



San José City College

Classified Senate By-Laws

Function of Senate:

The main function of the San Jose City College Classified Senate is to provide Classified professionals an opportunity to participate in the review and development of policies and procedures through the established shared governance procedures.

Article I. Meetings

A. Quorums:

- I. Regular Classified Senate meetings, a quorum shall consist of a simple majority of voting members.

B. Meetings:

- I. Any Senators that are unable to attend a regular Classified Senate meeting shall send a proxy to attend their place. Assume responsibility to inform and send alternate if unable to attend a scheduled Classified Senate meeting.
- II. In the absence of the President, the Vice President should reside.
- III. In the absence of both the President and Vice President the President shall appoint another officer to reside for that meeting.
- IV. The Classified Senate shall adopt and post a schedule of monthly meetings for each fiscal year /calendar year for attendance by all sector Senators of the Classified. Special meetings may be called by the Classified Senate President with consent from the College President. All meetings shall be open to any interested persons.

Article II. Members

A. Membership:

- I. **President:** The President of the Classified Senate shall be elected from Classified members by vote of a simple majority.
- II. **Vice President:** The Vice President of the Classified Senate shall be elected from Classified members by vote of a simple majority.
- III. **Secretary:** The Secretary of the Classified Senate shall be elected from Classified members by vote of a simple majority. The steering committee will be responsible for the first election. Thereafter, the secretary shall be responsible for facilitating elections.
- IV. **Recorder:** The Recorder of the Classified Senate shall be elected from Classified members by vote of a simple majority.



San José City College

Classified Senate By-Laws

- V. **Treasurer:** The Treasurer of the Classified Senate shall be elected from Classified members by vote of a simple majority.

- VI. **Senators:** The Classified Senate senators shall be elected from Classified members by vote of a simple majority.

B. Term of Office

- I. The term of office for all Senate positions shall be for two years. The term shall commence following elections and shall conclude after the subsequent election results.

- II. An Officer shall be eligible for re-election, but shall serve no more than two (2) consecutive terms and will again become eligible for election after one (1) year.

C. Vacancies

- I. In the event of a vacancy of the senate, the Classified Senate may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure;

 - b. Authorize the president to appoint a Classified member to fill the vacant senate position;

 - c. Or, decide to leave the seat vacant until the next regular election.

Article III. Election of Members

A. Election Procedure

- I. Election shall be by secret ballot. A balloting chairperson and one or two tellers shall be appointed by a majority vote of the Senate to tally the ballots cast and announce the result.

- II. Candidates for office may not serve as the chairperson or as a teller. The chairperson shall declare the member receiving the most votes cast elected to the respective office. In case of a tie vote on any ballot for one or more officers, a new election shall take place immediately. This process shall continue until a deciding vote is reached.

- III. If there is only one candidate for Officer or Senator a ballot will be issued with an opportunity for people to write in a name and be distributed for votes.

Article IV. Members Roles and Responsibilities



San José City College

Classified Senate By-Laws

A. Roles and Responsibilities

I. President shall:

- a. Attend all Senate meetings.
- b. Assure that all elections are conducted as specified in the By-Laws.
- c. Act as the liaison officer between the Classified Senate and all other constituent groups within the College/District, including students, faculty, college administration, district administration, and the Board of Trustees.
- d. Be a liaison to SJCC's various standing committees and shared governance groups (Academic Senate, District Council, District Finance, etc.)
- e. Appoint Classified employees to various standing committees.
- f. Attend all regularly scheduled board of trustee meetings.
- g. Advocate for adequate resources for the Senate.
- h. Perform any other function normally thought to be within the realm of a President that is otherwise not denied by the Bylaws, including authorizing any expenditure from the budget.
- i. Sign approved minutes, along with the Secretary.
- j. Be responsible for the preparation of the agenda for all meetings after receiving input from the Executive Board and/or from any member of the Classified Senate.
- k. Preside over all General Sessions and Executive Board meetings.

II. President-Elect shall:

- a. Attend all meetings.
- b. Plan to serve as future SJCC Classified Senate (CS) President.
- c. Gain experience and training as possible to serve as future President.



San José City College Classified Senate By-Laws

- d. Work closely with the President to facilitate a smooth transition to the office of President.
- e. Be an ex-officio member for standing committees.
- f. Serve as liaison between the Vice President, Area Representatives and the President.

III. Past-President shall:

- a. Assist local colleges without senates by providing information regarding how to form a senate.
- b. Be an ex-officio member for standing committees.
- c. Work closely with the President to facilitate a smooth transition to the office of President.
- d. Perform other related duties as assigned by the President.

IV. Vice President shall:

- a. Attend all meetings.
- b. In the absence of the President, the VP shall be appointed to assume and fulfill the duties of the President.
- c. Assist the President with regular Senate business and special projects.
- d. Be the liaison between Senators, their respective Area, the President-Elect, and the President.
- e. Oversee the Senators responsibilities as needed, i.e disseminating information, updating the directory, and arranging meetings.
- f. Assist the President in coordinating workshops, professional development activities and/or retreats.
- g. Research activities as directed by the President.
- h. Be an ex-officio member for committees as needed.



San José City College Classified Senate By-Laws

- i. Assist local colleges without senates by providing information regarding how to form a senate.

V. Treasurer shall:

- a. Attend all meetings.
- b. Be responsible for all monetary collections and disbursements relating to the Classified Senate.
- c. Maintain all records pertaining to the financial status of the SJCC Classified Senate.
- d. Perform a financial year-end report to be presented at the Fall General Session.
- e. Assist the President with regular Senate business and special projects
- f. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

VI. Secretary shall:

- a. Attend all meetings.
- b. Update Classified Senate Webpage.
- c. Upload meeting agendas and minutes to the Classified Senate webpage.
- d. Maintain an archive of all business and correspondence.
- e. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.
- f. Sign approved minutes, along with the President.

VII. Recorder shall:

- a. Attend Classified Senate meetings
- b. In the absence of the Secretary-Elect, shall be appointed to serve as Interim Secretary-Elect.



San José City College Classified Senate By-Laws

- c. Assume responsibility of recording all minutes of Classified Senate and Executive and distribution of such. A draft is expected within fifteen (15) calendar days after the meeting.
- d. Distribute and collect surveys "Classified Climate."
- e. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.

VIII. Senators:

- a. Attend all meetings. In the event, the Senator is unable to attend a meeting, the Senator must appoint a proxy to represent their area.
- b. Handle dissemination of all pertinent correspondence.
- c. The senators shall serve as liaison officers between the Classified Senate and the constituents of their respective areas.
- d. Ensure full communication of the activities of the Classified Senate to their respective areas.
- e. Share concerns/feedback from their respective area to the President, President-Elect, and Vice President in a timely manner.
- f. Perform other duties as may be assigned by the Executive Board.

B. Voting Privileges

- I. The President shall vote **only** to break ties.
- II. The Vice President, Secretary and Treasurer shall have one vote each.
 - a. If the Vice President, Secretary, Treasurer, or Recorder are serving as the Acting President, he/she shall vote only to break a tie.
- III. All Senators shall have one vote each.
- IV. The bargaining unit representative(s), ASG representative, and Academic Senate representative shall be a non-voting member.

Article V. Amendments/Recalls

C. Amendments

- I. Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of



San José City College Classified Senate By-Laws

the quorum.

D. Recalls

- I. Any elected official of the Classified Senate may be removed from office by a 2/3 majority vote cast within his/her area

- II. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Professionals.