Announcement of Elections for
2015-2017
Academic Senate Executive Committee

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Schedule of Elections:

May 1st: E-announcement of elections to all faculty and post on Senate Web Site.

May 12th: Academic Senate meeting; announcement of and solicitation of nominations. Mail or E-mail to the Elections Committee at the above addresses for details.

May 28th: Academic Senate meeting; Official vote for nominees. Academic Senate announces new officers and notifies campus community of new officers on Senate Web Site and via e-mail.

June 8th: New officers take office (first business day after the spring semester).

The following Offices are OPEN for nomination:

Note: According to the ELAC Academic Senate Bylaws and Constitution, all officer nominees, with the exception of the President, must be continuing senators or senators-elect in order to be eligible to run for office. Faculty who have served a minimum of one term in the Senate with at least seventy-five percent attendance during that term may run for president.

President

Examples of Academic Senate President Responsibilities are to:

1. Preside over all meetings of the Academic Senate and of the Executive Committee of the Academic Senate.

2. Serve as the chief spokesperson of East Los Angeles College’s Academic Senate and advocate for faculty in academic and professional matters. Engage in official correspondence primarily with faculty and administrative leadership at the college, district and state-wide levels.

3. Initiate and lead the development of proposed policies for consideration by the Academic Senate, Executive Committee of the Academic Senate, District Academic Senate and the Executive Committee of the District Academic Senate.

4. Serve on the District Academic Senate and the Executive Committee of the District Academic Senate.

5. Appoint faculty to Academic Senate Committees, unless otherwise specified in these bylaws.
6. Coordinate with the Learning Assessment Coordinator, Professional Development Coordinator and Distance Education Coordinator in the performance of their duties.

Vice-President

Examples of Academic Senate Vice-President Responsibilities are to:

1. Perform the duties of the President when the latter is unable to perform those duties. Serve on various campus committees as necessary to fulfill this responsibility.

2. Consult and assist the President in the development of policy proposals and Senate correspondences.

3. Serve as co-chair of one or more institutional planning committees, which may include Budget Committee.

4. Serve as co-chair of the Program Review and Viability Committee and, when required, recommend faculty to serve on Program Review Validation Committees and accreditation self-study teams.

5. Prepare an annually updated record of all Senate committee memberships, Senate representatives on College committees, and terms of office.

6. Assist chairs of Academic Senate committees when procedural questions arise.

7. Serve as one of the Senate’s representatives on the District Academic Senate.

8. Perform other duties as assigned by the Executive Committee or by the Academic Senate.

Secretary

Examples of Academic Senate Secretary Responsibilities are to:

1. Record the attendance and take the minutes of each Academic Senate meeting, distributing a draft copy of those minutes to the executive officers within ten days in the same format that has been used by the Academic Senate.

2. Provide final draft of the minutes to the Senate President in advance of the next Senate meeting.

3. Submit to the Senate President, in a mutually agreed upon time, a final, signed copy of the minutes approved at the previous Senate meeting so that the Senate President may send to the all-faculty email distribution list (#-ELAC Faculty List).

4. Post the approved minutes on the Academic Senate Web page. Both hard copy and electronic copy of minutes shall be maintained in the Senate Office.

5. Maintain/update the Senate Web page, including posting the Senate membership roster and schedule of meetings.

6. Attend all Senate meetings and Executive Committee meetings. (If an emergency occurs and the secretary cannot attend a Senate meeting or prepare the minutes, the Secretary shall notify the President as soon as possible.)

Treasurer

Examples of Academic Senate Treasurer Responsibilities are to:

1. Proactively remind faculty members to pay their Academic Senate dues.

2. Promote the use of automatic payroll deduction for paying Academic Senate dues. Work with the ELAC Foundation to facilitate this process.
3. Maintain the Academic Senate checking account and distribute funds as directed by the Senate and/or Executive Committee.

4. Prepare and distribute a Treasurer’s Report to the Senate at a minimum of twice each semester.

5. Serve as Senate liaison to the ELAC Foundation and the Fiscal Office pertaining to Senate Scholarships and the Scholarship timeline. Maintain contact with the academic departments and the Office of Admissions and Records to determine the recipients of the Senate scholarships for the departments, the Valedictorian, and the Salutatorian. Arrange with the ELAC Foundation to disburse the checks for these scholarships.

**ELAC Representative to the District Academic Senate (DAS Rep.)**

*Examples* of DAS Representative are to:

1. Attend District level meetings.

2. Report updates to ELAC Senate.

3. Advocate for ELAC faculty at District level meetings.