

Central Services Classified Senate Bylaws

(Revised Bylaws adopted October 28, 2019)

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 2224.

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. Professional development.
 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:

Business Services

Accounting
Accounts Payable
Accounts Receivable
Budget
Environmental Health & Safety
Facilities and Operations

- Auto Shop
- Custodial Operations
- Construction
- Grounds
- Hardware
- HVAC
- Maintenance
- Plant Operations

Finance
Grants
Payroll
Police Department
Purchasing, Contracts, and Risk
Management

Chancellor's Office

Foothill-De Anza Foundation
Krause Center for Innovation

Educational Technology Services

Business Continuity
Call Center
Construction & Measure C
Foothill & De Anza Technical Services
Institutional Research & Planning
Logistics
Networks & Communications
Project Management

Human Resources

Benefits
Personnel Services
Recruitment

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. The president may serve additional consecutive terms if no candidates are nominated for the position during the annual election.

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- 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. Secretary and Treasurer may-serve additional consecutive terms if no candidates are nominated for the positions during the annual election.
- 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 serve additional consecutive terms if no candidates are nominated for the positions during the annual election.
- d. Committee Chairs shall serve from July 1 through June 30.-Committee chairs may serve additional consecutive terms if no candidates for chair come forward.

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.
- 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, or through removal from office as specified in Article III, Section 4. 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.

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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 section senators and alternates. Any classified member of Central Services 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.

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 Advisory Council meetings or secure an alternate to represent the Classified Senate.
- i. Be responsible for preparation of a Chancellor's Advisory 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. Be an ex-officio member of all classified Senate committees.
- d. 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.

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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.

Article V - Roles of Representatives

Section 1. The Section Senator shall:

- a. Attend all regular Classified Senate meetings.
- b. Maintain regular oral and written communication with sections.
- c. Confirm all appointments made by the President of the Classified Senate.
- d. Disseminate information from Classified Senate meetings.
- e. Engage 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. Notify alternate to attend Senate meetings in their absence.
- i. Perform other duties as required by their office.

Section 2. 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. Classified Senate Meetings

- a. Classified senate meetings shall be held monthly and shall be scheduled at such times as to encourage maximum attendance.
- b. Official minutes of each meeting shall be kept and made available to all classified staff via the Central Services Classified Senate website.
- c. Notice of-meetings with agenda times shall be posted on the Central Services Classified Senate website and on the Plant Services bulletin board.
- d. Are open to all members, and any member-may speak; however only officers and senators may vote.
- e. Are open to outside speakers at the invitation 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 shall be presented to the Classified Senate as an electronic ballot that shall remain open for voting for a minimum of five (5) working days, and shall require a simple majority to carry.

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Section 2. Quorums:

- a. For regular Classified Senate meetings a quorum shall consist of a simple majority of voting members.
- b. Voting by electronic ballot shall require a simple majority of those voting to carry the issue.

Article VII - Elections

Section 1. Election Time:

During spring quarter of each academic year, a general election of officers and senators in sections where a senate term has expired or a vacancy exists will be held at the direction of the President.

Section 2. Election of Officers and Senators:

- 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.
- c. Announcement of the election results will be made within two (2) working days following an election.

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.

Section 1. The Employee Recognition Committee shall:

- a. Solicit and receive nominations of the outstanding classified employees to be recognized. Nominations shall be submitted as specified on the Central Services Classified Senate website <http://hr.fhda.edu/classified-senate/>.
- b. Publicize the chosen employee and plan a recognition reception.
- c. The Chair of the Recognition Committee shall appoint members as necessary with staggered terms and with approval from the majority of the Executive Committee.
- d. Report selection of employee nominee chosen at the next Classified Senate meeting.

Section 2. The Recognition Committee 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 recognized.
- b. Publicize with the committee the chosen employee and plan a recognition reception.
- c. Appoint members as necessary with staggered terms and with approval from the majority of the Executive Committee.

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- d. Report results of selection for employee nominee chosen at the next Classified Senate Meeting.

Section 3. 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, then 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

These Bylaws shall take effect upon the approval by simple majority of the quorum of the Central Services electorate.

Article X – Amendments

The Classified Senate Executive Committee will review the Bylaws every odd numbered year. 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.