

# Los Medanos College Classified Senate - Bylaws

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## **Article I: Name and Address**

### **Section 1. Name**

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

Classified Senate meetings are 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 CCCCDD 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.
- e. 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 with 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 classified professionals and the institution require the formation of a Classified Senate as an organizational and coordinating structure. (Established December 16, 1991)

## **Article III: Membership & Council Organization**

### **Section 1. General Membership**

The Classified Senate shall be a senate of all classified professionals described in this article section (a) as general members of the committee. Those outside of a Classified designation are guests as defined in this article sections (b and c) and are welcomed to attend and share remarks during public comment.

- a. Employees who have been hired by the Contra Costa Community College District assigned at Los Medanos College and holding a Classified part/full time permanent position. ([Ed. Code 88003](#)).
- b. Employees with the status of confidential, substitute and short-term hourly classified professionals.

- c. Students, Faculty and Administrators of LMC and community at large

## Section 2. Council Organization

- a. The Classified Senate Council, herein after referred to as the Council, shall consist of nine (9) elected classified professional members holding the following position:
  - Four (4) Executive board members - Senate President, Vice President, Secretary, Treasurer
  - Four (4) council members
- b. One (1) representative of the bargaining unit

## Article IV: Meetings and Procedures

### Section 1. Notice and Place of Meetings

- a. All meetings shall be scheduled in advance in accordance to the Brown Act 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. Any action of the Council cannot happen without quorum which is defined as a majority of the Council (50% plus 1), which does not include the Senate President and Classified members as defined in Article III, Section 1(a).

### Section 3. Voting Rights

- a. The voting members shall consist of all classified professionals describe in Article III section 1(a) and the Council described in section 2 such that a quorum described in Article IV section 2(a) is necessary before voting can transpire.

### Section 4. 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.

### Section 5. 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 by twenty percent (20%) of the Classified Senate.

### Section 6. 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 7. 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 a 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 8. 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 four (4) consecutive meetings **within an academic semester** may be replaced at the recommendation of the Senate President and 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) non participation 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 in accordance to Article IX 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 9. Fiscal Year

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

## Section 10. Expenditures

- a. Requests for funds must be requested at a regularly scheduled 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 V: Standing Committees and Assignments

## Section 1. Standing Committees

- a. The Council may develop the following standing meetings **committees** to conduct business:
  - i. Bylaws & Constitution
  - ii. Elections
  - iii. Scholarship Selection
  - iv. Fundraising

## Section 2. Standing Committee Membership

- a. The President shall appoint the chairperson(s) and members of the standing committees as approved by the Council.

- b. Membership on standing committees is not limited to the Council members.
- c. ~~There shall be a minimum of~~ At least one Council member is required to serve as a member on each of the standing committees (i.e. Scholarship Committee - (1) Council Member, (5) Non-Council Members/Classified Professionals)
- 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 sent to the President one (1) week prior to each Classified Senate Meeting.

### ARTICLE VI: Shared Governance Committees

#### Section 1. Shared Governance Committees

- a. The Classified Senate shall work with other classified professional constituents to establish both standing and ad hoc committees to assist in the operational matters of the college, where it does not conflict with senate and 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: Elections

#### Section 1. Election Candidate Qualifications

- a. Shall be a classified professional defined in Article III, section 1(a).
- b. A classified professional not on probation.
- c. Run for a vacant council member position or an executive position after holding an elected council position for at least one year.

- d. Elected Council members re-running for positions must adhere to the term limits describe in Article VIII 2 (a-b).
- e. Seek to embrace the mission, values, vision of the Classified Senate.

## Section 2. Elections Committee Qualifications

- a. The Elections Committee shall be appointed by the President and approved by the council.
- b. The Elections Committee will consist of 4 appointed Classified Professionals as described in Article III section 1(a) and stay in effect for the academic year from the time appointed in case a Special Elections is needed.
  - a. 3 classified professionals without previous senate and/or election experience.
  - b. 1 classified professional with previous Senate and/or election experience.
- c. Members of the elections committee cannot run for a Senate Council.

## Section 3. Elections Committee Procedure

- a. The Elections Committee shall hold yearly elections during Spring semester or a Special Elections to fill a council vacancy with more than a 1-year vacancy.
- b. The election process shall be the responsibility of the Elections Committee.
  - 1) Develop specific deadline dates in accordance to the election timeline describe in this article section 6.
  - 2) Notify classified professionals about vacant council position
  - 3) Announce the acceptance of nominations to all classified professionals which in writing at least ten (10) days in advance of voting.
- c. Confidential ballots will be sent out to all classified professionals, collected, and tallied under the supervision of the Election Committee.
- d. Announce the results to the college community in writing and verbally at the next senate meeting.

## Section 4. Elections Process

- a. Candidates must meet qualifications described in this Article, section 1.
- b. Classified professionals seeking election or re-election will submit their names to the Election Committee.
- c. Nominees elected by classified professional majority vote, shall be officially approved by the Council.
- d. Candidates will be declared elected to the position if run is unopposed.
- e. In the event of a tie or lack of simple majority there will be a runoff election
- f. There shall be no proxy votes.
- g. All elected candidates will adhere to the term and term limits describe in Article VIII.
- h. The President shall swear in elected members after the commencement of the election process.

## Section 5. Special Elections

- a. A special election is held during a mid-term vacancy.
- b. 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.
- c. The elections committee will establish a special timeline and adhere to the election's procedures and process defined in this article, section 3-4.



## Section 6. Elections Timeline

<b>Election Timeline – Timelines for the election process is adjustable</b>	
August – September	Election Committee Formed
January	Announcements of Vacancies
February	Nominations
March	Review Candidates
March – April	Ballots & Voting
April	Count Ballots
May	<ul style="list-style-type: none"><li>• Announce Election Results</li><li>• Runoff election (if needed)</li></ul>
July	Terms Start

<b>Election Cycles</b>	
Even Year	Odd Year
<ul style="list-style-type: none"><li>• President</li><li>• Treasurer</li><li>• (2) Council Members</li></ul>	<ul style="list-style-type: none"><li>• Vice President</li><li>• Secretary</li><li>• (2) Council Members</li></ul>

## Article VIII: Term Limits

### Section 1. Terms

- Terms of office for Council shall begin at the start of the fiscal year, July 1st, of the year elected.
- The term of office is two (2) years or if elected to fill an appointment until the term ends.

### Section 2. Term Limits

- A Council member can run to be elected in same position for a second consecutive terms holding the same position for a total of four maximum years.
- A Council member that held a council position for two consecutive terms (4 straight years) must take a two (2) year absence from the position before running again.

## Article IX: Council Senate Responsibilities

### Section 1. Responsibilities

- The President shall:
  - 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 the council or classified senate member defined in Article III section 1 (a) if a council member is unable to attend.
  - Be responsible for the preparation of the agenda for all meetings after receiving input from classified professionals.

- iii. Preside over classified senate 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.
- ii. 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 a short-term absence of the President who will return to the position during their term.
  - iv. Succeed to the office of President, upon resignation or removal of President, and serve the remainder of the term.
  - v. Perform the duties of the Secretary or Treasurer in their absence.
- iii. The Secretary shall:
  - i. Attend all classified senate and council meetings.
  - ii. Record the minutes and share them with 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. Sign approved minutes, along with the President.
  - iv. Post the minutes on the Classified Senate website.
  - v. Maintain an archive of all Classified Senate and Council business and correspondence.
  - vi. Perform such other duties as may be assigned by the President.
- iv. 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.
- v. 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.
- vi. 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.

The Vice President of the bargaining unit may delegate their duties to a union steward including their vote on Classified Senate action items

## **ARTICLE X: 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. Changes to Classified Senate Bylaws 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.