
Sierra College Classified Senate

Bylaws



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Sierra College
Classified Senate Bylaws

ARTICLE I
BYLAWS

Section I. These bylaws shall provide for regular meetings, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

ARTICLE II
DUTIES OF OFFICERS

Section I. *The President shall:*

- A. Preside over all meetings of the Classified Senate;
- B. Determine the agenda for all meetings of the Classified Senate;
- C. Provide a centralized means of communication among Classified Professionals and with the rest of the college community;
- D. Regularly attend Classified Senate meetings;
- E. Serve as liaison to the Board of Trustees, District President/Superintendent, Executive Members and any other relevant representative bodies both on and off campus;
- F. Attend additional committee meetings as designated by the Classified Senate or appoint a representative, including but not limited to: Strategic Council, PARAC, Education and Effectiveness Committee, Program Vitality, Board of Trustees, etc.;
- G. Perform other duties as may be deemed necessary, within the limits of these bylaws.

Section II. *The Vice President shall:*

- A. Assume the duties and responsibilities of the President if the President is absent or unable to fulfill them;
- B. Represent the Classified Professionals at various college and district meetings and functions;
- C. Coordinate planning of Classified Retreat each May;
- D. Regularly attend Classified Senate meetings;
- E. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

Section III.

The Secretary/Treasurer shall:

- A. Assume the duties of the President in the absence of the President and Vice President;
- B. Be official historian of the Sierra College Classified Senate;
- C. Serve as research and resource person;
- D. Records all minutes of the Classified Senate meetings
- E. Sign off on official minutes of meetings as appropriate
- F. Maintain all financial records of the Sierra College Classified Senate;
- G. Track, review and process all requests for payment/reimbursement, and process deposits;
- H. Furnish report of financial activity at Classified Senate meetings as needed;
- I. Regularly attend Classified Senate meetings;
- J. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

Section IV.

The Senators shall:

- A. Represent the interest and concerns of Classified Professionals at all meetings;
- B. Regularly attend Classified Senate meetings;
- C. Actively participate in the planning and/or execution of Classified Senate sponsored activities;
- D. Serve on other committee(s) as appointed;
- E. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

ARTICLE III
TERMS OF OFFICE

Section I.

Terms of Office

- A. All elected members of the Classified Senate shall serve two-year terms, unless otherwise stated.
- B. No member shall hold more than one office concurrently.
- C. Elected members shall take office on July 1 of each calendar year.
- D. Appointed Classified Senate members shall complete the term for which they were appointed.

Section II. Vacancies

- A. Vacancies may occur through resignation, leave of absence, non-compliance, or lack of a sufficient number of nominees during the election process.
- B. Vacancies shall be filled by any classified professional, as stipulated in Article III, Section II of the constitution.
- C. All vacancies in an unexpired term or to fill a term left vacant due to a lack of nominees during the elections process will be filled by appointment and ratification of the Classified Senate

**ARTICLE IV
MEETINGS**

Section I. Regular meetings of the Classified Senate are typically held twice a month. Additional meetings may be scheduled as necessary. The time and place of the meeting shall be arranged by the Classified Senate. Special meetings of the Classified Senate may be called by the President or a simple majority of the members of the Classified Senate.

Section V. Any Officer or Senator who is unable to attend a meeting is to contact the President and Secretary/Treasurer prior to the meeting.

**ARTICLE V
ACADEMIC YEAR**

Section I. The Classified Senate academic year shall be from July 1 through June 30, and all terms of officers and members shall coincide with the academic year, as stipulated herein.

**ARTICLE VI
QUORUM**

Section I. 50% plus 1 of voting members of the Classified Senate present at any meeting of the Classified Senate shall constitute a quorum authorized to transact any business duly presented.

Section II. A majority vote of the quorum is needed to pass agenda items presented at any Classified Senate meeting.

Section III. A majority of members on any and all committees shall constitute a quorum.

**ARTICLE VII
OPERATING PROCEDURES**

Section I. The Sierra College Classified Senate shall operate under the basic provisions of the Brown Act.

Section II. All meetings of the Senate shall be conducted in accordance with the current edition of Robert’s Rules of Order. The presiding officer may employ a relaxed approach to Robert’s Rules of Order whenever practical to do so, subject to the agreement of the Classified Senate.

ARTICLE VIII
DISMISSAL AND RESIGNATION

Section I. Dismissal of a senator (including an executive board member) may be considered with a majority consensus of the Classified Senate, except the senator or executive board member in question.

Section II. Any member of the Classified Senate may resign by written notice to the executive board.

Section III. Procedures for filling the vacancy are outlined in Article III, Section II of the bylaws.

ARTICLE IX
COMMITTEES

Section I. The Classified Senate shall establish both standing (permanent) and, when appropriate, ad hoc (of short duration) committees to assist in the development and implementation of policies and procedures relating to Classified Professionals and to the operational matters of the college, where it does not conflict with union activities.

Section II. It shall be the duty of each committee to receive and analyze referred matters, to prepare resolutions or amendments, and to make reports and recommendations through appropriate channels to the Classified Senate.

Section III. It shall be the responsibility of all Classified Professionals to provide the Classified Senate with an oral or written report/update on campus-wide committee activities upon request.

Section IV. Open call for committee members will remain open for at least five (5) business days or as deemed necessary.

ARTICLE X
ELECTIONS

Section II. Elections by secret ballot by the membership, as defined in Article III, Section II of the constitution, shall be held in the first week of June each year.

- A. The time and method of elections shall be determined and provided, by the Classified Senate, to all members at least 10 working days before the election. The notice shall include date, time, method, and location.
- B. Election results will be announced at the subsequent Classified Senate meeting.

Section III. In the event of a tie for any senate position, a runoff election will be held between the candidates with the two (2) highest numbers of votes. Any ties for the runoff election will be decided by lot.

Section VI. Officers

- A. Nominations of candidates for officer positions in the Classified Senate shall be open to the members of the Classified Senate.
- B. Nominations for Executive Board Members must meet the following eligibility requirements:
 - 1. Served as an officer for a minimum of one (1) year, or
 - 2. Currently serving as a Senator for a minimum of one year.
- C. Officers shall be elected to a two-year term of office beginning July 1.
- D. Officers currently serving may run for re-election.

Section VII. Senators

- A. Nomination of candidates for Senators in the Classified Senate shall be open to any regular Classified Professional.
- B. 12 (Twelve) Senate seats will be available for election with 6 (six) seats being up for election every year.
 - It is the goal of the Senate to encourage and ensure Senators are from multiple divisions across the district.
- C. Each representative shall be elected to a two-year term of office beginning July 1; established so that one-half of said terms shall terminate at the end of each academic year.

**ARTICLE XI
AMENDMENTS**

- Section I.** Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the voting members of Classified Senate.