

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 employees 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; and one council appointed Website and Social Media Coordinator position. The committee shall meet in the intervals between Classified Senate Council meetings and upon the direction of the President.

The Classified Senate Council membership shall be comprised of the executive committee, current Senators, and the exiting 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. Serve as an official representative of the Classified Senate in all venues.
- ii. Be responsible for required reports and recommendations.
- iii. Chair and facilitate all regular Senate meetings.
- iv. Administer and maintain the affairs of the Classified Senate between meetings.
- v. Serve as ex-officio member of all Senate committees.
- vi. Chair of Classified Senate Council.
- vii. Serve on college and district committees requiring the Classified Senate President and other campus committees, as time allows.
- viii. Schedule regular meetings between the College President and the executive committee. No less than two committee members are permitted at any meeting.
- ix. Prepare the agenda for the regular executive senate committee and Classified Senate Council meetings.

B. Duties of the Vice President:

- i. Assume the duties of the President during his/her 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.

- ii. Serve as the coordinator of committee chairs and ex-officio member of all committees. Report on the status of committees' activities to the Classified Senate Council.
- iii. Facilitate fundraising and other activities as determined by the Classified Senate Council.
- iv. Appoint a Nominations Officer during election periods.
- v. Perform other duties as necessary, as delegated by the President, or as assigned by the Classified Senate Council.

C. Duties of the Secretary:

- i. Assume the duties of the President, in absence of the President and Vice President, in regards to facilitating or attending college/district committee meetings.
- ii. 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 Staff.
- iii. Serve as official documentarian/historian of the Classified Senate.
- iv. Be responsible for Senate correspondence and the dissemination of information to all Classified Senate Council members and the Classified Senate body.
- v. Disseminate minutes of Classified Senate Council meetings to all classified staff by email and/or posting on the Classified Senate website.
- vi. Be responsible for attendance roll, sign-in sheets, and all records of the Classified Senate.
- vii. Perform other duties as necessary, and as delegated by the President or as assigned by the Classified Senate Council.

D. Duties of the Treasurer:

- i. 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.
- ii. Coordinate account transfers and purchase orders, facilitate reprographics C account, and receive and deposit funds into the Classified Senate fundraising account.
- iii. Make disbursements from the Classified Senate account, as requested by the Senate President, and after review and approval by the Classified Senate Council.
- iv. Shall be responsible for the finances of the Classified Senate and all reports pertaining thereto.
- v. Monitor legislative information pertaining to college finances, and report on same to the Senate.
- vi. Assist with fundraising activities.

- vii. Perform other duties as necessary, and as delegated by the President or assigned by the Classified Senate Council.

E. Duties of the Website and Social Media Coordinator:

- i. After even year general elections or vacancies, the Classified Staff will be sent a notification that the appointed position is available. A reasonable deadline for submission of intent and a brief statement will be set. The Classified Council will then review statements and select a candidate.
- ii. The Website and Social Media Coordinator (heretofore referred to as the “Coordinator”) is appointed by the Classified Senate Council and is a voting member of the Executive Committee.
- iii. The Coordinator will update and maintain the Classified Senate web page, following all LBCC Branding and Web Accessibility guidelines. The Coordinator will work with the LBCC Web Team to maintain continuity between Long Beach City College and Classified Senate web content where appropriate.
- iv. At the direction of either the President or Vice President, the Coordinator will post any materials or links determined to be appropriate. The Coordinator will post the agenda of each Classified Senate Council meeting, following Brown Act guidelines. He/she will post minutes of Classified Senate meetings, after approval by the Classified Senate, as well as a current meeting schedule.
- v. Along with the Classified Senate Council’s participation, the Coordinator will develop and maintain common social media accounts (such as Facebook and Twitter), following all LBCC Branding and Social Media Guidelines. He/she will contribute to the Classified Senate Council’s communications plan, which supports the Classified Senate Council’s mission and promotes its activities. The Coordinator will create regular posts, promoting achievements of the Senate and individual Classified Employees; advertise events, and engage the college community.

F. Duties of the Senators:

- i. Communicate information between the Classified Senate, and the monthly Classified Senate Council meetings with regard to the Classified Body from their senate area.
- ii. Participate in committees, events, and activities sponsored by the Classified Senate.
- iii. Perform other duties as necessary, and as delegated by the President or assigned by the Classified Senate Council.

G. Duties of the Exiting President:

- i. Assist and inform the President Elect with the fundamentals and history of the Classified Senate office.

- ii. Assume the duties of the President in the absence of the President, Vice President, Treasurer, and Secretary, in regards to facilitating or attending college/district committee meetings.
- iii. Perform other duties as necessary, as delegated by the President or assigned by the Classified Senate Council.

Section 3. The Duties of the Executive Committee Shall Include, But Not be Limited to:

- A. Develop agendas for the Classified Senate Council meetings.
- B. Review committee reports, and place reports on the agenda for 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 Senate, if necessary.
- F. Authorize and approve expenditures.
- G. Develop and implement ideas and methods for campus awareness of classified staff, 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.

BYLAW III. ELECTIONS

Section I. Elections and Term of Office

- A. The current Vice President will work with the Nominations Officer to conduct the general secret ballot election every year beginning on, or before, May 1st and complete it prior to June 15th. An election committee will be established to assist with this process.
- B. The Classified Senate body, through the issuance of nomination emails, will nominate prospective members of the Classified Senate Council. Nominations must be returned within five working days of the announcement email.
- C. The Nominations Officer shall contact each nominee to advise him/her of the nomination, and ask if the nominee is agreeable to his/her name appearing on the ballot. Only those persons who have given their consent to serve shall be nominated for, or elected to office.
- D. If the nominee refuses to accept the nomination, the Nominations Officer shall advise the executive committee, send the nominee written confirmation of the refusal, and their name shall be withdrawn.

- E. If there is only one nomination for an office, and the nominee refuses the nomination, nomination emails for only the office or area affected shall be resubmitted immediately. The deadline for resubmission shall be within seven working days of the date of resubmission.
- F. On or before June 1st, 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. The deadline for returning ballots shall be within five working days of the date of distribution of the ballots to all classified professionals. This procedure may change if the technology permits for electronic voting.
- G. On or before June 14th, 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 staff shall be notified, by e-mail, of the results of the election. The Web 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 21st.
- I. Officers will be elected for two-year terms, with a limit of two consecutive terms. Term shall be defined as July 1st of the elected year, through June 30th of the second year of the two-year term.
- J. 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 1st of elected year through June 30th of the second year of the two-year term.
- K. The Council will use staggered elections with ½ of the members elected every year. Odd years will have elections for: President, Treasurer, and Senator Areas 1, 2, 5, and 6. Even years* will have elections for Vice President, Secretary, Web Coordinator and Senator Areas 3, 4, 7, and 8.
*The Council decided to extend the first term for the even year group by one year to start the staggered process.

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 employee at the time of the election and,
 - ii. Nominees for the President and Vice President shall be members of the full-time Classified staff.

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 2/3 majority vote of the Classified Senate Board.
- 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 President may declare a vacancy when a Classified Senate Council member has been absent (unexcused) for more than three consecutive meetings, or which have presented a formal written resignation to the President;
- ii. In the event of a vacancy of the executive committee, the Classified Senate Council may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure with confirmation by a simple majority of the elections committee;
 - b. Authorize the President to appoint a classified body member to fill the vacant Executive Committee position; 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, he/she will continue to represent his/her original constituency for the remainder of that term of office.

BYLAW IV. MEETINGS

Section 1. Meetings shall be open to the public and governed by simple parliamentary procedure. At the first meeting of the school year, the Classified Senate shall determine meeting norms (standards). All Classified Senate members shall be expected to adhere to the norms at all meetings.

Section 2. 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. 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 Body 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 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 the classified body 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 simple majority vote of the Classified Senate Council.
- E. The Chair shall report committee activity to the Classified Senate Council at its regularly scheduled meeting and to the Vice President of the Senate upon request by the same.

Section 7. Ad Hoc Committees

Ad Hoc Committees shall be established by the President for special purposes and be for a short duration. 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 Body 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 staff 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 will appoint a classified representative for the committee.

- C. Classified professionals representing the Classified Senate must complete a committee meeting report form within three workings days of the committee meeting and, email it to the Web Coordinator and Vice President of the Classified Senate.
- D. The Executive Committee may request the classified representative to attend the next general Senate Council meeting to answer questions.

BYLAW V. AMENDMENTS

Section 1. Recommendations

Suggestions for amendment to these bylaws can be made by submitting a written request to the Classified Senate Board, a minimum of 10 days prior to the next Senate Council meeting. The Classified Senate Council shall place all amendment recommendations on the next Senate agenda for discussion. Amendments to the bylaws shall be made with a simple 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 comprising of, at least, 15 classified staff signatures.

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.