Chico.
- Section 9. Nomination of At-Large Members: Nominations for At-Large members shall be solicited in February and close no less than one day prior to elections.
- Section 10. Absentee Ballots: Electronic or proxy voting will serve in place of absentee ballots.
- Section 11. Multiple Assignments: In the case of staff or students with faculty appointments, the primary employment or relationship to the university shall determine whether a member may be considered for faculty, staff, or student membership in the Academic Senate. Faculty members identified with two or more academic units shall be designated as members of the unit in which they have their majority faculty teaching assignment. Should the assignment be equally distributed, they may elect the unit. Such election shall not be changed unless their duties are reassigned.
- Section 12. Marking and Casting Ballots: As used in the Constitution and Bylaws, the terms vote, voting, and votes cast as used in any specific issue shall include only those who mark their

ballot on that issue or, in voice or hand vote, who do not abstain. The term casting ballots as used in any specific issue shall include those who submit ballots for counting, whether or not they mark their ballots on that issue, or, in voice or hand vote, who take any position including abstention.

Section 13. Officer Nominations and Elections: The nominations for the positions of Chair, Vice-Chair, Secretary of the Academic Senate, and chairs of standing committees shall be closed two weeks prior to the first Academic Senate meeting in April. Nominations and elections for Statewide Academic Senators shall be a separate election following procedures and timelines for At-Large members. No nomination or election is required for the Immediate Past Chair. For irregularly scheduled elections (e.g., to replace an officer who resigns during the year) the nomination period will close one day before the date of the election. Nominations and personal statements shall be made available electronically or read aloud prior to the election.

Section 14. Uncontested Elections: When positions on a ballot are uncontested, the Secretary of the Academic Senate may cast a unanimous ballot and no election need be held.

Section 15. Challenging Elections: Any election governed by Article III of the Bylaws may be challenged and a review demanded within such thirty-day period on petition of five percent of the eligible voters. A review of the electronic ballot report and/or of paper ballots shall be conducted by the Executive Committee of the Academic Senate. If a member of the Executive Committee is a candidate for office involved in the review, that member will not take part in the process. Otherwise, all decisions of the Executive Committee shall be final.

Article IV

Powers of the Executive Committee

The Executive Committee shall have only those powers delegated to it by the Constitution of the Academic Senate, the Bylaws, or those specifically delegated to it from time to time by the Academic Senate.

Article V: Replacement or Substitution of Faculty Members of the Executive Committee Outside of the Regular Election Cycle

Occasionally, faculty vacancies occur in the Executive Committee of the Academic Senate outside of the regular election cycle. The term “vacancy” is defined here as a temporarily or permanently unoccupied position, which includes short-term absences due to illness or leave.

Replacement and substitutions in Executive Committee apply only to faculty members of the Executive Committee. Regular proxy rules or guidelines apply pursuant to the Academic Senate Constitution.

For this section, a Long-Term vacancy shall be defined as expected to last for more than one semester. A Short-Term vacancy shall be defined as expected to last for one semester or less.

Section 1. Long-Term Vacancies during the academic year.

In the event of an expected Long-Term vacancy of the chair of a standing committee or the Chair of

Academic Senate, the vice chair of the standing committee or Academic Senate shall assume of the duties of the respective chair until that time that the chair returns, or a replacement or substitute may be elected or appointed. In the event the vice-chair of a standing committee is unable to fill the position, the Chair of the Academic Senate shall convene an EC meeting and have EC make a substitute appointment to fill the vacancy. In the event the vice-chair of Academic Senate is unable to fill the position of the Chair of Academic Senate, the Executive Committee shall appoint a substitute. Within 15 instructional days of the appointment of a substitute, the Academic Senate shall begin the election process for a permanent replacement utilizing the regular election process. The newly elected Executive Committee faculty member will take office immediately.

In the event the Long-Term vacancy is for a position other than the chair of a standing committee or Academic Senate, the Chair of the Academic Senate shall convene an EC meeting and have EC appoint a substitute to fill the vacancy. The Academic Senate shall begin the election process for a replacement within 15 instructional days of the vacancy utilizing the regular election process. The newly elected Executive Committee faculty member will take office immediately.

Section 2. Short-Term Vacancies during the academic year:

In the event of a Short-Term vacancy of the chair of a standing committee or the Chair of Academic Senate, the vice chair of the standing committee or Academic Senate shall assume the duties of the chair. In the event the vice chair of a standing committee is unable to fill the position, the Executive Committee shall make a substitute appointment, not to exceed one semester. If the vacancy unexpectedly extends to more than one semester, an election to fill the vacancy shall occur in accordance with Section 1 or Section 3 of this Article, as appropriate. In the event a Short-Term vacancy of a faculty member of the Executive Committee is a position other than a chair of a standing committee or chair of the Academic Senate, the Executive Committee of the Academic Senate shall make an interim appointment for the duration of the expected vacancy, not to exceed one semester. If the vacancy unexpectedly extends to more than one semester, an election to fill the vacancy shall occur in accordance with Section 1 or Section 3 of this Article, as appropriate.

Section 3. Long-Term Vacancies commencing during academic recesses, more than one semester

If an expected Long-Term vacancy of the chair of a standing committee or the Chair of Academic Senate begins during an academic recess, the vice-chair of the standing committee or Academic Senate shall assume the duties of the chair for the duration of the academic recess and the following academic semester. In the event the vice-chair is unable to fill the position, the Executive Committee shall make a substitute appointment for the duration of the academic recess and the following academic semester.

In the event the Long-Term vacancy of a faculty member of the Executive Committee is a position other than that of a chair of a standing committee or chair of the Academic Senate, the Executive Committee shall make a substitute appointment effective for the academic recess and the following academic semester.

If the vacancy occurs in the summer academic recess, no later than October 1st, the Academic Senate shall elect a permanent replacement for the vacancy using the regular election process. The newly elected Executive Committee faculty member will take office the day after the last workday of the current semester. If the vacancy occurs in the winter academic recess, the substitute shall be appointed through the spring semester, and replacement shall be made through the regular election cycle in spring.

Section 4. Short-Term Vacancies commencing during academic recesses, one semester or less

If an expected Short-Term vacancy of the chair of a standing committee or the Chair of Academic Senate begins during an academic recess, the vice-chair of the standing committee or Academic Senate shall assume the duties of the chair for the duration of the academic recess and the following academic semester. In the event the vice-chair is unable to fill the position, the Executive Committee shall make a substitute appointment for the duration of the academic recess and the following academic semester.

In the event the Short-Term vacancy is a position other than the chair of a standing committee or the Chair of Academic Senate, the Executive Committee shall make a substitute appointment for the remainder of the academic recess and the following semester.

At the conclusion of the following semester, the substitute appointment will expire. If the vacancy unexpectedly extends to more than one semester, an election to fill the vacancy shall occur in accordance with Section 1 or Section 3 of this Article.

Section 5. Provisions

No faculty member of Executive Committee may serve as a Long-Term substitute for a vacant Executive Committee faculty position, unless the faculty member temporarily or permanently relinquishes their current position to serve as the substitute. With consultation with the Executive Committee, current faculty members of Executive Committee may serve as Short-Term substitutes. In the event that one faculty member holds two positions simultaneously on Executive Committee, the faculty member shall hold only one vote on the committee.

Vacancies for chair of the Academic Senate, vice-chair, secretary, or standing committee chairs may only be filled by currently elected senators.

Statewide senator vacancies may be filled by any faculty member who meets the eligibility of Article VIII, Section 1 and Section 2 of the Academic Senate Constitution.

- If the vacancy is filled temporarily or permanently by a sitting At-Large Senator, the Executive Committee will conduct an election to replace the At-Large Senator in accordance with Article VIII, Section 3 and Section 4 of the Academic Senate Constitution.
- If the vacancy is filled temporarily or permanently by a sitting College Academic Senator, the Academic Senate office will notify the appropriate college of the need to hold a special election to fill the vacancy in order to maintain representation on the Academic Senate during the period of substitution.

No substitution for the Immediate Past Chair of Academic Senate shall occur.

Academic Senate will be notified of the appointment of a substitute appointment at the first meeting of the Academic Senate following the appointment.

The Executive Committee of the Academic Senate will maintain written electoral procedures that are reviewed and approved periodically.

Article VI

Amendments

These Bylaws may be amended by a two-thirds vote of the members present and voting at a regular

Academic Senate meeting. Proposed Bylaws changes must be introduced in a prior Academic Senate meeting; nothing herein shall be construed to permit a suspension of the rules when amending the Bylaws.