

Contra Costa College
CLASSIFIED SENATE
Bylaws

Bylaw I. Senate Membership

Section 1. Members of the Classified Senate shall be elected, the electorate being defined as those employees who are classified staff of the College District.

Section 2. Eight senators shall be elected, four that reside on the Executive Committee (President, Vice President, Secretary, and Treasurer) and four senators at large.

Section 3. All Executive Committee members shall serve 2 year terms. Terms shall begin on the day of the last general meeting of the academic year (May). Terms of office for the Executive Board members shall be based on table following. Board members with the designation of "A" shall begin terms July 1 of every odd year and officers with the designation of "B" shall begin terms July 1 of every even year. The term of office is two years. Executive Board members may serve consecutive terms.

| A | B |
|-----------|----------------|
| President | Vice President |
| Secretary | Treasurer |

Section 4. Vacancies and Recalls

A. Vacancies

1. The President may declare a vacancy when a senate member has been absent for more than three consecutive meetings.
2. In the event of a vacancy of the senate, the Classified Senate may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure;
 - b. authorize the president to appoint a classified staff member to fill the vacant senate position;
 - c. or, decide to leave the seat vacant until the next regular election.

B. Recalls

1. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Senate.
2. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast by the voting body of the Classified staff of Contra Costa College

Section 5. Duties and responsibilities of the classified senators shall include, but not be limited to, Article II of the Classified Senate Constitution.

Bylaw II. Executive Committee (officers)

Section 1. The Executive Committee shall be comprised of the President, Vice President, Secretary, and Treasurer.

Section 2. Elections and Term of Office

The Executive Committee members shall be nominated and elected by the senate body during the first meeting at which the newly elected senators assume office in May (see Bylaw 1, Section 3). Terms shall be two years, with a limit of two consecutive terms.

Section 3. Duties and responsibilities

A. Duties of President shall include but not be limited to the following:

1. Serve as official representative of the Classified Senate in all venues.
2. Be responsible for all required reports and recommendations.
3. Chair and facilitate all regular senate meetings.
4. Administer and maintain the affairs of the classified senate between meetings.
5. Serve as ex-officio member of all senate committees.
6. Chair of Executive Committee.
7. Serve on college committees requiring the Classified Senate President, and other committees as time allows.
8. Meet regularly with the President.

B. Duties of Vice President

1. Assume duties of President during the president's absence, at the request of the President or for the unexpired term in the event the President cannot serve.
2. Serve as coordinator of committee chairs and ex-officio member of all committees. Report on current status of committees activities to executive committee and senate.
3. Chair of the Nominations Committee and Chief Election Officer for all Senate elections.
4. Perform those duties delegated by the President.

C. Duties of the Secretary

1. Assume duties of President in absence of President and Vice President in regards to facilitating meetings.
2. Serve as official documentarian/historian of Classified Senate.
3. Be responsible for Senate correspondence and the dissemination of information to all classified senators and staff.
4. Be responsible for attendance roll and all records of the Classified Senate.
5. Monitor and amend classified employee roster via the Human Resources Specialist twice a year; immediately prior to annual elections and 6 months thereafter.

D. Duties of the Treasurer

1. Assume duties of President in absence of President and Vice President in regards to facilitating meetings.
2. Shall be responsible for finances of the Classified Senate and all reports pertaining thereto.

Section 4. Executive Committee functions

- A. The Executive Committee shall meet approximately every four weeks in the interval between Senate meetings.
- B. The duties of the Executive Committee shall include, but not be limited to:
 1. Develop agenda for Classified Senate meetings.
 2. Review committee reports and place said report on agenda for senate action when appropriate.
 3. Review report/request from all other sources to determine if they should be placed on the agenda.
 4. Call special meetings of the Senate if necessary.
 5. Authorize and approve expenditures.
- C. All meetings of the Executive Committee shall be public forums, but no one shall address the Executive Committee except at the pleasure of the committee.

Section 5. Vacancies and Removal from Office

- A. Vacancies shall be consistent with Bylaw 1.4.A.1.
- B. A member of the Executive Council may be removed from office consistent with Bylaw 1.4.B.2.

Bylaw III. Elections

Election procedures shall be developed by the Classified Senate for yearly elections as outlined in the Constitution and Bylaws guidelines.

Bylaw IV. Meetings

Section 1. Meetings shall be open to the public and governed by Robert's Rules of Order as stated in Article VIII of the Constitution.

Section 2. Meetings shall take place twice a month from August to May, and once a month June-July inclusive pursuant to Article VI of the Constitution. The meeting time shall be established by consensus, so that every classified member has an opportunity to serve the Council, without hardship to the member or his/her supervisor.

- A. The meeting schedule shall carry over from one year to the next, unless the schedule for the next academic year is changed and established prior to the Council elections. This will be done so that potential members and their supervisors are aware of the time commitment and can schedule accordingly.

Section 3. A quorum shall be established as 51% of the senate body. A lack of a quorum shall constitute discussion without action.

Section 4. A Classified Senate agenda shall consist of but not be limited to:

- A. Agenda Approval
 - B. Approval of Minutes
 - C. Public Comments
 - D. Communications
 - E. Executive Committee Reports
 - F. Committee Reports
 - G. Old Business
 - H. New Business
 - I. Other
- (see appendix 1)

Bylaw V. Committees

Section 1. Standing Committees of the Senate

- A. Standing Committees shall be permanent and established or dissolved by the Executive Committee and ratified by the Senate.
- B. The purpose of each Standing Committee shall be established by the Executive Committee and clearly stated in the minutes.
- C. Standing Committee Chairs must be members of the Senate and shall be appointed by the Senate President. Committee members shall not be limited to members of the senate. A minimum number on any one standing committee shall be three.
- D. Committee membership shall not exceed the duration of the president's term. Any appointee can be removed by a simple majority vote of the Executive Committee.
- E. Standing committees shall meet a minimum of four (4) times a year unless otherwise specified by the Executive Committee and ratified by the senate.
- F. The Chair shall report committee activities to the Executive Committee at its regularly scheduled meeting and to the Vice President of the Senate upon request by the same.
- G. Standing committees include but are not limited to the Appointments Committee.

Section 2. Ad Hoc Committees

Ad hoc committees shall be established by the President for special purposes and be of short duration. The president shall be an ex officio member of all committees, except the Nominating Committee.

Section 3. Campus-Wide College Committees

- A. Requests and recommendations for classified staff appointments on campus-wide college governance committees may be made to the Appointments Committee or the Classified Senate President who will submit said request and recommendations to the Appointment Committee for approval.

B. Committee member appointments shall be made by the Appointments Committee unless unable to do so due to time constraints. In such circumstance, the Classified Senate President may make the appointment.

Bylaw VI. Amendments

Section 1. Recommendations

Suggestions for amendment to these bylaws can be made by submitting a written request to the Executive Committee a minimum of 10 days prior to the next senate meeting. The Executive Committee shall place all amendment recommendations on the next senate agenda for discussion. Amendments to the bylaws shall be made with a simple majority vote of a senate quorum.

Section 2. Action

Upon no action by the senate on a suggested bylaw amendment, the amendment may be resubmitted as an agenda item