

# Senate Delegate Roles and Responsibilities

## Definitions and Role of the Delegate

A Senate Delegate is a faculty member selected by a local senate to represent that local senate in a voting capacity at the Plenary Session of the Academic Senate for California Community Colleges. This delegate may be a local senate president, vice president, or any faculty member designated by the local senate.

A Senate Delegate has the responsibility to operate in a truly representative capacity. In order for a delegate to fulfill this representative responsibility, the delegates must keep well informed of their local senate's positions on issues, as well as informed on the issues at the state level. The California Education Code (Title 5, Sec. 53200) defines the academic senate as an "organization whose primary function is, as the representative of the faculty, to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters." The Senate Delegate, therefore, represents the local senate's recommendations on academic and professional matters at the system wide level, giving direction through the resolution process to the Executive Committee of the Academic Senate for California Community Colleges.

Serving in a representative capacity, the Senate Delegate has numerous responsibilities that occur before, during, and after each plenary session.

### BEFORE THE SESSION:

1. Become familiar with the structure, purpose and history of the Academic Senate. (See Academic Senate Organizational Chart.)
2. Attend Area meetings to gain early information on statewide issues that will be addressed at the Plenary Session.
3. Review pre-session materials and encourage faculty with subject matter expertise/ responsibility to attend.
4. Discuss the issues with the local senate to identify faculty positions. Such positions may take the form of resolutions to be presented at the plenary session.
5. Study, distribute and discuss pre-session resolutions with the local senate to receive direction prior to the Area meeting.
6. Attend the Area meeting representing the positions of your local senate and carrying forward local senate resolutions for the Plenary Session.

### DURING THE SESSION:

1. Review documents in the session packet, e.g., pre-session resolutions, papers, etc.
2. Network with colleagues, attending the Session for additional information and perspectives on issues.
3. Attend breakouts and divide up your college delegation among breakouts you cannot attend.
4. Participate in Area meeting/resolution writing sessions.
5. Write and sponsor resolutions based on discussion/issues in breakouts.
6. Sponsor and carry resolutions sent by your local academic senate to the session.
7. Represent the position of your local senate during the resolution debate and voting session at the conclusion of the Plenary Session.
8. Vote for Executive Committee officers and members as defined in the Elections Announcement.

### AFTER THE SESSION:

1. Report the results of the Plenary Session back to your local senate.
2. Distribute appropriate information among the campus community.
3. Maintain contact with your Relations with Local Senates Committee contact and with other senate presidents in your area to remain current on state-wide issues and brainstorm local issues.
4. Continue to inform the local senate in preparation for next Plenary Session.

## Tips For the Delegate

At the Plenary Session it is important to focus your energies and become as informed on the issues as possible. The following is a list of tips for effective delegates:

1. Spread your team around. If more than one member from your college attends the session, review the schedule of breakouts and prioritize the issues and challenges that your district has struggled to solve. Schedule time to network during the Plenary Session.
2. Get to know your colleagues. From discussions with other senators, you may learn of senates that are working

on similar issues and challenges that your district has struggled to solve. Schedule time to network during the Session.

3. Use your state representative. Your representatives on the Executive Committee and the Relations with Local Senates Committee members are ready to help you. A conversation with any one of them may provide you with needed information.
4. Attend the Delegate's Roles and Responsibilities Orientation. This orientation is provided at every Plenary Session to review the process of the Session and to address questions delegates may have.
5. Attend the Nuts and Bolts of Effective Senates breakout. This breakout has been designed with delegates and senate presidents in mind. It will involve presentations and discussion on the basics of having an effective and truly representative senate.

In order to be an effective delegate it is important to maintain contact with your statewide Academic Senate representatives and with your local area colleagues, and to participate in Area meetings twice a year.

## **Area Representation**

There are four existing Areas that represent the traditional grouping of the local senates. This four Area grouping has been the formal basis for local senate representation to the Executive Committee of the Academic Senate for California Community Colleges. One representative is elected from each of the Areas of the state. There are also two representatives from the North, two from the South and two at-large.

Area A is made up of twenty-six colleges, Area B with twenty-nine, Area C with twenty-five and Area D with thirty-two. It is the responsibilities of the Executive Committee members to maintain contact with the local senates. The local senates may contact their nearest Executive Committee member, the Academic Senate Office or any Executive Committee member with special expertise.

There are fourteen Executive Committee members to serve over a hundred college and district senates. The number of colleges, in addition to geographical considerations, presents the Executive Committee with a strong serious level of responsibilities and challenge to effectively serve the constituents of the local academic senates throughout the state.

Area meetings are held prior to the Fall and Spring Plenary Sessions and are necessary to discuss and develop resolutions as needed regarding the issues that will be voted on at the session. The local senate president, as well as, other interested local senate members may also attend area meetings. The local senate delegate represents the positions and perspectives of their local senate at these meetings, as well as engaging in information gathering to take back to the local senate for direction before session.

## **Resolution Process**

As a delegate you may write, propose, second and vote on resolutions presented at the Plenary Sessions of the Academic Senate. Please refer to the Resolution Procedures in this packet for the description of the resolution process as written in the Session rules.

Through the resolutions process, Delegates drive the work of the Academic Senate for California Community Colleges. The Executive Committee is responsible for the implementation of all adopted resolutions. After each Plenary Session, the Executive Committee assigns adopted resolutions to the Senate's various committees for implementation. Each year, the committees develop work plans and generate regular reports on the status of all assigned resolutions. The status of any resolution can be found on the Senate's website ([www.asccc.org](http://www.asccc.org)) by:

1. Searching the adopted resolutions database for resolutions of interest. To access the resolutions database, go to the Academic Senate homepage and click on the tab titled "RESOURCES". A drop down menu will appear, click on "Resolutions". This will bring you to the resolutions database. Click on an individual resolution title to access the resolution's status along with the entire text of the resolution and information about which committee was assigned the resolution; or
2. Accessing the most current committee activities, reports and meeting minutes through each individual committee's webpage on the Senate website. To access committee information, click on the tab titled "COMMUNITIES" on the Academic Senate homepage. A drop down menu will appear, then click on "Committees"

For assistance or additional information, please contact the Senate Office at [info@asccc.org](mailto:info@asccc.org) or call (916) 445-4753.