



Classified Senate Bylaws

Background

The Classified Senate is an assembly of classified professionals non-management personnel formed to participate in the decision-making process within the College on operational and professional matters. The Classified Council was established in October 1994, after passage of California State Assembly Bill 1725, which granted some constituencies the right to participate in participatory/shared governance, and negotiations between the Coast Community College District and the United Federation of Classified Employees now known as the Coast Federation of Classified Employees.

Since 1994, the Classified Council has provided a voice for Coastline's classified professionals in the planning and growth of the College. The Classified Council led special events and workshops that have benefitted classified personnel, faculty, management and students. Between YR 2005 to 2008, the Classified Council undertook a structure change to reflect the needs and evolution of shared participatory governance. With the approval of the Classified body, the Classified Council went from a facilitator-led body to a formal organization with an executive board consisting of President, Vice-President, Vice President of Fundraising and Event Planning, Vice President of Finance and Recorder. The Bylaws were changed to reflect the responsibilities and governance in parity with other representative groups within the College. To complete this process, the Classified Council voted to rename itself as the Classified Senate on January 19, 2012. The Classified Senate continues to be the platform for classified professionals to participate in the decision-making process at Coastline.

Classified Executive Board Officers

President
Vice President
Vice President of Fundraising and Event Planning
Vice President of Finance
Senate Recorder

Ex-Officio: Immediate Past President

Duly elected, permanent classified employees must fill the Classified Executive Board Officer positions.

Coastline Community College's Classified Senate Bylaws

Article I – Name

The name of this constituent organization at Coastline Community College shall be the Classified Senate.

Article II – Purpose

The purpose of this organization is to:

- Participate in the College governance structures.
- Coordinate with the Classified Union, CFCE AFT Local 4794, in the selection of representatives to serve on College/District governance committees, task forces, and ad-hoc committees.
- Participate in the development and shaping of institutional planning.
- Collaborate in budget planning and development.
- Review regulations and procedures and make recommendations relating to physical safety.
- Recommend and help create staff development activities.
- Enhance relations with students, faculty and management.
- Participate in areas of College operations and performance that impact classified personnel.
- Lead College-wide campaigns that contribute to student success and institutional effectiveness.
- Contribute to discussions on academic and professional matters.

Article III – Membership

- 3.1. Membership to the Classified Senate is open to all classified employees who share interest and enthusiasm for shared/participatory governance and whose focus is on students. All Classified Senate meetings are open to management, faculty, students, trustees, and hourly employees of the Coast Community College District.
- 3.2. In the spirit of shared/participatory governance, the Classified Senate encourages faculty and student representation. Faculty representation shall consist of one faculty representative appointed by the Academic Senate. Student representation shall consist of one student representative appointed by the Associated Student Government (ASG).

Article IV – Officers (No person may hold the post of president and vice president concurrently.)

The Classified Executive Board consisting of a President, Vice President, Vice President of Fundraising and Event Planning, Vice President of Finance, and Senate Recorder shall govern Coastline Community College's Classified Senate.

Article V – Officer Elections

- 5.1. Offices: President, Vice Presidents (3), and Senate Recorder.
- 5.2. Terms: 1 Year Term starting July 1 to June 30 per fiscal year. Elections will be held for each position each fiscal year.
- 5.3. Voting Procedure: Completion of nomination application submitted two weeks prior to the meeting. Once nomination application is submitted and accepted, candidate's name will be placed on the ballot.
- 5.4. Australian "secret" ballot; Ballots will be handed out at the Classified Senate Meeting to a simple majority of all classified members attending the meeting at which the election is held; or by absentee ballot (e-mail ballot).
- 5.5. An Election Task Force will be created consisting of the Academic Senate representative, the ASG representative, and two classified employees, who will create the ballots that will be distributed and will be responsible for counting all of the ballots for each elected position.

Article VI – Office Responsibilities

6.1 President – General Office Responsibilities

- schedule and call meetings
- set meeting agenda (in consultation with executive board members and Classified Senate body)
- moderate/facilitate business meetings
- assign/recruit volunteers for various tasks and offices
- monitor work of other offices; make sure tasks are completed
- be responsible for creating and submitting all Board items, as needed, for all events
- arrange for meetings with the College President

6.2 Vice President

- create publications to promote membership growth and communication throughout the College
- advertise Classified Senate-sponsored events
- be liaison to answer questions from constituencies and college community
- work with the President and serve as President pro tempore in the event of the President's absence.

6.3 Vice President of Fundraising and Event Planning

- gather and create new ideas for fundraisers, events and activities
- plan and coordinate event logistics (e.g. rooms, food, AV equipment, furniture, speakers, videos and reading materials)
- recruit volunteers to help with Senate events
- work with the Vice President and President to advertise events
- coordinate fundraising events with the Vice President of Finance (revenues and expenses)

6.4 Vice President of Finance

- be responsible for purchasing senate-related goods and services
- participate with Executive Board in budget development
- provide and present financial reports at each Classified Senate meeting
- ensure all request for funds are placed on the agenda

6.5 Senate Recorder

- attend all Classified Senate meetings (*arrange for a secretary pro tempore in case of absence*)
- record minutes at each meeting
- distribute minutes of each meeting
- revise minutes based on member comments
- print revised minutes for circulation at the next Senate-meeting
- archive all PR materials, electronically if possible (1 copy per poster)
- set up webcasting and teleconferencing of meetings

6.6 Immediate Past President Ex-officio

The immediate past president is an ex-officio member of the Executive Board. The ex-officio attends executive board meetings, has a voice in executive board matters and may bring business matters for discussion at executive board meetings. The ex-officio will be excluded from voting on business matters and items discussed by the executive board. The ex-officio retains voting rights and privileges as a classified member within Senate meetings.

Article VII – Business Meeting Procedures, Guidelines and Use of Technology

7.1 Basic Meeting Structure

- Meeting is called to order by the President
- Minutes from previous meeting are accepted or revised
- Written agenda is followed
- Motions are debated and passed according to Parliamentary Procedure
- New business is allowed at scheduled time
- Meetings shall not exceed two hours with the exception of vote by the Classified Senate-membership
- present to extend the meeting
- Meeting is adjourned by the President

7.2 Established Meetings

The Classified Senate meets monthly for a two-hour period except for July and December. The Senate may choose to have an 'End-of-Year' meeting in May or June. Meetings are held at one of the college sites on a rotating basis. Meeting location changes will be announced at least two weeks in advance. Additional meetings may be called as needed by the Classified Senate President and Executive Board to address College-wide topics and participatory governance matters.

The Executive Board may meet periodically with the College President or his/her designee (as requested by the College President). Meetings between the Classified Senate Executive Board and invitees will jointly meet with the college president as determined by the Classified Senate President and College President.

7.3 Committees

All classified staff that are appointed to serve on committees, or attend conferences funded by the Classified, Senate are expected to present a verbal or written report at the Classified Senate next meeting.

7.4 Decision-Making

- A quorum is required to pass any binding procedural change
- A quorum shall be 2/3 of Classified Senate members who are classified staff at Coastline Community College and present at the meeting.
- Votes shall be taken and counted: via emails prior to the meeting and shared with the members present, via teleconference, and via webcast when available.

- A motion may be passed by a simple majority of classified members present; except for officer removal, which requires 2/3 vote of the classified staff at Coastline Community College.

7.5 **Attendance**

All Classified Senate members are encouraged to attend business and social meetings of the Classified Senate and College. All Classified Senate meetings are open to management, faculty, students, trustees, and hourly employees of the Coast Community College District.

An officer of the Classified Executive Board automatically forfeits his or her position if he/she misses fifty percent (50%) or more of the Classified Senate's scheduled meetings during the fiscal year or misses more than two consecutive meetings; unless the absences are officially excused by the president. In the event of an absence, every attempt should be made to notify the president before the meeting and to make sure that one's official responsibilities are covered by an executive board member(s).

7.6 **Use of Technology**

The Classified Senate strives to keep all classified staff at Coastline Community College informed and engaged. The Classified Senate may utilize the latest communications technology available through the College/California Community College System to make Classified Senate meetings accessible. The use of technology may include, but not limited to, teleconference (telephone conference), webcasts, Facebook, and Twitter. If technology is used to broadcast a meeting and/or record a meeting, notification will be written on the agenda and indicated in an email message on meeting announcements.

Article VIII – Task Forces

The Classified Senate President will convene a task force to provide guidance and assistance on Senate activities and governance. The convened task force shall be called the Classified Senate Task Force and consist of classified personnel who have expressed interest and can bring expertise to issues, governance and issues related to the Senate missions and goals.

The Classified President shall initiate meetings of the Classified Task Force and hold a minimum of two (2) meetings per semester.

Article IX – Budget

9.1 The fiscal year of the Classified Senate shall be from July 1st to June 30. The annual budget and balance of the Classified Senate shall be discussed and approved at the first meeting of the fiscal year that the budget covers. The annual budget may be amended during the fiscal year with a unanimous consent of the classified staff present at the Senate meeting where the vote is taken.

9.2 **Expenditures**

The Executive Board of the Classified Senate may approve expenditures up to the amount of \$100 and those expenditures must be placed on the agenda at the following Senate meeting. The requestor of the expense must submit a receipt(s) to the Vice President of Finance to be reimbursed for an amount of \$100 or less. Expenditures in the amount over \$100 must be placed on the Classified Senate agenda for discussion. After discussion, a vote will be taken by the Classified Senate body to approve or deny. No monetary action for the amount over \$100 may be expended prior to the vote by the Classified Senate body.

Article X – Amendments

Amendments or issues not specifically addressed in this bylaw may be decided with a 2/3 vote of the classified membership present at a senate meeting with a minimum of three weeks' notice to the classified membership that such item and vote will be taken. Votes will be accepted by email prior to the meeting date and a copy of email will be shared with the Classified Senate membership present at the meeting. Votes may also be taken via teleconference or via webcast during the meeting when available.

NOTE:

Bylaws adopted on March 18, 2010

Bylaws adopted on February 16, 2012

Bylaws adopted on April 10, 2012