

Central Services Classified Senate Bylaws

(Revised 3/14/06)

Article I - Name of Organization

The Central Services Classified Senate shall represent and include all classified staff who choose to participate regardless of classification, who are not management or certificated, as defined by Education Code Section 72400 and Foothill-De Anza Community College District Board Policy 2610.1.

Article II - Purpose

It shall be the function of the Central Services Senate to participate in the governance of the Foothill-De Anza Community College District; to actively collect, evaluate, and disseminate information for the classified staff; and to represent the collective interest of the classified staff before or on any governance or committee.

The Classified Senate is organized to:

- a. Provide a centralized means of communication between classified staff and the rest of the district community.
- b. Promote the interests of classified staff in the development and formulation of policy and practice related but not limited to the following:
 1. The selection and retention of administration.
 2. In-service education.
 3. Facilities and services.
 4. Student/classified, faculty/classified, and management/classified relations.
 5. Finance and budget.
- c. Participate in the District's governance structure.
- d. Provide a body representing the needs, concerns and viewpoints of the classified staff.
- e. Select from its membership representatives to serve on governance and committees.
- f. Articulate the professionalism of the classified staff so that it is properly recognized and valued.
- g. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
- h. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff.

Scope of Responsibility

The Classified Senate may make recommendations and take action for the classified staff.

The Classified Senate shall request and obtain information and/or recommendations on policies and procedures made by Central Services administration, or governance system, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.

The Classified Senate may select a designee to appear before the Board of Trustees to express the views of the Classified Senate on issues relating to policy, procedures or governance.

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Article III - Organization

Section 1. Membership

The Classified Senate shall be comprised of all members of the contract classified staff who wish to participate regardless of their classification, and who are not management or certificated, in the hope of forming a broad base and inviting input from a diverse and knowledgeable membership. The Central Services Senate represents the following:

Accounting	District Service Center	Network & Communications
Accounts Payable	Educational Technology Services	Operations and Systems
Applications	Employment	Payroll
Auto Shop	Foothill-De Anza Colleges Foundation	Personnel Services
Budget Operations	Grounds	Plant Operations
Business Services	Hardware	Plant Services Support Center FH & DA
Campus Police FH & DA	Human Resources	Purchasing Services
Call Center	Information Systems	Technical Services FH & DA
Construction	Institutional Research	
Custodial	Maintenance FH & DA	

Section 2. Composition of the Executive Committee

- a. Past President
- b. President
- c. President-Elect
- d. Secretary
- e. Treasurer
- f. A minimum of five (5) Section Senators.

Section 3. Terms of Office

- a. The President, Past President, and President-Elect shall serve one term of office from July 1 through June 30.
- b. The Secretary and Treasurer shall serve a two-year term of office. The term will begin July 1 of year one and will end June 30 of year two. The Secretary and Treasurer may not serve more than two (2) consecutive terms in the same office.
- c. Section Senators shall serve a two-year term of office. The term will begin July 1 of year one and will end June 30 of year two. Section Senators may not serve more than two (2) consecutive terms in the same office.
- d. Committee Chairs shall serve from July 1 through June 30 and may not serve for more than three (3) consecutive terms in the same committee.

Section 4. Removal from Office

- a. Absences
 1. Three (3) consecutive unexcused absences from Classified Senate meetings.
 2. Negligence in the duties of a Classified Senate Section Representative.

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- b. Any officer may be removed from office by the vote of two-thirds (2/3) of the full Classified Senate membership casting a written affirmative ballot.
- c. Any elected member of the Classified Senate may be removed from office by a two-thirds (2/3) majority of votes cast within his/her member electorate.

Section 5. Vacancy

A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be in submitted in writing. When the President or President-Elect declares a vacancy, that vacancy shall be filled by a simple majority vote of the Executive Committee.

Section 6. Autonomy

The Central Services Classified Senate shall be distinct from any other classified organization.

Section 7. Representation

The Classified Senate shall seek full representation on all District/Central Services committees and councils deemed important for its purposes by the Executive Committee.

Section 8. Committees

The Executive Committee, representing the Classified Senate, shall have the power to form committees and to provide for their membership.

Section 9. Recognition

The Classified Senate shall be an official body promoting the interests of the classified staff of Central Services. The individual staff member or representative of other classified organizations retains the right to address the Board of Trustees.

Article IV - Duties of the Executive Committee Members

The President shall remain part of the executive committee to serve as Past-President at the end of his/her term. The Classified Senate shall elect a President, President-Elect/Vice President, Secretary, Treasurer, and Chancellor's Council Representative, plus one representative and one alternate from each segment defined in Article III, Section 1. Any member of the electorate shall be eligible for elective office in the Classified Senate.

Section 1. The Past President of the Classified Senate shall:

- a. Assume in the absence of President and/or the President-Elect, the duties of those offices.
- b. Act as a resource and mentor, as requested, to the President.
- c. Continue to serve on ad hoc committees begun as President.
- d. Be an ex-officio member of all classified Senate committees.
- e. Perform other duties as may be required by the office.

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Section 2. The President of the Classified Senate shall:

- a. Preside over meetings of the Classified Senate and the Executive Committee.
- b. Have the power of appointment and removal of committee members (subject to the consent of the Executive Committee).
- c. Be authorized to express publicly the Senate's position on issues and recommendations relating to governance.
- d. Be an ex-officio member of all classified Senate committees.
- e. Attend all Board of Trustees meetings or designate a representative from the executive board to express the views of the Classified Senate on policies, procedures and governance.
- f. Publish an agenda for all Executive Committee and Classified Senate meetings.
- g. Perform other duties as may be required by the office.
- h. Serve as a member of and attend all Chancellor's Council meetings or secure an alternate to represent the Classified Senate.
- i. Be responsible for preparation of a Chancellor's Council meeting report and present that to the Classified Senate Committee.
- j. Chair the By-Laws Review Committee.

Section 3. The President-Elect shall:

- a. Act as President in the absence of the President.
- b. Become the President of the Classified Senate upon the expiration of the incumbent President's term of office.
- c. Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Classified Senate.
- d. Be an ex-officio member of all classified Senate committees.
- e. Perform other duties as may be required by the office.

Section 4. The Secretary shall:

- a. Be responsible for preparation, publication and distribution of the minutes and agenda of all Classified Senate and Executive Committee meetings.
- b. Maintain and file all Classified Senate records.
- c. Keep a list of all Senators together with the expiration date of each Senator's term of office.
- d. Act as President in the absence of the President, President-Elect, and Past President.
- e. Perform other duties as may be required by the office.

Section 5. The Treasurer shall:

- a. Accept contributions, disburse funds, maintain financial records and submit financial reports to the Classified Senate twice during the academic year or as requested by the Executive Committee.
- b. Set up the budget for the Executive Committee and Classified Senate.
- c. Act as President in the absence of the President, President-Elect, and Past President and Secretary.
- d. Perform other duties as may be required by the office.

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Article V - Roles of Representatives

Section 6. The Section Senator shall:

- a. Attend all regular Classified Senate meetings.
- b. Maintain constant oral and written communication with sections.
- c. Confirm all appointments made by the President of the Classified Senate.
- d. Disseminate on regular basis information from Classified Senate meetings.
- e. Poll section members on issues needing consensus by the Classified Senate.
- f. Report to the executive committee on matters from their section, which are part of the Classified Senate's concern.
- g. Post minutes of Executive Committee meetings.
- h. Find an alternate to attend Senate meetings in their absence.
- i. Perform other duties as required by their office.

Section 7. The Section Senator Alternates shall:

- a. Act as a Section Senator in his/her absence.
- b. Perform other duties as required by their office.

Article VI - Meetings

Section 1. Meetings of the Member Electorate:

- a. General meetings of the member electorate shall be held a minimum of twice an academic year and shall be scheduled at such times as to encourage maximum attendance by the member electorate.
- b. Official minutes of each Executive Committee and general Classified Senate meeting shall be kept and made available to all classified staff.
- c. The President of the Senate shall notify the member electorate at least five working days before any general meeting. Notice of the meeting with agenda times shall be disseminated in the mailroom, Central Services bulletin boards, and via voice mail.
- d. General meetings of the Classified Senate shall be called in any one of the following ways:
 1. The President of the Classified Senate may convene a general meeting with at least five (5) working days notice or
 2. A vote at a meeting of the Classified Senate.
- f. Any motion relevant to an agenda item may be carried by a simple majority vote of the quorum to carry.
- g. A substantive motion proposed at a general meeting shall be presented to the Classified Senate as a written ballot no less than five (5) working days after the general meeting, and shall require a simple majority of an election quorum to carry.

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Section 2. Classified Senate Meetings:

- a. Meet a minimum of once per month.
- b. Shall be publicly announced with a posted agenda.
- c. Will be determined at the first meeting of the newly elected Classified Senate for time and location.
- d. Are open to the member electorate, and any member of the member electorate may speak; however they may not vote.
- e. Are open to outside speakers at the invitation of the Classified Senate.
- f. Official minutes of each Classified Senate and general Classified Senate meeting shall be kept and distributed to:
 1. The President and Chapter Chair(s) of the classified collective bargaining units
 2. Chancellor of the District
 3. All classified staff via the Section Senators and
 4. Posted in the mailroom and Classified Senate listserve. Minutes will be posted within five (5) working days after being approved by the Senate. Agenda will be posted at least one (1) working day prior to regular Classified Senate meetings and at least five (5) working days prior to a general meeting, when possible to do so.

Section 3. Executive Committee Meetings:

- a. The Executive Committee shall meet a minimum of once a month.
- b. Special meetings may be held as needed. Announcements of Executive Committee meetings shall be publicly posted.

Section 4. Emergency General Meetings:

Emergency meetings of the Classified Senate may be called with two (2) hours notice by:

- a. The President of the Classified Senate, with the approval of a simple majority of the Classified Senate.
- b. A two-thirds (2/3) majority of the Classified Senate by
 1. Petition to the President of the Classified Senate, or
 2. Vote at a meeting of the Classified Senate.
- c. Twenty-five percent (25%) vote of the total membership of the Classified Staff by signed petition to the President of the Classified Senate.
- d. A simple majority of the quorum shall be required to carry a procedural motion, and a two-thirds (2/3) majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Classified Senate.

Section 5. Quorums:

- a. For regular Classified Senate meetings a quorum shall consist of a simple majority of voting members.
- b. For a general meeting a quorum shall consist of at least thirty-three percent (33%) of the permanent classified staff.
- c. Voting by written ballot shall require a simple majority of those voting to carry the issue.

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Article VII - Elections

Section 1. Election Time:

By April 30 of each year, a general election of officers and senators in sections where a senate term has expired will be held at the direction of the President.

Section 2. Election of Officers:

- a. Election of the Classified Senate officers shall be by simple majority of the votes cast.
- b. If no candidate receives a simple majority of the votes cast, a special election shall be held to decide between the two (2) candidates receiving the highest number of votes for that office. (Special Elections shall be completed by May 31 following the general election).
- c. Announcement of the election results will be made within two (2) working days following an election.

Section 3. Election of Section Senators:

- a. The members of the classified staff duly elect section senators from each of the current identified sections.

Article VIII - Classified Senate Standing Committees

Standing Committees of the Classified Senate are established to actively promote professionalism within the classified staff.

The makeup of the Standing Committees of the Classified Senate may be structured by mutual agreement in a manner best suited to the performance and function of the committee members.

Standing Committee Chair(s) shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

Section 1. The Staff Development Committee:

This Committee shall be a standing committee of the Classified Senate to:

- a. Obtain and allocate funds.
- b. Conduct programs for staff development within guidelines established by the Classified Senate.
- c. Appoint members of the committee as necessary with staggered one-year terms and with approval from the majority of the Classified Senate.

Section 2. The Staff Development Chair(s) Shall:

- a. Be Chairperson for a standing committee of the Classified Senate to represent the Classified Senate on the campus-wide Staff Development Committee and monitor the funding from the campus-wide Staff Development Committee.

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- b. Conduct programs for staff development within guidelines established by the Classified Senate.
- c. Appoint members of the committee as necessary with staggered one-year terms and with approval from the majority of the Executive Committee.
- d. File with the President of the Classified Senate a schedule of committee meetings.
- e. Report its activities to the President-Elect after each of its meetings.
- f. Prepare recommendations relating to its functions for review and approval by the Executive Council.
- g. Perform other duties as determined by the Executive Committee.
- h. Prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic year.

Section 3. The Employee of the Month Committee shall:

- a. Solicit and receive nominations of the outstanding classified employees to be chosen as Classified Employees of the Month. Nominations shall be in writing.
- b. Determine from the submitted nominations one employee for each month from July to June.
- c. Publicize the chosen employee and plan a recognition reception.
- d. Appoint members as necessary by the Classified Employee of the Month Chair(s) with staggered terms and with approval from the majority of the Classified Senate.

Section 4. The Employee of the Month Chair(s) shall:

- a. Be Chairperson for a standing committee of the Classified Senate to solicit and receive nominations of the outstanding classified employees to be chosen as Classified Employees of the Month.
- b. Determine from the submitted nominations one employee for each month from July to June.
- c. Publicize with the committee the chosen employee and plan a recognition reception.
- d. Appoint members as necessary with staggered terms and with approval from the majority of the Executive Council.
- e. File with the President of the Classified Senate a schedule of committee meetings.
- f. Report results of selection for Employee of the Month nominee chosen at the next Classified Senate Meeting.
- g. Prepare recommendations relating to its functions for review and approval by the Executive Committee.
- h. Perform other duties as determined by the Executive Committee.
- i. Prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic year.

Section 5. Nominating Committee:

This special committee shall be appointed by the President-Elect from the members of the Classified Senate to receive and solicit names of candidates wishing to run for an open position on the Classified Senate. Nominations shall be confirmed by the nominee.

Section 6. By-Laws Review Committee:

This special committee shall be chaired by the President with other committee members being appointed by the President-Elect from the members of the Classified Senate to review by-laws on

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an annual basis. The committee shall bring any corrections or updates to the senate to be brought forth for a vote of approval from the Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.

Section 7. Ad Hoc Committees:

The Classified Senate shall establish both standing and Ad Hoc committees to assist in the development and implementation of policies and procedures to classified staff and the operational and educational matters of the college.

Ad Hoc committees may be established by the President of the Classified Senate, upon the advice and consent of the Classified Senate. Such committees shall be formed for the special purpose and shall be of short duration.

Article VIII - Parliamentary Authority

The consensus method of decision making shall be used to elicit open communication and channel energies into working collaboratively together. This method will be used to formulate solutions or recommendations, which do not compromise any strong conviction or need.

In the event consensus is not applicable to the situation, or cannot be reached, than the President-Elect will serve as the parliamentarian or the Senate may elect to use other rules for voting which are not inconsistent with these bylaws.

Article IX - Adoption

This Constitution shall take effect upon the approval by simple majority of the quorum of the Central Services electorate.

Article X – Amendments

Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.