

Contra Costa Community College District

This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. A single vertical line runs down the left side, creating a margin. The paper appears to be part of a notebook or a set of loose-leaf papers.

Constitution

of the Classified Senate

Los Medanos College

Contra Costa Community College District

December 16, 1991

Preamble

The Classified Staff of Los Medanos College is desirous and fit 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 educational goals of the Staff and of the Institution require the formation of a Classified Senate as an organizational and coordinating structure.

This Constitution now fulfills the remainder of the requirements of Position Paper 90/91-1, which codified the Classified Senate and Classified Senate Council. These bodies will now be governed by their Constitution and any subsequent amendments.

The levels of cooperative growth and community enrichment possible among the members of the College community will be equal to the breadth of vision and depth of fearlessness the individuals are willing to achieve. This Constitution provides the framework for contact and coordination among all Classified Staff, and with Faculty, Managers and Students. Each of us can now begin the work of building around that framework to create a fulfilling environment for us all and an actualization of our sense of family and group purpose.

Article VI

Organization

Section 1. The Council President shall be the Chair of the Senate, who shall serve in honorary functions, and also as a spokesperson for the official opinion of the Classified Staff. The President may delegate these duties.

Section 2. The Senate and Council shall meet and determine their own organizational needs as necessary to conduct business and daily operations providing these actions do not conflict with the Articles of this Constitution.

Section 3. The Senate and the Senate Council may adopt by-laws and/or special provisions to establish rules of procedure for implementing the intent and purpose of this Constitution.

Sections 4. The Senate may create, define, and limit the powers and duties of standing committees. The Senate and Council may form special committees as they deem necessary.

Section 5. If a vacancy occurs due to resignation, recall, death, etc., the Chair shall proceed within ten (10) days in accordance with Article V to fill the unexpired term. The Chair may delegate this responsibility to expedite the filling of the position.

Article VII

Procedures

Section 1. Any member of the College community (staff, faculty, management, students, community residents) may recommend a matter for listing on the Senate agenda by a signed written notice given to the Senate Council.

Section 2. The President of Los Medanos College, the Chancellor, and the Trustees shall have a standing invitation to all Classified Senate meetings for the purposes of presenting matters of importance to the Senate.

The first agenda item of each regularly scheduled Senate meeting shall be held open for the President's use as needed to apprise the Senate of issues of importance to the College. Prior notice for listing on the Senate's agenda shall not be required of the President, Chancellor, or Trustees.

Section 3. The Senate and the Council shall meet on a regularly scheduled basis. The Senate and the Council shall set meeting times and frequencies which best meet the needs of the Classified Staff, ensure consistency and continuity of the organization, and promote accessibility to the campus community.

Section 4. Special meetings of the Classified Senate Council may be called at the Chair's discretion, when requested in writing by a majority of the Council members.

Section 5. Any three (3) members of the Senate Council may request a meeting of the Senate if they feel the Senate Council's actions or inactions require Senate consideration. The Chair must call such meetings and announce the purpose. The meeting must be called within ten (10) calendar days of the request.

Section 6. The Senate and Council shall keep accurate minutes and make reports of all meetings and actions. This information will be made available to all. This information shall be regularly updated and kept on file in the Classified Senate office and the Learning Resource Center.

Section 7. All current and newly elected Senate Council members shall receive a personal copy of the Senate and Council agendas, minutes, and other current information prior to and during their terms of office.

Section 8. A quorum for a Senate meeting shall be a minimum of ten percent (10%) of the total Senate membership.

Section 9. All meetings and committees shall be conducted according to Robert's Rules of Order. All decisions, insofar as possible, should be by consensus, but ultimately by the vote of a majority of a quorum.

ARTICLE IX

AMENDMENTS AND RECALL

Section 1. The Constitution may be amended by initiative procedure only.

Clause 1. A petition to amend the Constitution shall be signed by at least twenty percent (20%) of the Classified Staff, or shall be signed by two-thirds (2/3) of the Senate Council members, and shall be presented to the Senate chair.

Clause 2. Upon receipt of the petition, the Council shall distribute the proposed amendment to the entire Classified Staff and open it to discussion on the Classified Senate floor at the next scheduled meeting.

Clause 3. If approved by two-thirds (2/3) of the classified staff casting ballots, the amendment shall take effect immediately following the balloting.

Clause 4. Results of the balloting shall be announced in writing to the community within five (5) calendar days after the election.

Section 2. Classified Senate Council members may be recalled by their constituents for reasons of due cause including, but not limited to: (a) excessive unexcused absences from meetings (b) non-participation in the assigned duties of a Council member (c) non-representation of staff concerns (d) misconduct. Council members may be recalled:

Clause 1. A petition to recall a Classified Senate Council Member shall be signed by at least twenty percent (20%) of the Classified Staff or shall be signed by two-thirds (2/3) of the Senate Council members.

Clause 2. The Council shall distribute a copy of the recall petition to the entire Classified Staff. At the next scheduled Classified Senate meeting the initiator of the petition shall have the right to offer evidence to support the petition, and the person being recalled shall have the right for rebuttal.

Clause 3. A written ballot shall be issued in order to recall a Classified Council Member. If approved by two-thirds (2/3) of the classified staff casting ballots, the recall shall take effect immediately following the balloting.

Clause 4. Results of the balloting shall be announced in writing to the community within five (5) calendar days after the election.

Clause 5. Within ten (10) calendar days of recall the Council shall proceed, according to Article V, Sections 2 and 3, to fill the vacancy.

Section 3. The Constitution will stand as approved unless modified by amendments. If any portion is found in violation of Local, State or Federal law, it will be the responsibility of the Council to amend that portion to attain compliance, rather than to declare void the whole Constitution. The Council shall use the amendment procedures in Article IX to fulfill this responsibility.

Article IX Amended 10/92

Article IX

Amendments and Recall

Section 1. The Constitution may be amended by initiative procedure only.

Clause 1. A petition to amend the Constitution shall be signed by at least twenty percent (20%) of the Classified Staff, or shall be signed by two-thirds (2/3) of the Senate Council members, and shall be presented to the Senate Chair.

Clause 2. Upon receipt of the petition, the Council shall distribute the proposed amendment to the entire Classified Staff and poll the Classified Staff within thirty (30) days.

Clause 3. If approved by two-thirds (2/3) of the Classified Staff, the amendment shall take effect on a date stated in the amendment.

Clause 4. Results of the balloting shall be announced in writing to the community within ten (10) calendar days after the election.

Section 2. Classified Senate Council members may be recalled by their constituents for reasons of due cause including, but not limited to: a) excessive unexcused absences from meetings b) non-participation in the assigned duties of a Council member c) non-representation of staff concerns d) misconduct. Council members may be recalled:

Clause 1. by a petition signed and presented to the Chair by a majority of those present at a meeting whose agenda carried prior notice of the proposed petition. Upon receipt of such a petition, the Council shall inform and poll the Classified Staff within fourteen (14) calendar days.

Clause 2. if a two-thirds (2/3) majority of the entire Classified Staff supports the petition, the office shall be declared vacant. Within ten (10) calendar days the Chair shall proceed according to Article V to elect a member to fill the unexpired term.

Section 3. The Constitution will stand as approved unless modified by amendments. If any portion is found in violation of Local, State, or Federal laws, it will be the responsibility of the Council to amend that portion to attain compliance, rather than to declare void the whole Constitution. The Council shall use the amendment procedures in Article IX to fulfill this responsibility.

Article X

Ratification Procedures

Section 1. After initial approval at a Senate meeting, this Constitution shall be distributed to all of the Classified Staff. The proposed Constitution shall be an agenda item at the next two (2) Senate meetings for discussion. With the final approval of the Senate, after due consideration, this Constitution shall be voted on, by secret ballot, by all of the Classified Staff.

Section 2. The Senate Council shall be responsible for the distribution, collection, and tallying of ballots. If three-fourths (3/4) of all of the Classified Staff approve, the Constitution shall take effect immediately.

Appreciation

The Los Medanos Classified Senate would like to thank:

The Members of the Constitution Committee:
John Gonder, Jean Lundahl, co-chairs
and Teresa Frahm, Leticia Segovia

Graphic Art: Typesetting and Layout, Kathleen Gilmore

Printing: Mike West

Proof-reading and suggestions: The entire Classified Senate, with special mention to Karen Haskell.

Many thanks: to the College of Alameda and Sierra College for their models and examples from which we borrowed so heavily.

Deep appreciation: to Chet Case, President of Los Medanos College 1985—1991, whose caring and mentorship helped us learn about ourselves and our relationship to the College and to realize the first stage of our journey.

Lastly, but far from least, **grateful and pregnant anticipation:** directed to the Contra Costa Community College District Board of Trustees; Bob Jensen, Chancellor; the Students of Los Medanos College and The Student Representatives; Stan Chin, President, Los Medanos College; the Administration and Faculty with whom we look forward to realizing the cooperative benefits of shared governance.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT CLASSIFIED SENATES COORDINATING COUNCIL BY-LAWS

FINAL DRAFT

FINAL DRAFT

Article 1: NAME

The name of this organization shall be the Classified Senates Coordinating Council, (which herein after may be referred to as the CSCC), and is organized under authority of Title 5, Reg. 51024.

Article 2: PURPOSE

The primary purpose of this organization is to facilitate communication among the separate and autonomous classified senates, to coordinate appointments to district-wide governance committees, to promote and support the mission of the district, and to provide a structure to develop and articulate issues that have district-wide implications for classified in non-negotiated areas.

Article 3: MEMBERSHIP & RIGHTS

- 3.1 **Membership**
Membership of the Classified Senates Coordinating Council shall be the presidents and the elected representatives of the classified senates within the District.
- 3.2 **Rights**
Classified Senates Coordinating Council members have the right to:
 - 3.2.a Attend CSCC meetings
 - 3.2.b Vote on matters that have district-wide ramifications

Article 4: GOVERNING BODY

- 4.1 **Structure of the Classified Senates Coordinating Council**
The Classified Senates Coordinating Council voting membership shall be apportioned to the classified senates as follows: DVC/CHE three votes, CCC two votes, LMC two votes, District Office two votes.
- 4.2 **Terms of Office**
 - 4.2.a Membership in the Classified Senates Coordinating Council shall coincide with the terms of office determined by the various senates for their elected councils.
 - 4.2.b There is no limit to the number of consecutive terms an individual may be a member of the Classified Senates Coordinating Council, provided that they are elected by their own site senate.

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Classified Senates Coordinating Council Chair

- 4.3.a Minimum term of office of chair is one year.
- 4.3.b Elected of chair shall be completed no later than June 30 of each year.
- 4.3.c The Classified Senates Coordinating Council shall nominate and elect among themselves a chair. The voting will be by consensus or secret ballot. The Chair may be re-elected to the office for an unlimited number of terms, providing he/she is duly elected to the executive council at the local senate level.
- 4.3.d The Classified Senates Coordinating Council with a vote of no confidence may remove the chair with a simple majority vote.

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Responsibilities of Classified Senates Coordinating Council Chair

- The Chair shall be responsible to:
- 4.4.a attend all meetings of the Classified Senates Coordinating Council;
 - 4.4.b represent the views of the Classified Senates to the Chancellor and the governing board;
 - 4.4.c work with the local Senate presidents to make appropriate appointments to district-wide committees; and
 - 4.4.d set the agenda of the Classified Senates Coordinating Council meetings at the District office.

Article 5: AMENDMENTS TO BY-LAWS

5.1

Initiating Amendments

Amendments to the by-laws may be initiated in the following manner:

- 5.1.a by a simple majority of the Classified Senates Coordinating Council; or
- 5.1.b by a petition presented to the Classified Senates Coordinating Council, and signed by a minimum of 20 percent (rounded to the nearest whole number) of the district's classified senate membership.

5.2

Voting

Voting shall be done by consensus or secret ballot in the same manner as the election of Classified Senates Coordinating Council Chair.

RATIFICATION OF THE BY-LAWS

These By-Laws shall be declared ratified and accepted by a favorable vote of a two-thirds majority of the votes cast in each classified senate within the district.

OPERATING STRUCTURE

Section 1: Meetings

1.1

The Classified Senates Coordinating Council shall meet bi-monthly at a regularly scheduled times. One meeting shall take place at the District Office and one meeting will rotate among senate sites.

1.2

The meeting time shall be established by consensus of council members.

1.2.a The meeting schedule shall attempt to carry over from one year to the next, so that CSCC members and their supervisors are aware of the time commitment and can schedule accordingly.

1.3

A regularly-scheduled meeting of the Classified Senates Coordinating Council, business may be conducted by those CSCC members in attendance.

- 1.4 At any *special* meeting of the Classified Senates Coordinating Council, a quorum of at least five members must be present to conduct business.
- 1.5 Site meeting places shall rotate among classified senates within the district, adding sites as they become necessary.
The host classified senate president shall chair the rotating site Classified Senates Coordinating Council.
- 1.6 A regular meeting once per month with site presidents and the chancellor will be scheduled.
 - 1.6.a Presidents will determine among themselves who will chair and pose questions and for how long they will serve.
 - 1.6.b The meeting will operate under formal rules, all questions will be discussed prior to the meeting with opportunities for followup questions. If no issues are pressing, meetings may be cancelled with concurrence of all site presidents.

Section 2: Meeting Agenda

- 2.1 An agenda for each regular scheduled Classified Senates Coordinating Council district meeting shall be available no later than the day prior to the meeting.
- 2.2 While the Classified Senates Coordinating Council chair is responsible for setting the agenda at the district CSCC meeting, the host senate president shall set the agenda and chair the rotating site CSCC meeting.
- 2.3 Proposals submitted to the CSCC may not be refused and shall be considered for consensus.

Section 3: Voting Procedures

- 3.1 In order to expedite the work of the CSCC, all issues shall be decided by consensus. (Consensus is hereby defined as: all members may not agree, but they do agree to support the decision once made.)
 - 3.1.a Any CSCC member may at any time request a formal vote — either voice vote or secret ballot. Results of such votes shall be recorded in the minutes.
- 3.2 A vote is required for all recommendations expressed to the district administration.
- 3.3 Any recommendation in writing to the administration shall be signed by both the Classified Senates Coordinating Council chair and the recording secretary for that meeting.
- 3.4 Only Classified Senates Coordinating Council members may vote on issues brought before the CSCC.

Section 4: Minutes

- 4.1 Minutes of each meeting shall be recorded and distributed to the Classified Senates Coordinating Council.
 - 4.1.a Minutes shall be the responsibility of the next local senate host.

Section 5: Committees

- 5.1 Committees may be created and charged by the Classified Senates Coordinating Council on a permanent or ad hoc basis.
 - 5.1.a Members for district-wide committees shall be solicited from the local classified senates. All appointments will be reviewed on an annual basis.
 - 5.1.b Each committee shall be responsible for sharing its activities to the Classified Senates Coordinating Council at one of its meetings each semester, either in person or in writing to the CSCC chair in time for the next meeting.

