

CLASSIFIED SENATE BYLAWS: LONG BEACH COMMUNITY COLLEGE DISTRICT

BYLAW I. SENATE MEMBERSHIP

The general membership of the Classified Senate body shall include all permanent full-time and part-time Classified Professionals whose work assignment is attached to the Long Beach Community College District Classified unit.

BYLAW II. CLASSIFIED SENATE COUNCIL

Section 1. Members of the Executive Committee and Classified Senate Council

The Executive Committee shall be comprised of four elected officers: President, Vice President, Secretary, Treasurer; two Executive Senators; and one Senate Council appointed Communications Coordinator position. The Executive Committee shall meet in the intervals between Classified Senate Council meetings and upon the direction of the Senate President.

The Classified Senate Council membership shall be comprised of the Executive Committee, current Senators, and the Past President who shall be a non-voting ex officio member. All meetings of the Senate Council shall be public forums.

Section 2. Duties and Responsibilities

- A. Duties of President (shall include but not be limited to the following):
 - i. Attend all meetings of the Executive Committee and Senate Council.
 - ii. Serve as an official representative of the Classified Senate in all venues.
 - iii. Be responsible for required reports and recommendations.
 - iv. Chair and facilitate all regular Classified Senate meetings.
 - v. Administer and maintain the affairs of the Classified Senate between meetings.
 - vi. Serve as ex officio member of all Classified Senate committees.
 - vii. Chair of Classified Senate Council.
 - viii. Serve on college and district committees requiring the Classified Senate President and other campus committees, as time allows.
 - ix. Schedule regular meetings between the College President and the Executive Committee, minimum of two committee members are required at any meeting.
 - x. Prepare the agenda for the regular Executive Committee and Classified Senate Council meetings.

- B. Duties of the Vice President:
 - i. Attend all meetings of the Executive Committee and Senate Council.
 - ii. Assume the duties of the President during their absence, at the request of the President, or for the unexpired term in the event the President cannot serve. This shall include attending college or district committee meetings in the absence of the President.
 - iii. Serve as the coordinator of committee assignments and ex officio member of all committees.
 - iv. Report on the status of all committee activities to the Classified Senate Council.

- v. Facilitate fundraising and other activities as determined by the Classified Senate Council.
- vi. Appoint a Nominations Officer during election periods.
- vii. Perform other duties as necessary, and as delegated by the Senate President, or as assigned by the Classified Senate Council.

C. Duties of the Secretary:

- i. Attend all meetings of the Executive Committee and Senate Council.
- ii. Assume the duties of the President, in absence of the President and Vice President, in regards to facilitating or attending college/district committee meetings.
- iii. Assume the responsibility of recording all meeting notes of the Classified Senate Council and Executive Committee meetings, and the distribution of such; including the distribution of the agenda to Classified Professionals.
- iv. Serve as official documentarian/historian of the Classified Senate.
- v. Be responsible for Classified Senate correspondence and the dissemination of information to all Classified Senate Council members and the Classified Senate body.
- vi. Disseminate minutes of Classified Senate Council meetings to all Classified Professionals by email and/or posting on the Classified Senate website.
- vii. Be responsible for attendance roll, sign-in sheets, and all records of the Classified Senate.
- viii. Perform other duties as necessary, and as delegated by the Senate President, or as assigned by the Classified Senate Council.

D. Duties of the Treasurer:

- i. Attend all meetings of the Executive Committee and Senate Council.
- ii. Assume the duties of the President in the absence of the President, Vice President, and Secretary, in regards to facilitating or attending college/district committee meetings.
- iii. Coordinate account transfers and purchase orders, facilitate reprographics C account, and receive and deposit funds into the Classified Senate fundraising account.
- iv. Make disbursements from the Classified Senate account, as requested by the Senate President, and after review and approval by the Classified Senate Council.
- v. Shall be responsible for the finances of the Classified Senate and all reports pertaining thereto.
- vi. Monitor legislative information pertaining to college finances, and report on same to the Classified Senate Council.
- vii. Assist with fundraising activities.
- viii. Perform other duties as necessary, and as delegated by the Senate President, or as assigned by the Classified Senate Council.

E. Duties of the Communications Coordinator:

- i. Attend all meetings of the Executive Committee and Senate Council.
- ii. The Communications Coordinator is appointed by the Classified Senate Council and is a voting member of the Executive Committee.

- iii. Work with other members of the Executive Committee to promote and advertise Classified Senate-sponsored events. Manage publications to promote membership awareness and communications throughout the college.
- iv. Develop and coordinate all Classified Senate publicity materials including flyers for forums, seminars, workshops, fundraisers and other activities.
- v. Assist Senate President with campus-wide communications. Contribute to the Classified Senate Council's communications plan, which supports the Classified Senate Council's mission and promotes its activities.
- vi. Manage Classified Senate public webpages, the Coordinator will update and maintain the Classified Senate webpages following all LBCC Branding and Web Accessibility Guidelines. The Coordinator will work with the LBCC Public Affairs & Marketing Office to maintain continuity between Long Beach City College and Classified Senate web content where appropriate.
- vii. At the direction of either the Classified Senate President or Vice President, the Coordinator will post materials and links determined to be appropriate. Along with the Classified Senate Council's participation, the Coordinator will develop and maintain common social media accounts (such as Instagram and Twitter), following all LBCC Branding and Social Media Guidelines.
- viii. The Coordinator will create regular posts promoting achievements of the Classified Senate and individual Classified Professionals, advertise events, and engage the college community.
- ix. Perform other duties as necessary, and as delegated by the Senate President, or as assigned by the Classified Senate Council.

F. Duties of the Senators:

- i. Prepare for and attend all meetings of the Senate Council.
- ii. Serve as a conduit of communication to and from Classified Professionals.
- iii. Participate in committees, events, and activities sponsored by the Classified Senate.
- iv. Perform other duties as necessary, and as delegated by the Senate President, or as assigned by the Classified Senate Council.
- v. Executive Senators (PCC, LAC, or At-Large) serve a one-year term as members of the Classified Senate Executive Committee:
 - a. Selected from elected senators following the Classified Senate Council election.
 - b. Attend all meetings of the Executive Committee and Senate Council.
 - c. Assume the duties of the President in the absence of the President, Vice President, Secretary, and Treasurer, in regards to facilitating or attending college/district committee meetings.
 - d. Serve as tri-chair or member on a VP planning committee or other participatory governance committee.
 - e. Prepare for and attend participatory governance committee and district planning committee meetings.
 - f. Represent the Classified Senate at district meetings.

- G. Duties of the Past President:
- i. Attend all meetings of the Executive Committee and Senate Council as a non-voting member.
 - ii. Assist and inform the President Elect with the fundamentals and history of the Classified Senate office.
 - iii. Guide and support the Senate President and the Executive Committee.
 - iv. Assume the duties of the President in the absence of the President, Vice President, Secretary, Treasurer, and Executive Senators, in regard to facilitating or attending college/district committee meetings.
 - v. Perform other duties as necessary, and as delegated by the Senate President or as assigned by the Classified Senate Council.

Section 3. The Duties of the Executive Committee (shall include but not be limited to the following):

- A. Develop agendas for the Classified Senate Council meetings.
- B. Review committee reports, and place reports on the agenda for Classified Senate action, when appropriate.
- C. Review reports/requests from all other sources, to determine whether or not they should be placed on the agenda.
- D. Receive and prepare responses to questions, positions on issues or other requests and upon approval of the Classified Senate Council submit the response to the requesting individual, group, or other entity.
- E. Call special meetings of the Classified Senate, if necessary.
- F. Authorize and approve expenditures.
- G. Develop and implement ideas and methods for campus awareness of Classified Professionals, fundraising, scholarship activities, and other events as determined necessary and appropriate.
- H. Review changes/additions for the Classified Senate website that may need approval of the Classified Senate Council.
- I. Executive Committee members are also members of the College Planning Council (CPC), and therefore, are encouraged to attend CPC meetings.
- J. Members may also participate in classified task forces, other participatory governance committees and district planning committees.

BYLAW III. ELECTIONS

Section I. Elections and Term of Office

- A. Each year, an email will be sent to all Classified Professionals to announce the elections and solicit nominations.
- B. The current Vice President will work with the Nominations Officer to conduct the general secret ballot election every year beginning on or before May 15 and complete it prior to June 15.
- C. The Classified Senate Body, through the issuance of nomination emails, will nominate prospective members of the Classified Senate Council.
- D. The Nominations Officer shall contact each nominee to advise them of the nomination, and confirm the nominee is agreeable to their name appearing on the ballot.

- E. If the nominee declines to accept the nomination, the Nominations Officer shall advise the current Vice President, send the nominee written confirmation of the refusal, and their name shall be withdrawn.
- F. On or before June 1, the Nominations Officer shall submit an official secret ballot to each member of the Classified Senate Body. If it is a paper ballot, the ballots shall be returned in a sealed envelope and placed in the locked ballot box located at each campus. This procedure may change if the technology permits for electronic voting.
- G. On or before June 14, ballots shall be counted in the presence of the Elections Committee. The candidate receiving the most votes (plurality) of those Classified Senate members voting shall be declared the winner. All Classified Professionals shall be notified, by email, of the results of the election. The Communications Coordinator shall post the results on the Classified Senate website.
- H. If no candidate receives a majority on the first ballot, a run-off election shall be held between the top two candidates. A run-off election shall be held on or before June 21.
- I. Officers will be elected for two-year terms, with a limit of two consecutive terms. Term shall be defined as July 1 of the elected year, through June 30 of the second year of the two-year term.
- J. The sitting or elected Union President or Union Vice President are not eligible to run for the Senate President or Senate Vice President positions unless their Union term will finish by the start of the Senate term on July 1.
- K. The Senators shall be elected from geographically balanced areas. The geographical areas shall be reviewed and adjusted, if need be, prior to the election. If there are no nominees from the geographical area, a nominee may be selected from another area of the campus. Senators will be elected for two-year terms, with a limit of two consecutive terms. Term shall be defined as July 1 of elected year through June 30 of the second year of the two-year term.
- L. The Classified Senate Council will use staggered elections with half of the members elected every year.
 - i. Odd years will have elections for President, Treasurer, and two Senators from LAC and two Senators from PCC (PCC 1, PCC 2, LAC 5, and LAC 6).
 - ii. Even years will have elections for Vice President, Secretary, and three Senators from LAC and one Senator from PCC (PCC 3, LAC 4, LAC 7, and LAC 8).
 - iii. Communications Coordinator will be selected after even year general elections or vacancies arise. Classified Professionals will be sent a notification that the appointed position is available with a request for submission of a brief statement of intent. The Classified Senate Council will then review submitted statements and select a candidate.
 - iv. Two Executive Senators will be selected annually from the group of eight elected Senators following the Classified Senate Council election to serve a one-year term on the Classified Senate Executive Committee.

Section 2. Council Qualification Criteria

- A. Persons interested in running for a position on the Classified Senate Council shall be considered by the Elections Committee, if the individual meets all of the following criteria:
 - i. Nominees shall be a permanent full-time or part-time Classified Professional at the time of the election and,

- ii. Nominees for President and Vice President shall be members of the full-time Classified Professionals.

Section 3. Removal from Office, Vacancies, and Reassignments

A. Removal from Office

- i. Any elected member of the Classified Senate Council may be removed from office by a two-thirds (2/3) vote of the Classified Senate Executive Committee.
- ii. Reasons for removal from office may consist of:
 - a. Gross neglect of duties and/or;
 - b. Malfeasance (the performance by a public official of an act that is legally unjustified, harmful, or contrary to law; wrongdoing [used especially of an act in violation of a public trust]) and/or;
 - c. Misfeasance (improper and unlawful execution of an act that in itself is lawful and proper).

B. Vacancies

- i. The Senate President may declare a vacancy when a Classified Senate Council member has been absent (unexcused) for more than three consecutive meetings, or when a council member has presented a formal written resignation to the President.
- ii. In the event of a vacancy on the Executive Committee or an open Senate seat, the Classified Senate Council may, at their option:
 - a. Choose to select a replacement according to the regular election procedure with confirmation by a majority vote of the Senate Council;
 - b. Authorize the President to appoint a member of the Classified Professionals to fill the vacant Executive Committee or Senate position with confirmation by a majority vote of the Senate Council; or
 - c. Decide to leave the seat vacant until the next regular election.

C. Reassignments

In the event that a Senator must move from one geographical area to another, they will continue to represent their original constituency for the remainder of that term of office or the Senate Council may reorganize the representatives as needed.

BYLAW IV. MEETINGS

Section 1. Meeting Standards

Meetings shall be open to the public and governed by simple parliamentary procedure. At the first meeting of the school year, the Classified Senate Council shall determine meeting norms (standards). All Classified Senate members shall be expected to adhere to the norms (standards) at all meetings.

Section 2. Meeting Schedule

Meetings shall take place once a month per calendar year. Meetings shall be set on a yearly calendar in conjunction with the Board of Trustees 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 50% plus 1 of the Classified Senate Council. A lack of quorum shall constitute discussion without action.

Section 4. Council Agenda

- A. The Secretary shall be responsible for distributing the agenda to members of the Classified Professionals at least 72 hours prior to a meeting.
- B. Items for the agenda from the membership must be submitted to the Secretary and President three working days preceding the Classified Senate Executive Committee meeting.

Section 5. Committees

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 the Classified Union activities.

Section 6. Standing Committees of the Senate

- A. Standing Committees shall be permanent and established or dissolved by the Classified Senate Council.
- B. The charge of each Standing Committee shall be established by the Classified Senate Council and clearly stated in the meeting notes.
- C. Standing Committee Chairs must be members of the Senate Council and shall be appointed by the Senate President. Committee members shall not be limited to members of the Senate Council.
- D. Committee membership shall not exceed the duration of the President's term. Any appointee can be removed by a majority vote of the Classified Senate Council.
- E. The Standing Committee Chair shall report committee activity to the Classified Senate Council at its regularly scheduled meeting and to the Vice President of the Classified Senate upon request.

Section 7. Ad Hoc Committees

Ad Hoc Committees shall be established by the Classified Senate President for a limited time to address a specific issue. The President shall be an ex-officio member of all committees, except the Elections Committee.

Section 8. Campus-Wide College Shared Governance, Decision Making Committees and Task Forces

- A. Requests and recommendations for Classified Professional appointments on campus-wide college governance committees must be emailed to the Classified Senate President and carbon copied to the secretaries of the Classified Senate and the Classified Union.
- B. If only one Classified Professional is requested to serve on a college-wide committee, self-study committee, ad hoc committee, council, or task force, the Classified Senate President will defer the appointment to the Classified Union President. If the Union does not recommend a

Classified representative after 30 calendar days, then the Classified Senate Council will appoint a Classified Professional to the committee.

- C. Classified Professionals representing the Classified Senate must complete a committee meeting report form within three working days of the committee meeting and submit the form to the Vice President of the Classified Senate.
- D. The Executive Committee may request the Classified Senate representative to attend the next Senate Council meeting to share insight on the subject matter of the committee meeting.

BYLAW V. AMENDMENTS

Section 1. Recommendations

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

Section 2. Action

If the Classified Senate Council does not take action regarding a bylaw amendment, the Classified Senate President may resubmit the amendment as an agenda item. The resubmission will only take place after the President is given a petition with at least 15 signatures of the Classified Senate body.

BYLAW VI. LEGAL CONFLICTS

Should any portion of this document violate any local, state or federal law, regulation or code, that portion of the bylaw will become null and void. However, the remainder of this document will remain in full force. Laws, regulations and codes from the highest-ranking authority shall take precedence over all other documents and will be adhered to by the Classified Senate body.