



Classified Senate of College of the Siskiyous

800 College Avenue

Weed, CA 96094

BYLAWS

Bylaw I. Senate Membership

Section 1. Voting Members

Voting members of the Classified Senate shall be defined as those employees who are included in the classified bargaining unit. All permanent full and part-time classified employees will be senators of the Classified Senate.

Section 2. Vacancies and Recalls

A. Recalls

1. Any elected official of the Classified Senate may be removed from office by a majority of votes cast by quorum.

B. Vacancies

1. The President may declare a vacancy when a Senate official has been absent for more than three consecutive meetings.
2. In the event of a vacancy of the Senate, the Classified Senate may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure.
 - b. Authorize the President to appoint a classified staff member to fill the vacant Senate position.
 - c. Assign a temporary replacement in the case of medical or emergency leave.
 - d. Decide to leave the seat vacant until the next regular election.
3. In the event of a vacancy in the position of Bargaining Unit Representative, the President shall request a replacement appointment from the local leadership of the Bargaining Unit (i.e., CSEA).

Section 3. Senator Duties

Duties and responsibilities of the classified senators shall include, but not be limited to the following.

- A. Adhere to the objective and goals of Article II of the Classified Senate Constitution.
- B. Attend monthly Classified Senate meetings.
- C. Disseminate and/or collect information to/from the classified staff.
- D. Act as mentor to all new classified employees.
- E. Serve on Classified Senate subcommittees as needed.

Bylaw II. Executive Committee (Officers)

Section 1. Composition

The Executive Committee shall be comprised of the President, Past President, Vice President, Secretary, and Bargaining Unit Representative.

Section 2. Separation of Office Powers

A senator may hold a senate executive office and a union executive office.



Section 3. Elections and Term of Office

The Executive Committee members, Past President excluded, shall be nominated and elected by the Senate body during the last general meeting of the academic year by the newest elected board. Terms shall be one year, with a suggested minimum of two consecutive terms. Terms for the Classified Senate Executive Committee shall be July 1 – June 30.

Section 4. Officer Duties and Responsibilities

- A. Duties of Classified President shall include, but not be limited to, the following:
 - 1. Serve as official representative of the Classified Senate in all venues, particularly the Board of Trustee and other meetings.
 - 2. Be responsible for all required reports and recommendations.
 - 3. Chair and facilitate all regular Classified Senate meetings.
 - 4. Administer and maintain the affairs of the Classified Senate between meetings.
 - 5. Serve as ex-officio member of all Classified Senate committees.
 - 6. Chair of Classified Executive Committee.
 - 7. Serve on college committees requiring the Classified Senate President and other committees as time allows.
 - 8. Meet regularly with the Superintendent/President of the College.
- B. Duties of Classified Vice President
 - 1. Assume duties of Classified President in President's absence, at the request of the Classified President, or for the unexpired term in the event the Classified President cannot serve and he/she is confirmed by the Senate to this post.
 - 2. Perform those duties delegated by the Classified President.
- C. Duties of the Classified Secretary
 - 1. Assume duties of President in absence of Classified President, and Classified Vice President, in facilitating meetings.
 - 2. Be responsible for Classified Senate correspondence and the dissemination of information to all classified senators and staff.
 - 3. Be responsible for attendance roll of the Classified Senate.
 - 4. Perform other duties as necessary as delegated by the Classified President or assigned by the Classified Senate.
- D. Duties of the Bargaining Unit Representative:
 - 1. Act as liaison between the union and Classified Senate.

Section 5. Classified Executive Committee Functions

- A. The duties of the Classified Executive Committee shall include, but not be limited to:
 - 1. Develop agendas for Classified Senate meetings.
 - 2. Review committee reports and place said reports on agenda for Classified Senate action when appropriate.
 - 3. Review report/request from all other sources to determine if they should be placed on the Classified Senate agenda.
 - 4. Call special meetings of the Classified Senate if necessary.
- B. All meetings of the Classified Executive Committee shall be public forums, but no one shall address the Classified Executive Committee except at the discretion of the committee.



Bylaw III. Elections

Section 1. Officers

The following officers shall be elected by and from among the total membership of the Classified Senate, regardless of the location of their employment: President, Vice President, Secretary.

Section 2. Executive Board

The elected officers designated in Section 1, plus the Immediate Past President, shall constitute the Executive Board of the Classified Senate.

Section 3. Eligibility to Hold Office

- A. Officers shall be elected from among the Classified Staff Members in permanent status positions.
 - 1. Nominees can only accept nomination for one (1) Executive Board office.

Section 4. Nominating and Election Procedures

- A. A Nominating Committee appointed as hereinafter provided shall provide its nominations to fill the elective offices listed in Section 1, which shall be submitted annually at the March Senate meeting.
- B. Nominations for these offices shall also be accepted from the floor at the March and April Senate meetings.
- C. If, after nominations are closed at the April Senate meeting, there is only one (1) nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required. The Senate President shall so notify the membership in writing as soon thereafter as possible.
- D. When there is more than one (1) nominee for an office, an election shall be conducted at the May Senate meeting by secret ballot vote of Active members in good standing present at said meeting. It shall require a plurality vote to elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall be determined by lot (draw) between the tied candidates.
- E. Members will be notified at least 7 days in advance of the time, date, and place for nominations and balloting.

Section 5. Terms of Office

Elected officers shall take office and assume their duties on the July 1 following their election and shall continue to serve for **two (2) years** or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be an Active member in good standing.

Section 6. Vacancies

- A. A vacancy in the office of Classified Senate President shall be filled by the Vice President.
- B. For vacancies in any other elected office, the Executive Board shall submit its recommendation to fill the office in writing to the Senate membership at least five (5) working days in advance of a designated Senate meeting. Nominations from the floor shall also be accepted at said meeting. If there are no nominations from the floor, the Executive Board's candidate shall be declared elected. If nominations from the floor are made, a secret ballot election shall be conducted among the members present.



Bylaw IV. Classified Senate Meetings

Section 1. Governing Procedures

Meetings shall be open to the public and governed by *Robert's Rules of Order* as stated in Article VIII of the Classified Senate Constitution.

Section 2. Frequency

Classified Senate Meetings shall take place once a month. Meetings shall be set on a yearly calendar in conjunction with the Board of Trustee meetings to optimize flow of information, i.e., report of previous Board meeting and report from pre-Board meetings regarding agenda for the next Board session.

Section 3. Quorum

A quorum shall be established as a minimum of 20% Classified Senate members. A lack of a quorum shall constitute discussion without action.

Section 4. Agenda

A Classified Senate agenda shall consist of, but not be limited to, the following items:

- A. Agenda Approval
- B. Approval of Minutes
- C. Communications
- D. Executive Committee Report
- E. Committee Reports
- F. Unfinished Business
- G. Public Comments
- H. New Business
- I. Other
- J. Adjournment

Bylaw V. Committees

Section 1. Ad Hoc Committees

Ad hoc committees shall be established by the Classified Senate President for special purposes and be of short duration. The President, or designee, shall be an ex-officio member of all committees.

Section 2. Classified Senate Representatives to Shared Governance Councils and Committees

The President of the Classified Senate, or designee, will sit on various shared governance councils and committees. Additionally, the Classified Senate will appoint Classified Senators to sit on **and serve for two (2) years on** councils and committees. These councils and committees may include, but are not limited to, the following:

- A. College Council
- B. Integrated Planning & Budget Committee
- C. Administrative Council
- D. Instruction Council
- E. Student Services Council
- F. Diversity Committee
- G. Enrollment Management Committee
- H. Foundation Board
- I. Safety Committee



- J. Technology Advisory Committee
- K. Web Committee

Section 3. Classified Senate Representative to Board of Trustees and Other College Senates

Classified Senate representatives shall be appointed to the following governing entities and be expected to report at monthly Classified Senate meetings *under Standing Committee Reports*:

- A. Board of Trustee Meetings. The Classified Senate President shall either attend all Board of Trustee meetings personally, or appoint the Classified Senate Vice President to represent the Classified Senate at Board of Trustee meetings.
- B. Academic Senate. A Classified Senator will be assigned to attend Academic Senate meetings as a representative of the Classified Senate. This position will be rotated between Classified Senate members as prescribed by the Classified Senate President.

Section 4. Classified Senate Representative Reports

Of utmost importance to effective shared governance at College of the Siskiyous is the dissemination of information from the various governing councils to all college constituencies, and the conveyance of recommendations, ideas, questions, and concerns from all constituencies to the various governing councils. Classified Senators serving on these governing Councils are to make regular reports to the Classified Senate, *under Standing Committee Reports*, and seek input from the Classified Senate on matters of governance and the general welfare of the College in the fulfillment of its mission, typically *under Old Business or New Business*.

Failure to provide this vital link in communication may subject the Classified Senate Representative to be removed.

Bylaw VI. Amendments

Section 1. Recommendations

Suggestions for amendment to these bylaws can be made by submitting a written request to the Classified Executive Committee a minimum of 10 days prior to the next pre-Senate meeting. The Classified Executive Committee shall place all amendment recommendations on the next Classified Senate agenda for discussion. Amendments to the bylaws shall be made with a simple majority vote of a Classified Senate quorum.

Section 2. Action

Upon no action by the Classified Senate on a suggested bylaw amendment, the amendment may be resubmitted as an agenda item upon receipt by the Classified Senate President of a petition with 15 Classified Senator signatures.