

Bylaws: Los Medanos College Classified Senate

ARTICLE I

NAME AND ADDRESS

Section 1. Name

The official name of the organization shall be the Los Medanos College Classified Senate, hereinafter referred to as the Classified Senate.

All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)

Section 2. Address

The organization's address has been established to be: LMC Classified Senate, 2700 E. Leland Road, Pittsburg, California, 94565.

ARTICLE II

PURPOSE & MISSION STATEMENT

Section 1. Purpose

- a. The Classified Senate provides a formal representative voice in determining institutional policies, procedures and regulations through the governance structure.
- b. To enable the Classified Senate, through the participatory governance structure and representation on District-wide bodies, to address the Governing Board of Contra Costa Community College District, which from here forward will be called CCCCDC Governing Board, with recommendations and views on matters affecting the conduct, welfare, and growth of the College.
- c. Within the LMC governance structure, the Classified Senate shall advocate for and on behalf of Classified Professionals.
- d. The Classified Senate promotes communication and mutual understanding among Classified Professionals, students, faculty and administrators.

Section 2. Mission Statement

- a. The Classified Senate of Los Medanos College is desirous and ready to participate fully in the Shared Governance of the College and the District in accordance to the College Shared Governance Model and the mandates of AB 1725. The full realization and actualization of the personal, philosophical and education goals of the Staff and the Institution require the formation of a Classified Senate as an organizational and coordinating structure. (Established December 16, 1991)

ARTICLE III

MEMBERSHIP AND ELECTORATE

Section 1. General Membership

- a. The Classified Senate shall be a senate of the whole, comprised of all permanent Classified Employees who have been hired by the Contra Costa Community College District (Ed. Code 88003) to fill a position located at or assigned to Los Medanos College.

- b. Confidential and hourly employees of LMC are invited to attend Classified Senate meetings and/or bring topics of concern to Classified Senate Council but do not have voting rights.

Section 2. Electorate

- a. The Electorate has voting rights and shall consist of the LMC Classified Senate Council as defined in Article IV, Section 1.a. and Classified Senate.
- b. Voting members are those defined in Article III, Section 1. a. of these bylaws.

ARTICLE IV

CLASSIFIED SENATE COUNCIL

Section 1. Organization

- a. The Classified Senate Council, hereinafter referred to as the Council, shall consist of nine (9) members; eight (8) regular elected members, including one (1) Senate President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, and four (4) Council Officers. The ninth (9) member is the Vice President of the bargaining unit.

Section 2. Candidate Qualifications

- a. Each candidate for election to the Council shall be a member of the Classified Senate.

Section 3. Election Procedures

- a. The Council shall hold yearly elections during Spring semester or as needed to fill vacancies.
- b. The election process shall be the responsibility of the Elections Committee. The Elections Committee will consist of 3 appointed Classified Professionals and stay in effect for twelve months from the time of appointment. While serving on an elections committee, members cannot run for a Senate Council.
- c. The Elections Committee shall follow the procedures and timelines for the election process as provided by Classified Senate, Constitution and bylaws.
- d. A vacancy on the Council will be announced to all Classified Professionals in writing and at a general meeting at least ten (10) days in advance of voting. Members seeking election or re-election will submit their names to the Election Committee.
- e. Confidential ballots will be sent out to all Classified Professionals, collected, and tallied under the supervision of the Election Committee. The results will be announced to the community by the Election Committee in writing and verbally at the next regular meeting.
- f. The Council shall be elected by a majority vote of the Classified Senate, except for the bargaining unit Vice President.
- g. Candidates must meet qualifications as described in Article IV, Section 2 of these bylaws. It shall be the responsibility of the Elections Committee to verify that these conditions have been met.
- h. Candidates will be declared elected to the position if they run unopposed.
- i. In the event of a tie or lack of simple majority there will be a runoff election.
- j. There shall be no proxy votes.

Section 4. Terms

- a. Terms of office for Council shall begin at the start of the fiscal year, July 1st, of the year elected.
- b. The term of office is two (2) years.
- c. The number of consecutive terms for all Council positions is limited to two (2) terms or four (4) years.
- d. A Council Member may run for and occupy any position not previously occupied for two (2) consecutive terms.
- e. A Council Member who has served two (2) consecutive terms may run for and occupy a previously held council position only after a two (2) year absence from the position.

Section 5. Responsibilities

- a. The President shall:
 - i. Attend all Classified Senate, Council, Shared Governance Council (SGC), Classified Senate Coordinating Council (CSCC) and District Governance Council (DGC) meetings. The Classified Senate President may delegate this duty to a Classified Senate member if the officers are unable to attend.
 - ii. Be responsible for the preparation of the agenda for all meetings after receiving input from Classified Professionals.
 - iii. Preside over Classified Senate meetings and Council meetings.
 - iv. Represent Classified Professionals at Shared Governance Council (SGC), Classified Senate Coordinating Council (CSCC), District Governance Council (DGC) and other college and district committees, meetings and functions.
 - v. Sign approved minutes, along with the Secretary.
 - vi. Sign approved treasurer's report along with the Treasurer.
 - vii. Provide Orientation for new Council Members.
- b. The Vice President shall:
 - i. Attend all Classified Senate, Council, Shared Governance Council (SGC), Classified Senate Coordinating Council (CSCC) and District Governance Council (DGC) meetings.
 - ii. Assist in all duties of the presidency and perform other related duties as assigned by the President.
 - iii. Serve as Interim President during an absence of the President.
 - iv. Succeed to the office of President, upon resignation or removal of President, and serve the remainder of the year.
 - v. Perform the duties of the Secretary or Treasurer in their absence.
- c. The Secretary shall:
 - i. Attend all Classified Senate and Council meetings.
 - ii. Record and post minutes on the Classified Senate website of all Classified Senate and Council meetings. A draft is expected to the President within seven (7) calendar days after the meeting, with a final copy being provided three (3) days before the next Classified Senate/Council meeting.
 - iii. Maintain an archive of all Classified Senate and Council business and correspondence.
 - iv. Sign approved minutes, along with the President.
 - v. Perform such other duties as may be assigned by the President.
- d. The Treasurer shall:
 - i. Attend all the Classified Senate and Council meetings.

- ii. Be responsible for all monetary collections and disbursements relating to the Classified Senate.
- iii. Maintain all records pertaining to the financial status of the Classified Senate.
- iv. Prepare a monthly financial report and financial year-end report to be made available to the Classified Senate.
- v. Perform such other duties as may be assigned by the President.
- e. Council Members shall:
 - i. Attend all the Classified Senate and Council meetings.
 - ii. Participate on standing committees as outlined in these bylaws.
 - iii. Perform such other duties as may be assigned by the President.
- f. The Vice President of the bargaining unit shall:
 - i. Attend all the Classified Senate and Council meetings.
 - ii. Act as a liaison between the bargaining unit and Classified Senate.
 - iii. The Vice President of the bargaining unit may delegate their duties to a union steward including their vote on Classified Senate action items.

ARTICLE V

MEETINGS AND PROCEDURES

Section 1. Notice and Place of Meetings

- a. All meetings shall be scheduled in advance by the Council except for special circumstances provided for within these Bylaws. The Classified Senate President will determine the place and time for each meeting. Notice of all meetings must be sent at least 72 hours prior to the date of the meeting to all LMC Classified, College President, Academic Senate President, the LMCAS President and the VP - Business and Administrative Services.

Section 2. Classified Senate Meeting Quorum

- a. In order to conduct business, a quorum shall be defined as a simple majority of the nine (9) Council members. A quorum is five (5) Council members.

Section 3. Council Meetings

- a. The Council shall meet once a semester and on an as needed basis. All Council meetings shall be open to all LMC Classified Senate members, but no one shall address the Council except at the pleasure of the Council.
- b. In order to conduct business, a simple majority of the nine (9) Council Members must be present. A simple majority is five (5) Council members.

Section 4. Special Meetings

- a. Special meetings may be called by the Classified Senate President, or by a simple majority of the Council, or upon written petition to the Senate President by twenty percent (20%) of the Classified Senate.

Section 5. Meeting Procedures

- a. The Council reserves the right to establish meeting procedures for all Classified Senate meetings. In the absence of specific action by the Council, Robert's Rules of Order (latest edition) shall be the designated parliamentary authority for reference at all LMC Classified Senate meetings.

Section 6. Action without Meeting

- a. The Council may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting. Approval of the action without meeting will be by majority vote of the Council and announced via email notification. Actions shall be filed with the minutes of the next regular Classified Senate meeting.

Section 6. Rules of Attendance and Recall

- a. Any Council member who is unable to attend a meeting is to contact the Senate President four (4) working days prior to the meeting.
- b. Any Council member who misses three (3) meetings within a Classified Senate year may be replaced at the recommendation of the Senate President. (or by a simple majority vote of the council)
- c. Council members may be recalled by a simple majority vote of the Council for reasons of due cause including, but not limited to: (a) nonparticipation in the assigned duties of a Council member (b) non-representation of staff concerns and or (c) misconduct.
- d. Council members who are unable to fulfill their duties should resign. A thirty (30) day written notice is to be given to the Senate President to allow the Council to fill the vacancy.

Section 7. Fiscal Year

- a. The Fiscal Year shall begin on July 1 and end on June 30 of each year.

Section 8. Expenditures

- a. Requests for funds must be requested at a regularly schedule Classified Senate meeting.
- b. Expenditures of up to \$500 monthly may be made without the approval of the general membership with an annual cap of \$1000. All other expenditures require the approval of the general membership at a regularly scheduled Classified Senate meeting.
- c. Expenditures will comply with Business Procedure 18.04.

ARTICLE VI

SHARED GOVERNANCE COMMITTEES

Section 1. Shared Governance Committees

- a. The Classified Senate shall work with other constituents to establish both standing and ad hoc committees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operational matters of the college, where it does not conflict with union activities.

Section 2. Shared Governance Membership

- a. Membership on standing and ad hoc committees is open to all classified professionals who have completed probation.
- b. The Senate President will send an email to all LMC Classified to solicit volunteers for available Classified Senate seats on Shared Governance Committees. The Council will then appoint Classified representatives to the committees.
- c. Classified Senate representatives will serve on Shared Governance Committees for one year.
- d. Each Classified representative on a Shared Governance Committee shall be the voice for the Classified Senate and will need to participate in Classified Senate to know the will of the membership.
- e. A shared governance committee report is to be submitted to the Senate President by one of the representatives of said committee within one week of the meeting.

ARTICLE VII

STANDING COMMITTEES AND ASSIGNMENTS

Section 1. Standing Committees

- a. The following standing committees shall perform functions as set forth by the bylaws. Other standing committees may be formed as the need arises by the Council.
 - i. Bylaws & Constitution
 - ii. Elections
 - iii. Scholarship Selection
 - iv. Fundraising
 - v. JobLinks

Section 2. Committee Membership

- a. Unless otherwise specified herein, the President shall, as soon as possible after his/her election, appoint the chairperson(s) and members of the standing committees. These appointments shall be subject to the ratification of the Council. The Council shall determine the number of members to be appointed to each committee except as otherwise provided herein.
- b. Membership on standing committees is not limited to the Council members.
- c. There shall be a minimum of one Council member on each of the standing committees.
- d. The Senate President shall be a non-voting ex-officio member of all committees except the Elections Committee.

Section 3. Standing Committee Quorum:

- a. In order to conduct business, a quorum shall be defined as a simple majority of the Standing Committee members present for a meeting. For the purpose of making motions and voting on business items in a meeting, it shall require a simple majority of those present for approval.
- b. In the event of a tie the President as the ex-officio member will vote to break the tie.

Section 4. Standing Committee Reports

- a. Standing Committee Chairs will prepare a written report to be mailed to the President one (1) week prior to each Classified Senate Meeting.

ARTICLE VIII

BYLAWS

Section 1. Amendment of Bylaws

- a. The Bylaws Committee is charged with the responsibility to review the bylaws every two years or as needed.
- b. Proposed amendments shall be placed on the agenda of the next two (2) Classified Senate meetings for discussion. A vote on the proposed amendments will follow the discussion at the second Classified Senate meeting where the item was on the agenda.

Section 2. Ratification of Bylaws

- a. Classified Senate Bylaws changes require ratification by the general membership. Adoption of amendments shall be by a simple majority vote during a regularly scheduled Classified Senate meeting.
- b. Adopted amendments will be effective immediately.