

BYLAWS OF THE DIABLO VALLEY COLLEGE CLASSIFIED SENATE

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Article I - Meetings

Section 1 Meetings of the Classified Senate should be conducted according to Roberts Rules of Order.

Section 2

The Classified Senate shall meet once a month during the year. An unscheduled meeting may be held sooner with a majority vote of the senate.

Section 3

Official meetings of the Classified Senate shall consist of a quorum which shall be defined as fifty percent plus one of the total voting senators and officers.

Section 4

Official minutes, agendas and announcements of meetings shall be publicly distributed via email to all classified staff.

Section 5

- All motions are approved by a simple majority vote. A simple majority vote is defined as fifty percent plus one of the total voting senators and voting officers.
- E-mail voting may be used for housekeeping, recurring, and/or previously discussed agenda items.
- E-mail voting must be available for a minimum of 48 hours, not including weekends or campus closures.
- All new business and/or major changes must be agendized and an in-person vote must be taken at scheduled Senate meeting.
- A simple majority vote via E-mail Voting is defined as fifty-percent plus one of those who respond (if quorum is met) within the allotted time. Quorum rules apply as in an in-person meeting and will be established by the number of votes cast in the voting time frame. If there is no quorum, then the Senate President reserves the right to put the motion out for another vote at a later date or dismiss it altogether.

Article II - Officers and Senators

Section 1

The Executive Board of the Classified Senate consists of President, Vice-President, Secretary, Treasurer, Communications Officer, and Past President.

If open senator position(s) are not filled, the Executive Board may then appoint a regular classified professional.

Section 2

Duties and Responsibilities:

President:

- Preside at meetings of the Classified Senate.
- Represent the classified at various college and district meetings and functions.
- Represent the classified staff before the Governing Board, the Chancellor, the college administration, or the Budget Committee in requesting and justifying college or district funds for Classified Senate business.
- Be an ex-officio member of all Classified Senate committees or may assign a designee.
- Serve on the College Council, DGC (District Governing Board), and CSCC (Classified Senates Coordinating Council) or assign a designee.
- Attend all Governing Board meetings or may assign a designee as needed.
- Schedule and chair meetings of the Classified Senate officers to develop Council meeting agenda.
- Conduct an orientation for officers as new Council members as needed.
- Perform other duties as may be required by the office.
- Make classified appointments to committees.
- Speak at convocation, all college day and graduation ceremony.

Vice-President:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Assist the President in all duties of the presidency.
- Serve as President during an absence of the President or as assigned.
- Succeed to the office of President, upon resignation or removal of President, and serve the remainder of the term, should the president not be able to continue.
- Serve as co-chair of college council.
- Serve on DGC and CSCC.
- Perform other duties as may be required by the office.
- Assist in editing Classified Senate Council minutes.

Secretary:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Take minutes at Classified Senate meetings.
- Prepare and distribute to all Senate officers and/or senators appropriate Senate Documents as requested by the Executive Board or Senate.
- Distribute Agenda and Minutes to all employees.
- Keep attendance records of each Classified Senate meeting.
- Design and keep current the Senate web pages.
- Represent the classified professionals at various college and district meetings and functions.
- Perform other duties as may be required by the office.

Treasurer:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Maintain financial records of Classified Senate.
- Present a quarterly (more often if needed) financial report at Senate meeting to keep members informed of current income and expenses.
- Advise and assist members with purchases and record-keeping.
- Ensure that Classified Senate officers and senators approve any financial expenditure before it is made.
- Represent the classified professionals at various college and district meetings and functions.

Past President:

- Attend Executive Board meetings.
- During the first year of the term, attend Executive Board and regular Classified Senate meetings; advise and guide the current Executive Board.
- During the second year of the term, attend regular Classified Senate meetings; advise and guide the current Executive Board.
- Perform other duties as assigned by the Executive Board.
- Represent the classified professionals at various college and district meetings and functions.

Communications Officer:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Develop and distribute the Classified Senate newsletter.
- Assist President with campus-wide communications.
- Welcome new employees.

Senators:

- Attend regular Classified Senate meetings.
- Perform additional senate duties including but not limited to event planning, fundraising, and participation in shared governance.

Article III - Elections

Section 1

Elections Team

Election Timeline	
<i>The Elections Board of the Senate conducts the Senate's Officer annual elections in February through April.</i>	
January	Elections Team formed.
February	Elections Team sends out a call for nominations. Nominations accepted through March 1 st .
March 1 st – Senate Meeting (2 nd Wednesday of the month)	Nominees prepare Approval Form (signed by supervisor), Nomination Ballot Information is to be sent out by the Elections Team to all classified monthly professionals.
April	Voting opens on the second Thursday with the deadline of the third Wednesday (7-day timeframe). Candidate statements and photos will be included with announcements and instructions. Ties will result in a re-vote. Voting will be conducted online only for a 48-hour time period.

Election Cycles	
Odd Year	Even Year
President Vice President <i>Past President cycles into Senate seat</i>	Secretary Communications Officer Treasurer

- The Elections Team shall be appointed by the Executive Board. The team shall be made up of one administrator and two Classified professionals. It is desirable that at least one Classified appointment has previous Senate and/or election experience.
- The team shall supervise the election process, which includes preparing and distributing nomination forms and ballots, determining eligibility to serve, tallying votes, and announcing results.
- At least two team members shall actively participate in tallying votes.
- Any classified professional who has any responsibility in connection with an election, and is a candidate for that election, shall resign his/her Election Team responsibility.

Section 2

Nominations

- Any regular classified professional can be nominated. Self-nominations will be accepted and are encouraged.
- Classified employees who are still on probationary status can be nominated for senator positions if they reach permanent status by the time the senator term begins.
- Nomination forms shall be prepared by the Elections Team. A nomination form requires a signature of approval from the candidate's supervisor and endorsement signatures from 5 regular classified professionals. Regular classified professionals can endorse more than one candidate.
- Nominees placed on the official ballot must have submitted a completed nomination form, a photo and a statement to a member of the Elections Team.

Section 3

Voting Process

- All regular classified professionals can vote in elections of officers and of Classified Senate. Every regular classified staff member shall have one vote for each vacancy.
- Each regular classified professional shall receive an electronic ballot listing all nominees who wish to run for office.
- Voting will be done online. The voting method can be changed by a majority vote of the Senate.
- The candidate receiving the most votes in each officer position shall be elected.
- In the case of a tie, an all-electronic re-vote for those who are tied will take place. Voting will be conducted online only for a 48-hour time period. Candidate statements and photos will be included with the announcement and instructions.

Section 4

Terms of Service

- All positions of the Classified Senate are elected for a two-year term beginning July 1st and ending June 30th.
- The two-year terms are to be staggered to follow the election cycle order listed in Article III, section 1.
- All positions of the Classified Senate's Executive Board are eligible for re-election.
- Executive Board members shall not serve more than two 2-year consecutive terms.

Section 5

Succession/Reassignments/Recalls

- In the case that the President can no longer serve, the Vice-President will assume the position of President for the remainder of the term.
- In the event the outgoing President is unable to serve as Past President, any previous Classified Senate President may be appointed by the Executive Board.
- The President or Vice-President may declare a vacancy when a Classified Senate officer or senator has been absent and/or the position has been vacant for more than three regular meetings per fiscal year.
- When a senator vacancy is declared, the Executive Board shall fill the position by appointment.
- When an officer vacancy is declared, the Executive Board shall recommend a candidate for appointment to be approved by a simple majority vote of the Senate officers.
- The term of the appointed senator/officer begins immediately after the Senate approval. An officer's appointment ends at the end of the outgoing officer's term.
- An officer or Senator may be recalled by the voting members of the Classified Senate. A petition for recall must be signed by 50% plus one of the Senate and be presented to the president. If the recall is directed towards the president, the vice-president shall be presented with the petition.
- Within ten days upon receipt, the petition will be subjected to a vote by the Classified Senate.
- If an officer is recalled, the Executive Board shall meet and recommend a candidate for appointment to be approved by a simple majority vote of the Senate. The position will end at the completion of the term of the outgoing officer.

Article IV - The Bylaws

Section 1

Bylaws consistent with and necessary to implement the Articles of the Constitution may be adopted or amended by a simple majority vote of the Senate.

Section 2

Proposed additions and amendments to the Bylaws shall be addressed during the annual review period, or during a Senate meeting as determined by the Senate Executive Board.

Section 3

Any officer, senator of the Classified Senate, or permanent classified professional, may propose additions or amendments to the Constitution/Bylaws by requesting through the Executive Board, that the issue is included on the agenda of regularly scheduled Senate meeting. The Executive Board has the authority to include it on the Senate meeting agenda, or table it for the next Constitution and Bylaws Annual Review Team meeting. The proposals are to be in writing.