

Classified Senate**Constitution****Roles****Bylaws****Guidelines****Officers****Classified Senate Constitution****- June 1998 -****Contra Costa Community College District****Article I
Name**

Section 1. The organization shall be known as the Classified Senate, hereinafter referred to as the Senate.

**Article II
Purposes**

Section 1. To provide the classified staff with a formal representative voice in determining institutional policies, procedures and regulations.

Section 2. To provide the president of the college with recommendations and views on matters affecting the conduct, welfare, and growth of the college.

Section 3. To enable the senate, through the governance structure, to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare and growth of the college.

Section 4. To promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students, and other interested person(s) having to do with the conduct, welfare and growth of the college.

**Article III
Parliamentary Procedures**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Classified Senate Council in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws and any special rules of order the Classified Senate may adopt.

**Article IV
Senate Membership**

Section 1. The Senate shall consist of all classified staff members of Diablo Valley College. A classified staff member is one who is hired by the Contra Costa Community College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position.

Section 2. Any person who is a member of the classified staff, as described in Article IV, Section 1, is eligible to vote.

Section 3. It is the general intent and spirit of the Classified Senate to represent its electorate which consists of employees as described in Section 1.

Section 4. Confidential and Supervisory employees of the District are encouraged to bring topics of concern to the Senate at anytime. The Senate may represent the concerns of this group for the benefit of the college community.

Article V

Senate Council Organization

Section 1. The Council shall consist of thirteen (13) voting members: President, Vice-President, Corresponding Secretary, a representative from each of the ten (10) clusters and one Local 1 Vice-President or designee (non-voting).

Section 2. Any member of the Senate is eligible to run for a Senate office, a cluster representative or alternate, except current members of the election committee.

Section 3. Elections:

- Clause 1. The Senate shall elect the following officers:
 - President
 - Vice-President
 - Corresponding Secretary
- Clause 2. The Cluster shall elect:
 - a representative to the Council
 - an alternate to the Council

Section 4. Terms of Office:

- Clause 1. Officers:
 - Shall serve a term of two (2) years.
 - Shall be eligible for re-election. However, no officer shall serve more than two (2) consecutive two (2) year terms.
 - Resignation of an officer has to be given by written notification to the Senate President. If the Senate President resigns, written notification shall be given to the Vice-President.
- Clause 2. Cluster Representatives/Alternates:
 - Shall serve a term of one (1) year.
 - Shall be eligible for re-election. However, no cluster representative shall serve more than two (2) consecutive one (1) year terms.

- Alternate cluster representatives when serving in place of the representative shall have all the rights and privileges of the regular elected representative.
- Resignation of a cluster representative and/or alternate shall be given by written notification to the Senate President.
- If the cluster does not nominate a cluster representative, then see Article VI, Section 2, Clause 1a., 1b.

Section 5. Elected Council officers and cluster representatives shall take office July 1.

Section 6. Senate Council members shall represent the classified staff.

- Clause 1. Each cluster representative shall be elected by and be responsible to a specific classified cluster.
- Clause 2. Changes of cluster affiliation by a Senate member shall be by written notification to the Classified Senate President.
- Clause 3. If a cluster representative/alternate chooses to change clusters he/she automatically relinquishes his/her elected position.

Article VI

Senate Council Election Procedures

Section 1. Officers

- Clause 1. The President of the Senate, in February of an election year, shall request the formation of an election committee comprised of a member from each cluster and chaired by a Council member to cover the responsibilities necessary to run the election of the officers.
- Clause 2. While serving on an election committee, members cannot run for a Senate office.
- Clause 3. The election committee shall follow election procedures (see Bylaws Article IV, Section 2), and designate time and polling place for the election of officers.
- Clause 4. Elections shall be held the first week in June.
- Clause 5. Any qualified voter may appeal alleged election irregularities to the Council in writing within thirty (30) days of the election.
- Clause 6. Vacancies shall be filled by special election in a

timely manner.

Section 2. Cluster Representatives/Alternates

- Clause 1. Each cluster shall hold its own election for -a cluster representative and alternate.
- Clause 1a. If a cluster does not choose to nominate a representative, then the Classified Senate Council may submit a Classified Staff Nominee for election to serve as its representative who may or may not be a member of that cluster.
- Clause 1b. If a cluster fails to elect a representative, then the Classified Staff Senate Council may appoint a Classified Staff member to serve as its Cluster Representative who may or may not be a member of that cluster. The Classified Senate Council will notify the cluster members of their new representative.
- Clause 2. Elections shall be held the first week in May.
- Clause 3. Any qualified voter may appeal alleged election irregularities to the Council in writing within thirty (30) days of the election.
- Clause 4. Vacancies shall be filled by special election in a timely manner.
- Clause 5. A Classified Staff member may be elected to serve more than two consecutive one-year terms if that area does not elect another representative. The Classified Staff member must follow the election process each year.

Article VII **Council Responsibilities**

Section 1. It shall be the responsibility of the Council to:

- express its views and recommendations to the President of the college.
- express its views and recommendations to all classified staff in order to keep them informed of its actions and current issues and to improve overall communication.
- be available to consult with the President of the college on any matter affecting the conduct, welfare and growth of the college and its students.
- make classified appointments to committees/task forces. The Council shall determine selection and other procedures

as necessary to accomplish this responsibility.

- determine the need to raise funds for special events and activities, and to create appropriate mechanisms to achieve such ends.

Article VIII Council Procedures

Section 1. It is recommended that the Council meet on a regular, semi-monthly basis. At the last meeting in June the Council shall establish meeting dates for the next fiscal year (July 1 through June 30).

Section 2. A quorum shall consist of a simple majority of the Council.

Section 3. The Council shall distribute agendas and minutes of its meetings to the Senate in a timely manner.

Section 4. Any member of the College community may recommend an item be placed on the agenda by a signed notice given to the Senate President or any current Council member.

Section 5. The Senate President shall call meetings of the Senate for informational purposes or when requested, in writing, by ten (10) percent of the Senate.

Section 6. One-third (1/3) of the Council members may request a meeting of the Senate, if it is felt the Council's actions or inactions require Senate consideration. The Senate President must call a meeting and announce the purpose(s) within ten (10) working days of the request.

Section 7. The Council may have standing committees, and define the purpose and charge of these committees. The Council may have ad hoc committees as it deems necessary.

Article IX Constitution Amendment Procedure

Section 1. The Constitution will stand as voted upon unless modified by amendments. If any portion is found in violation of local, state, or federal laws, that portion only is automatically null and void. It will be the responsibility of the Council to propose an amendment to that portion to attain compliance. The Council shall use the amendment procedures to carry out this responsibility.

Section 2. The Constitution may be amended by an initiation procedure only through the following steps:

- Clause 1. a petition to amend the Constitution shall be

signed by no less than twenty percent (20%) of the Classified staff or shall be signed by two-thirds (2/3) of the Council and presented to the Senate President;

- Clause 2. the Council shall distribute to the Senate the proposed amendment(s) within ten (10) working days of receipt of the petition at a Council meeting;
- Clause 3. voting shall take place after discussion of the amendment has been provided for in a general meeting of the Senate; to be held within ten (10) working days;
- Clause 4. if approved by two-thirds (2/3) of Senate voting, the amendment shall become effective on the date stated in the amendment, or the approval date if no date is mentioned in the amendment;
- Clause 5. results of the balloting shall be announced within ten (10) working days after the election.

Article X Bylaws Changes

Section 1. The Bylaws for the Classified Senate and the Senate Council may be changed by a two-thirds (2/3) vote of the Senate Council.

Article XI Powers, Concerns and Responsibilities

Section 1. The Council may of its own determination concern itself with any of the following:

- Clause 1. professional standards and concerns, i.e., educational needs, professional competence;
- Clause 2. professional personnel policies, i.e., job training, classified staff development;
- Clause 3. academic duties, i.e., policies where they may impact classified duties, i.e., admissions, records, special honors, retention of students, matriculation, accreditation;
- Clause 4. student policies and procedures where they may impact classified duties, i.e., conduct, discipline, activities, special services, general needs, registration, evaluation, fees;
- Clause 5. educational, business and other operational expenditures, i.e. state funding, budget planning, short- and long-term planning, capital outlay, general fund allocation, utilization;

- Clause 6. staffing needs and support, i.e., staff utilization, growth needs;
- Clause 7. instructional, student and administrative support services, i.e., library, audio-visual, computer and network, instructional facilities, maintenance and use of facilities and grounds;
- Clause 8. instructional philosophy and student needs, i.e., college goals, mission, objective, effects upon students and staff, community relations;
- Clause 9. campus decisions and actions affecting the daily operations of the college
- Clause 10. college and district short- and long-range planning;
- Clause 11. college-, district- and state-wide committee representation by classified staff;
- Clause 12. college and district communication activities (procedures to enhance understanding, cooperation, and quality of life among all members of the college community).

This section in no way limits the bargaining agent where authorized by statute. The Council shall transfer appropriate topics of concern to the bargaining agent as necessary with or without recommendations.

Article XII

Recall Section

Section 1. Officers

- Clause 1. Officers may be recalled by the Senate for due cause including but not limited to: excessive absences from Council meetings, non-participation in the assigned duties of an officer, or misconduct, using the following process:
 - by presenting to the Council a petition signed by fifteen percent (15%) of the Senate wishing to recall that officer and presented to the Council;
 - upon receipt of the petition, the Council shall hold an election within ten (10) working days;
 - if a simple majority of the Senate supports the recall of the officer, the office shall be declared vacant (in the case of the recall of the president, the vice-

president will complete the term). Within ten (10) working days the election committee will begin the process to elect a new officer to complete the vacated term of the vice President.

Section 2. Cluster Representatives/Alternates

- Clause 1. Cluster representatives may be recalled by their clusters for reasons of due cause including but not limited to: excessive absences from Council meetings, non-participation in the assigned duties of Cluster representatives, non-representation of cluster concerns, or misconduct. Cluster representatives may be recalled using the following process:
 - by a petition signed by a majority of the classified staff belonging to a specific cluster wishing to recall their Cluster representative and presented to the Senate President;
 - upon receipt of the petition, the Council shall inform and poll the classified staff within the cluster within ten (10) working days;
 - if a simple majority of the cluster supports the recall of their representative, the office shall be declared vacant. The alternate will automatically complete the term of the recalled representative. Within ten (10) working days the cluster shall elect a new alternate to complete the term.



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Classified Senate**Constitution****Roles****Bylaws****Guidelines****Officers****Classified Senate Bylaws****Article I****Classified Senate Clusters**

Section 1. See attachment A. (attachment A is not listed on this web page)

Article II**Classified Senate Council**

Section 1. Regular Senate Council meetings will be held Friday at 1:00 pm and will adjourn by 4:00 pm. At the first meeting in August the Senate President, with the approval of the Council, shall establish the schedule of Council meetings for the fiscal year.

Article III**Officers of the Senate**

Section 1. President of the Classified Senate shall:

- A. represent the classified at various college and district meetings and functions;
- B. supervise, administer, and report the Senate budget, i.e., monies allocated from district and college funds for Senate activities as prescribed by law; a. train and supervise a classified staff secretary to assist in such matters as the recording of minutes, record keeping, financial reporting and correspondence. Other tasks may be assigned by the Senate President, in accordance with the job description for secretary, toward the efficient accomplishment of Senate business.
- C. represent the classified before the Governing Board, the Chancellor, the college administration, or the Budget Review Committee in requesting and justifying college or district funds for Senate business;
- D. be an ex-officio member of all Classified Senate committees or may assign a designee;
- E. serve on the DVC-GC (Diablo Valley College Governing Board), DGC (District Governing Board), and CSCC (Classified Senates Coordinating Council) or assign a designee;
- F. attend all Board of Trustees meetings or may assign a designee;

- A. prepare and distribute an election notice outlining an election procedure to all Senate members through their cluster representative;
- B. prepare a petition for nomination of officers to be signed by ten (10) Senate members and to include a space for both the nominee and the recipient of the petition to sign;
- C. make absentee ballots available in the Senate office;
- D. see Constitution Article VI, Section 1, Clauses 2 and 3 for other duties;
- E. publish results of election to the Senate within five (5) working days of the election.

Article V

Standing Committees

- Classified Staff Development Committee
- Newsletter Committee
- Screening/Interviewing Training Committee
- Selection Committee

Each committee will have listed under it:

- Responsibilities
- Composition
- Procedure

The Classified Senate Standing Committees shall abide by the following:

Section 1. Any committee procedure not covered by the Senate Constitution or by these Bylaws shall be covered by "Roberts Rules of Order," most current edition.

Section 2. Terms

The terms of representatives to Senate standing committees shall be two (2) years.

Section 3. Meeting Schedule

Senate Standing Committees shall meet on a regular basis. Meeting times and location shall be established by Committee chairs in July in consultation with Senate President to coordinate meeting schedules.

Section 4. Minutes

Report of standing committees shall be given at council meetings. The Classified Senate Standing Committees shall abide by the following (continued):

Section 5. Quorum

The quorum of each standing committee shall consist of a majority of the voting membership, not including vacant positions. A simple majority of those voting shall carry a motion.

Section 6. Resignations

If any member of a committee resigns, withdraws, or for any reason is not attending, the committee chair shall notify the Selection Committee for a replacement.

Section 7. Open Meetings

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)



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