Article I
Classified Senate Council

Section 1. It is recommended that the Classified Senate Council meet on a regular monthly basis to be held on Thursdays at 9:30am and to adjourn by 11:00am.

Section 2. At the last meeting in June the Council shall establish meeting dates for the next fiscal year (July 1 through June 30).

Article II
Officers of the Classified Senate

Section 1. President of the Classified Senate shall:

A. Represent the classified at various college and district meetings and functions;
B. Supervise, administer, and report the Classified Senate budget, i.e., monies allocated from district and college funds for Classified Senate activities as prescribed by law; a. train and supervise a classified staff secretary to assist in such matters as the recording of minutes, record keeping, financial reporting and correspondence. Other tasks may be assigned by the Classified Senate President, in accordance with the job description for secretary, toward the efficient accomplishment of Classified Senate business.
C. Represent the classified before the Governing Board, the Chancellor, the college administration, or the Budget Review Committee in requesting and justifying college or district funds for Classified Senate business;
D. Be an ex-officio member of all Classified Senate committees or may assign a designee;
E. Serve on the DVC-GC (Diablo Valley College Governing Board), DGC (District Governing Board), and CSCC (Classified Senates Coordinating Council) or assign a designee;
F. Attend all Board of Trustees meetings or may assign a designee;
G. Schedule and chair meetings of the Classified Senate officers to develop Council meeting agenda;
H. Conduct an orientation for officers and new Council members;
I. Perform other duties as may be required by the office.

Section 2. Vice-President shall:

A. Act as president in the absence of the President;
B. Represent the classified at various college and district meetings and functions;
C. Serve on the DVC-GC, DGC, CSCC or assign a designee;
D. Assist in editing Classified Senate Council minutes;
E. Perform other duties as may be required by the office;
F. Serve as chairperson of the Classified Senate Selection Committee;
G. Become the president of the Classified Senate if the President leaves office before the expiration of the term of office.

Section 3. Corresponding Secretary shall:

A. Act as president in the absence of the President and the Vice President;
B. Represent the classified at various college and district meetings and functions;
C. Screen, review, disseminate all pertinent material;
D. Assist in editing Classified Senate Council minutes;
E. Perform other duties as may be required by the office;
F. Serve as Parliamentarian at Council meetings.

Article III
Election Procedures
Section 1. Election Committee

A. Any Classified Senate member wishing to serve on the election committee should submit their name to a Senator-at-large by January of an election year. The President shall request the formation of this committee in February.

Section 2. Election Committee Shall:

A. Prepare and distribute an election notice outlining an election procedure to all Classified Senate members through the Senators-at-large;
B. Prepare a petition for nomination of officers to be signed by ten (10) Classified Senate members and to include a space for both the nominee and the recipient of the petition to sign;
C. Make absentee ballots available in the Classified Senate office;
D. See Constitution Article VI, Section 1, Clauses 2 and 3 for other duties;
E. Publish results of election to the Classified Senate within five (5) working days of the election.

Article IV
Standing Committees

- Classified Professional Development Committee
- Newsletter Committee
- Selection Committee

Each committee will have listed under it:

- Responsibilities
- Composition
- Procedure

The Classified Senate Standing Committees shall abide by the following:

Section 1. Any committee procedure not covered by the Classified Senate Constitution or by these Bylaws shall be covered by "Roberts Rules of Order," most current edition.

Section 2. Terms
The terms of representatives to Classified Senate standing committees shall be two (2) years.

Section 3. Meeting Schedule
Classified Senate Standing Committees shall meet on a regular basis. Meeting times and location shall be established by Committee chairs in July in consultation with the Classified Senate President to coordinate meeting schedules.

Section 4. Minutes
Report of standing committees shall be given at council meetings. The Classified Senate Standing Committees shall abide by the following (continued):

Section 5. Quorum
The quorum of each standing committee shall consist of a majority of the voting membership, not including vacant positions. A simple majority of those voting shall carry a motion.

Section 6. Resignations
If any member of a committee resigns, withdraws, or for any reason is not attending, the committee chair shall notify the Selection Committee for a replacement.

Section 7. Open Meetings
All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)