



# Constitution

Ratified  
June 29, 1990

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CLASSIFIED COUNCIL OF COLLEGE OF ALAMEDA  
C O N S T I T U T I O N

ARTICLE I

Name

The name of this organization shall be the Classified Council of College of Alameda (CCCOA).

ARTICLE II

Purpose

The Classified Council shall represent classified employees in the College of Alameda governance system and is intended to provide:

1. a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters.
2. a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process.
3. a body through which the professionalism of classified staff is articulated and valued.
4. an opportunity for enhancing the democratic process of informed decision-making at College of Alameda.
5. an opportunity to develop individual leadership contribution and development among the classified staff.

ARTICLE III

Membership, Duties and Responsibilities

Section 1: Membership

The Classified Council shall consist of all (non-management) permanent full-time, part-time and temporary classified employees employed/assigned at COA.

Section 2: Duties and Responsibilities

1. The Classified Council shall:
  - a. establish principles, make recommendations, set policies and take action on behalf of the classified staff.
  - b. collect, evaluate and disseminate information of interest to the classified staff.
  - c. review all policies affecting classified staff, not related to Union activities.
  - d. undertake research studies.
  - e. extend invitations.
  - f. respond to queries and/or requests.
  - g. request information.
2. The Classified Council may request and obtain any information and/or recommendations made by the college administration to the Board of Trustees in time to effectively consider the issues in those recommendations.
3. The Executive Committee of the Classified Council may select a member to appear before the Board of Trustees to express the views of the Classified Council.

ARTICLE IV

Officers, Electorate and Elections

Section 1: Officers

1. The governing body of the Classified Council shall be the Executive Committee which shall consist of the following elected officers: President, Vice President, Secretary and Treasurer; one elected representative from the Office of Instruction, Student Services, Child Care, Maintenance and Grounds; and one representative elected from the Classified Council at large.
2. The President and Vice President of the Classified Council shall be members of the full-time classified staff.

Section 2: Electorate

Those eligible to vote in the election for officers and representatives shall be those eligible for membership in the Classified Council (Article III, Section 1.).

Section 3: Elections

1. The Executive Committee shall appoint a nominating committee to receive and solicit names of candidates and supervise the election of officers and representatives. Nominations shall be by written petition and the nominee shall accept in writing.
2. Officers and representatives shall be elected by secret ballot.
3. Officers and representatives shall be elected by a simple majority of the valid votes cast by eligible voters of the members of the Classified Council.
4. Elections shall be held in May.
5. Limit on Terms: No Officer or Representative shall serve more than two consecutive terms in the same office.

Section 4: Special Elections and Appointments

1. A vacancy may occur through resignation, through leave of absence, or by declaration (see 3. below).
  - a. A vacancy resulting from resignation or declaration shall be filled by appointment by the Classified Council President and a majority vote by the Executive Committee.
  - b. A vacancy resulting from a leave of absence shall be a temporary vacancy and may be filled by an appointment (for the duration of the absence) made by the President and a majority vote of the Executive Committee.
2. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from the District. If the leave is for one quarter or more, a replacement may be appointed.
3. Upon an elected official's unexcused absence (absence without prior notice to the President) from three Council or Executive Committee meetings, in any one quarter, the position will be declared vacant.

Section 5: Officer and Representative Terms and Duties

## 1. President.

- A. Term of office shall be for one year (July 1 - June 30).
- B. The President shall be the spokesperson for the concerns of the Classified Council to College and District administration, the faculty, the staff, the Board of Trustees and to the public.
- C. The duties of the President shall include but not be limited to:
  - 1) the procurement of information and recommendations being sent to the Board of Trustees by the College and District Administration.
  - 2) convening and presiding over Classified Council meetings.
  - 3) representing (or providing for a designate to represent) the Classified Council at District Administrative meetings.
  - 4) appoint, with the advice and consent of the executive committee, College-wide and Council Standing and Ad Hoc Committees.
  - 5) the President shall be the officially designated representative to the College Council and the President's Cabinet.

## 2. Vice President.

- A. Term of office shall be for one year (July 1 - June 30).
- B. The Vice President shall assume the duties of the President in the President's absence.
- C. The Vice President shall keep the Classified Council apprised of Standing Committee and Ad Hoc Committee actions.
- D. The Vice President shall be responsible for orientation of new classified employees.

## 3. Secretary.

A. Term of office shall be for one year (July 1 - June 30).

B. The Secretary shall be responsible for:

- 1) preparing, publishing and distributing the minutes of all Classified Council and Executive Committee meetings within 5 working days.
- 2) publishing and distributing the agenda of official meetings at least two days prior to the meeting.
- 3) acting as correspondence secretary, when so directed.
- 4) maintaining and filing all Classified Council records.
- 5) acting as President in the absence of the President and Vice President.
- 6) acting as Parliamentarian.
- 7) other duties as may be agreed to by the Secretary, officers and representatives.

## 4. Treasurer.

A. Term of office shall be for one year (July 1 - June 30).

B. The Treasurer shall be responsible for:

- 1) collecting monies, disbursing funds, maintaining financial records, and submitting financial reports to the Classified Council during the fiscal year, as requested by the Executive Committee, but not less than once per quarter.
- 2) submitting an annual budget for the Executive Committee and Classified Council approval.
- 3) acting as President in the absence of the President, Vice President, and Secretary.
- 4) performing other duties as may be required by the office.

5. Representatives.

A. Term of office shall be one year (July 1 - June 30).

B. Representatives shall be responsible for:

- 1) attending regular Executive Committee meetings.
- 2) ratifying all appointments made by the President of the Classified Council.
- 3) holding informational meetings for their constituencies at least once each quarter.
- 4) polling their constituencies on items designated by the Executive Committee.
- 5) reporting to the Executive Committee on matters from their area which are part of the Classified Council's concern.
- 6) posting and sharing minutes of Executive Committee meetings for members in the area(s) represented.
- 7) performing other duties as may be required by the office.

ARTICLE V

Governance

Section 1: Meetings

1. The Executive Committee shall meet a minimum of twice a month.
2. The Classified Council shall meet a minimum of once a month. Regular and special meetings shall be held in accordance with the Brown Act.
3. Announcements of Executive and Council meetings shall be publicly posted.
4. A quorum for purposes of Executive Committee meetings and voting shall consist of at least 51%. Decisions will be made by a simple majority vote.

5. Official minutes of each Classified Council meeting shall be kept and distributed to all members of the Council within 5 working days after the meeting.
6. Unless otherwise provided for in this constitution, all meetings shall be conducted in accordance with Robert's Rules of Order (revised).

### Section 2: Agenda

1. The secretary shall be responsible for publishing and distributing the agenda to members of the Classified Council, at least two days prior to a meeting.
2. Items for the agenda from the membership must be submitted to the secretary seven (7) days preceding the Classified Council meeting.

### Section 3: Committees

1. The Classified Council shall establish both standing (permanent) and, when appropriate, Ad Hoc (of short duration) Committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational matters of the college, where it does not conflict with Union activities.
2. Attendance requirements for Classified Council appointees will be the same as those applied to elected officials (see Article IV.4.3.).
3. Each Committee Chair shall:
  - a. report to the Vice President after each of its meetings.
  - b. prepare recommendations relating to its functions for review and approval by the Executive Committee.
  - c. perform other duties as determined by the Executive Committee.
  - d. prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic quarter.