

# CLASSIFIED SENATE CONSTITUTION

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## **Article I – Name of the Organization**

The name of this organization will be the College of Marin Classified Senate.

The College of Marin Classified Senate will represent and include all permanent members of the classified staff, regardless of classification, who are not management or certificated, as defined by Education Code Section 72400

## **Article II – Purpose**

The Classified Senate is an official body of the College of Marin Participatory Governance System whose purpose is to communicate the voice of classified staff on non-collective bargaining issues related to college governance.

It will be the function of the Classified Senate to participate in the governance of College of Marin, actively collect, evaluate, and disseminate information to the classified staff; to provide classified staff with a formal representative voice in recommending institutional policies and procedures, college goals, plans and priorities; and to represent the collective interests of the classified staff before or on any governance or college committee. The Classified Senate also provides the college with access to the collective viewpoint of the classified staff in matters pertaining to college governance, institutional policies and procedures, college goals, plans and priorities.

Responsibilities:

- a. To provide classified staff with a formal structure and effective procedure for participation in the College's Participatory Governance System, including the development of the College Mission, Vision, Values, plans, policies and matters related to Accreditation.
- b. To support classified staff participation on college and statewide committees, dealing with governance, planning and policies.
- c. To promote the professionalism of all classified staff.
- d. To provide leadership opportunities for classified staff.
- e. To foster communication, understanding and mutual support among the classified staff.
- f. To provide a centralized means of communication between classified staff and the rest of the college community, including but not limited to, administrators, faculty, students, and the Board of Trustees. The Senate will communicate to all classified staff in order to keep staff informed of actions and current issues of interest to the college community.

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- g. To appear before the Board of Trustees to express the views of the Classified Senate on issues relating to policy, procedures, or governance.

### **Article III – Membership**

All elected Senators will be permanent classified employees.

The Classified Senate will consist of 12 Senators elected by the classified staff.

The Classified Senate will be composed of 7 members of CSEA, 1 member of SEIU, 1 member of the Supervisory/Confidential unit and 3 members from the classified staff at large.

### **Article IV – Officers**

The Classified Senate will elect a President, Vice President, Secretary, and Treasurer from the 10 Senators.

### **Article V – Meetings**

The Classified Senate will meet once a month during the academic year. Additional meetings may be held as needed.

Official meetings of the Classified Senate will consist of a quorum, which will be defined as at least six (6) Senators.

Classified staff will be notified of Classified Senate meetings.

Official minutes of each Classified Senate meeting will be kept and published.

As consistent with other Participatory Governance System committees, Classified Senators will be given a reasonable amount of release time to participate in the Classified Senate.

### **Article VI – Committees**

The Classified Senate may establish committees when necessary to carry out its responsibilities.

### **Article VII – Parliamentary Authority**

The consensus method outlined in the Participatory Governance System Plan will be used to make decisions and recommendations.

In the event that consensus is not applicable to the situation, or cannot be reached, the Senate may elect to use Roberts Rules of Order.

### **Article VIII – Amendments to Constitution**

Amendments to the Constitution may be proposed by any classified staff member in writing to any Senator. A proposed amendment will be placed on the agenda for consideration at the next regular meeting of the Classified Senate for study and report. An amendment may then be approved by a simple majority of the Classified Senate and if approved, will be submitted to the classified staff for ratification by a two-thirds vote of the ballots returned. Proposed amendments will be distributed electronically at least five days prior to voting.

The results of the vote will be distributed electronically to all classified staff and the approved Constitution will be posted on the Classified Senate web page.

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**Revised:** May 15, 1986

**Revised:** January 16, 1996

**Revised:** November 29, 2010

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## CLASSIFIED SENATE BYLAWS

### **Article I – Election of Senators**

Senators will be elected during the Spring Semester (no later than June 30<sup>th</sup>) for a term of two (2) years commencing the first day of the fiscal year (July 1<sup>st</sup>).

### **Article II – Election Procedure**

Election of Senators will be by secret ballot. Votes will be tallied by two or more staff members who are not running for a Senate seat and submitted to the Classified Senate President. Results will be distributed to all classified staff and reported at the next Classified Senate meeting.

### **Article III- Election of Officers**

Officers (President, Vice President, Secretary, and Treasurer) will be elected by the Senate the next meeting following the election of Senators.

### **Article IV – Terms of Office**

The term of office for elected Senators will be two (2) years commencing the first day of the fiscal year (July 1<sup>st</sup>), with one-half replaced annually through the election process. If there are more nominees than available seats, nominees who have served more than (2) two current, consecutive terms will be ineligible to run for the Senate.

The term of office for officers will be for (1) year commencing the first day of the fiscal year (July 1<sup>st</sup>).

### **Article V- Attendance**

Senators are expected to attend Senate meetings. Senators who are absent without notification for three consecutive meetings, may be replaced by majority vote of the Classified Senate and will constitute a vacancy. In the absence of the President, the Vice President will preside. In the absence of both the President and the Vice President, the President will appoint another officer to preside for that meeting.

### **Article VI – Vacancies**

If a vacancy occurs, the vacancy may be filled by appointment until the next regular election. The Classified Professionals Liaison Committee (CPLC) will fill the vacancy through its established process.

Vacancies in the office of President or Vice President will be filled by a majority vote of the Senate.

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Recall of Senator(s) may be initiated by a petition of 40% of the classified staff. Upon establishment of the authenticity of the petition, a recall election must be held. A two-thirds vote of those voting recalls the Senator(s) from office.

### **Article VII – Responsibilities of Officers**

#### **President**

- a. Presides at Classified Senate meetings.
- ~~b.~~ Develops and distributes the Classified Senate agenda.
- c. Expresses publicly the Senate's position on issues and recommendations relating to Governance, Board Policies, and Accreditation.
- d. Serves as liaison between administration, faculty, students, and classified staff.
- e. Submits written reports or attends Board of Trustees meetings (or appoints a designee) as appropriate to express the views of the Classified Senate on policies, procedures and governance issues.
- f. The outgoing President will preside at the first regular Classified Senate meeting of the new term to facilitate officer elections.
- g. Represents the Classified Senate on College Council and reports back to the Senate.
- h. Schedules yearly calendar of meetings.
- i. Calls meetings of the Classified Senate as required.
- j. Appoints members and designates chairpersons of all subcommittees of the Classified Senate.

#### **Vice President**

- a. Presides at scheduled Classified Senate meetings in the absence of the President.
- b. Represents the Classified Senate on College Council and reports back to the Senate.
- c. Performs other functions as requested.

#### **Secretary**

- a. Records, maintains, and distributes minutes of all scheduled Classified Senate meetings to the classified staff.

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- b. Maintains all correspondence between the Classified Senate and other campus groups.
- c. Maintains classified staff distribution list.
- d. Represents the Classified Senate on College Council and reports back to the Senate.

### **Treasurer**

- a. Advises Classified Senate as to the availability of funds.
- b. Presents financial reports as necessary.

### **Article IX – Responsibility of Senators**

#### **Senators**

- a. Attend Classified Senate meetings for the elected/ appointed term.
- b. Assume responsibility to inform/communicate information from the Senate meetings to other classified staff.
- c. Serve on Classified Senate subcommittees as needed.

### **Article X – Amendments to Bylaws**

Amendments to the Bylaws may be proposed by any classified staff member in writing to any Senator. A proposed amendment will be placed on the agenda for consideration at the next regular meeting of the Classified Senate for study and report. An amendment may then be approved by a simple majority of the Classified Senate and if approved, will be submitted to the Classified Staff for ratification by a two-thirds vote of the ballots returned. Proposed amendments will be distributed electronically at least five days prior to voting.

The results of the vote will be distributed electronically to all classified staff and the current Bylaws will be posted on the Classified Senate web page.

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**Revised:** May 2, 2012, (Bylaws, Article III)