

ASCCC Caucus Procedures and Guidelines

Definition and Purpose

Academic Senate caucuses are intended to serve as groups of independently organized faculty to meet, network, and deliberate collegially in order to form a collective voice on issues of common concern that caucus members feel are of vital importance to faculty and the success of students as they relate to academic and professional matters.

Caucuses serve as forums within the Academic Senate for various groups of faculty to meet and deliberate collegially in order to form a collective voice.

Caucuses can seek solutions to concerns and issues raised by their members through the resolution process and can disseminate Academic Senate resources such as papers, *Rostrums*, and event information.

Caucuses should remain informed about ASCCC positions and current activities to the extent that they do not undermine or interfere with the current or past work of the ASCCC.

- If caucus deliberations lead to information or recommendations that will inform and potentially improve upon ASCCC activities the Caucus Chair shall communicate such to the current ASCCC President, Vice President, and Executive Director.
- If a caucus forms a position or recommendation that seeks to alter or reverse ASCCC positions or current activities, then due process must be followed through the normal resolution and consultation process.

Recognition of a Caucus

In order to be formally recognized by the Academic Senate, caucuses must meet the following criteria:

- Caucus membership must be voluntary and open to all community college faculty. Additionally, caucuses must provide open, public access to meetings.
- Caucuses must meet regularly and provide minutes of their meetings to the Academic Senate.
- Caucus members cannot be charged a fee or dues to participate in the caucus nor can a caucus fundraise.
- Caucuses are not directed or controlled by the Academic Senate and shall not act on behalf of the ASCCC and shall not present themselves as acting for, or representing the ASCCC or its interests in any manner or media.
- Caucuses must operate in a lawful manner.
- Caucuses will not promote hate, violence or any other offensive action against any other person(s).
- Caucuses should be formed around broad issues of ongoing concern rather than single or short-term issues. In particular, there should be a clear connection to academic and

professional matters as established in Title 5 and Education Code. Caucuses should be formed to focus on issues across the entire California community college system not just the specific needs or desires of a particular college or district.

- Caucuses should not be duplicative of the work of standing ASCCC committees, existing caucuses, or other representative faculty groups.
- Caucuses are not intended to be discipline-specific or professional organizations nor to meet the professional development needs of its membership.

Application for Caucus Recognition

At any time during the year, the interested members of the proposed caucus may submit a **Recognition of Caucus Application** to the ASCCC Office.

Caucuses are established by a simple majority vote of the ASCCC Executive Committee to approve the written application. The application shall state the purpose of the proposed caucus, names of members (minimum of ten faculty from at least four different colleges and at least two districts), the contact information for leadership of the proposed caucus, and a statement explaining how the objectives of the caucus will further those of the ASCCC.

ASCCC reserves the right not to recognize a caucus if it feels the caucus does not meet the criteria for recognition of a caucus listed above. If a caucus is not recognized, the individual who submitted the recognition of caucus application will be notified of any questions for clarification, or the reasons or concerns with the proposed caucus. If a caucus application is denied, a revised application may be re-submitted to the ASCCC Office.

Previously approved caucuses that have failed to express their intent to remain active by May, can be re-established as a caucus by submitting a new written application.

Membership

Caucus membership must be voluntary and open to all California Community College faculty.

Caucus membership must consist of a minimum of ten faculty from at least four different colleges and at least two districts.

Caucus members may affiliate with one or more caucuses.

Caucus membership should not consist of only a small representation of a particular discipline.

Executive Committee members may participate informally in caucuses but may not be members.

Procedures and Guidelines

Caucus chairs must be elected annually at the first fall meeting.

All caucus meeting minutes must be submitted to the ASCCC Office within one month following a meeting.

Caucuses should provide open public access to its meetings. It is recommended that caucuses conduct their meetings in compliance with the Ralph M. Brown Act (Government Code §54950-54961).

In order to stay active, caucuses must inform the ASCCC Office each May of its intent to remain active and provide a current list of its membership. If a caucus fails to alert the ASCCC Office of its desire to stay active, the caucus shall be deemed inactive for a period of two years. During that time, the ASCCC will continue to provide a space for potential meetings of the caucus at plenary sessions. A new application will need to be submitted to remove the caucus from inactive status. A caucus that has remained inactive for a period of two years without the submission of a new application will be terminated.

Unless specifically required to do so by the procedures and guidelines described here or published on the Academic Senate website, caucuses are free to structure their internal organization and operations as they see fit.

Termination

A caucus that has remained inactive for a period of two years without the submission of a new application will be considered terminated.

The Executive Committee reserves the right to withdraw its recognition of an active caucus in consultation with the caucus leadership if the Executive Committee determines that the caucus has violated any of the procedures or guidelines established for caucuses or if the caucus wishes to dissolve itself.

Any member of the Executive Committee may bring forward an agenda item to withdraw recognition of an active caucus if the caucus is believed to have violated the established Academic Senate procedures and guidelines for caucuses. A two-thirds majority of Executive Committee members is required to withdraw recognition from a caucus.

Recognition of an active caucus will not be withdrawn simply due to a disagreement between the caucus and the Academic Senate.

Any caucus actions that subject the ASCCC to potential harm, liability, or fraud will result in immediate termination of the caucus.

Executive Committee Approved: May 20, 2016
Executive Committee Revised: