## Name of Organization:

ARTICLE 1

The name of this organization shall be the Evergreen Valley College Classified Senate, hereinafter referred to as the Classified Senate. The Classified Senate shall represent all Classified staff members who are not management or faculty who work on the Evergreen Valley College campus (Article 3, Section 1) defined by Education Code Section 72400.

## Purpose:

ARTICLE 2

The Classified Senate will participate in the governance of Evergreen Valley College. The Senate will collect, evaluate, and disseminate information as well as represent the determined interest of the Classified staff on any governance issue on College committees.

The Classified Senate is organized to:

1. Participate in and enhance the participatory governance structure at

Evergreen Valley College;

1. Coordinate with our collective bargaining unit to appoint and/or remove Classified staff members to/from College committees when requested;
2. Provide a centralized means of communication between the Classified staff and the College;
3. Articulate the professionalism of the Classified staff so that it is properly recognized and valued;
4. Provide an opportunity to develop individual leadership among the Classified staff as well as increase the professional standards of its members; promote and support activities that develop or increase the skills, productivity and professionalism of the Classified staff;
5. Represent the various needs, concerns, and viewpoints of the Classified staff not related to collective bargaining negotiated matters;
6. Provide input and assess needs of representation of Classified positions as they relate to institutional Student Success efforts through the shared governance process;
7. Provide recommendations to the College President of Classified needs.

# ARTICLE 3

## Constituency:

**Section 1.** The constituency (hereinafter, referred to as the classified staff) shall include all Classified staff members of Evergreen Valley

College. A Classified staff member is one who is hired by the San José/ Evergreen Community College District as part of the “Classified service” (Ed. Code 88003) to fill a permanent Classified position.

**Section 2.** In special instances the Classified Senate may make specific

interpretations as to who may be members of the Classified staff. It is the general intent and spirit of the Classified Senate to represent all members of the Classified staff.

**Section 3.** While temporary employees of the District are not formally considered Classified staff, they are encouraged to bring topics of concern to the Senate at any time. The Senate intends to represent the concerns of this group for the benefit of the College.

## Membership:

ARTICLE 4

Membership is open to all permanent Classified staff. The Classified Senate shall represent all members of the classified staff regardless of their classification, and who are not management or faculty. In following the College mission, the Classified Senate

shall include a diverse and knowledgeable membership.

ARTICLE 5

The Classified Senate shall consist of members, each of which is elected by permanent Classified staff. Additional non-voting and other special groups may be reserved as needed.

* 1. The Executive Committee: President, Vice President, Secretary, and Treasurer
	2. One (1) Senator will be elected from each area (Academic Affairs, Student Affairs, and Administrative Services)
	3. One (1) Senator at large will be elected from any area.
	4. The appointed Classified Senate representatives of EVC standing committees.
	5. One (1) Non-voting EVC representative of the classified collective bargaining unit(s)
	6. One (1) Non-voting EVC Associated Student Government representative
	7. One (1) Non-voting EVC Academic Senate representative

# ARTICLE 6

## Election Procedure:

The election~~s~~ process is to begin during the Spring semester of each election year for all positions. The election process is to pursue the following procedure:

1. Nomination period will be no more than 2 weeks. Write in votes will not be accepted during this process.
2. At the end of nominations, the elected nominees are to be contacted within two (2) business days.
3. Nominees have two (2) business days after being notified to accept or decline the nomination.
4. The voting period will last for three (3) business days and be electronic.
5. Election to a Classified Senate office shall be by a simple majority of the votes casted.
6. If no candidate receives a simple majority of the votes casted, then a special election will be held to decide between the two (2) candidates receiving the highest number of votes for that office.
7. Election results will be announced within two (2) business days.

**Section 1:** Nominees for all offices and the positions of Senators shall agree to serve the Classified staff and the Classified Senate to the best of their ability.

**Section 2:** All members of the Classified Senate shall serve two-year terms but

no more than two consecutive terms in the same office.

**Section 3:** A special election shall be called in the event of a position opening due to resignation or termination of any officer. The special election shall take place no later than one month after resignation or termination occurs.

## Meetings:

ARTICLE 7

**Section 1:** The Classified Senate shall meet no more than twice a month, on a fixed day and time. Summer schedule may vary. All meetings of the Classified Senate are open to all members of the Classified staff.

**Section 2:** Agenda items can be submitted to the Executive Committee no later than one week before the Classified Senate meeting. An agenda will be created and distributed to the Classified staff and the College community 48 hours in advance. Minutes shall be transcribed at each meeting and distributed 72 hours before the following meeting.

**Section 3:** In regards to the decision making process, a simple majority vote by the sitting senators will be conducted at the Classified Senate meetings.

**Section 4:** The classified staff is encouraged to participate in the Classified Senate meetings.

# ARTICLE 8

**Committees**

**Section 1:** The Classified Senate shall act as the coordinating body for the formation of goals and tasks for all Classified Senate subcommittees. The Executive Representatives shall appoint members to all such Committees.

The Classified Senate shall establish such standing, special, or ad hoc committees deemed necessary for suitable participation in the formation of College policies and District governance, as well as policies created to report the needs, concerns, and perspectives of the Classified membership.

**Section 2:** Classified members shall not serve as Classified Senate representatives to any shared governance or other College committee(s) to which they have been assigned in another capacity.

**Section 3:** Each representative shall prepare an oral/written summary report of committee activities to the Classified Senate at each meeting.

# ARTICLE 9

## Voluntary Deductions:

Voluntary deductions for the Classified Senate shall be established through a Foundation account based on what the Classified member would like to donate.

The Classified staff may use their own discretion on the contributed amount to support the Classified Senate. Funding will be used for miscellaneous Classified Senate events. NOTE: Constitutional amendments and processes will be followed up with by-laws.