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 staff. 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.

C. Membership:
   I. **President:** The President of the Classified Senate shall be elected from Classified staff members by vote of a simple majority.
   
   II. **Vice President:** The Vice President of the Classified Senate shall be elected from Classified staff members by vote of a simple majority.
   
   III. **Secretary:** The Secretary of the Classified Senate shall be elected from Classified staff 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. **Treasurer:** The Treasurer of the Classified Senate shall be elected from Classified staff members by vote of a simple majority.

D. Term of Office
   I. The term of office for all Senate positions shall be for one year. The term shall commence following elections and shall conclude after the subsequent year 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.

E. 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 staff member to fill the vacant senate position;
   c. Or, decide to leave the seat vacant until the next regular election.

F. 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. 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.

II. 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.

G. Roles and Responsibilities

I. President shall:
   a. Attend all meetings.
   b. Be a liaison to SJCC various standing committees and appoint Classified employees to various standing committees.
   c. 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.
San José City College
Classified Senate By-Laws

d. Sign approved minutes, along with the Secretary.

e. Be responsible for the preparation of the agenda for all meetings after receiving input from the Executive Board and/or from any member classified senate.

f. Preside over all General Sessions and Executive Board meetings.

g. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the Bylaws, including authorizing any expenditure from the budget.

h. Sign approved minutes, along with the Secretary.

II. President-Elect shall:
   a. Attend all meetings.

   b. Plan to serve as future SJCC Classified Senate (CS) President.

   c. Gain as much experience and training as possible to serve as future President.

   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.

   g. Perform other related duties as assigned by the President.

   h. In the absence of the President, serve as Interim President.

III. Vice President shall:
   a. Attend all meetings.
San José City College  
Classified Senate By-Laws

b. Be the liaison between their respective Area Representatives, the President-Elect, and the President.

c. Oversee the Area Representative responsibilities, assisting as necessary. This may include disseminating information, updating the directory, and arranging meetings between Area Representatives and colleges.

d. Assist the President in coordinating workshops at conventions or retreats.

e. Perform research activities as directed by the President.

f. Be an ex-officio member for standing committees.

g. In the absence of the President-Elect, shall be appointed to serve as Interim President-Elect.

h. In the absence of both the President and the President-Elect, the Vice President shall be appointed to serve as Interim President.

IV. Secretary shall:

a. Attend all meetings.

b. Assume responsibility of recording all minutes of Classified Senate and Executive and distribution of such. A draft is expected within thirty (30) calendar days after the meeting.

c. Maintain an archive of all business and correspondence.

d. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

e. Sign approved minutes, along with the President.

f. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

V. Recorder shall:
San José City College  
Classified Senate By-Laws

a. Attend Classified Senate meetings

b. In the absence of the Secretary-Elect, shall be appointed to serve as Interim Secretary-Elect.

c. Update Classified Senate Webpage.

d. Download meeting agendas and minutes to the Classified Senate webpage.

e. Distribute and collect surveys “Classified Climate.”

f. Perform other duties as necessary as delegated by the President or assigned by the classified senate.

VI. 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. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

f. Perform such other duties as may be assigned by the Executive Board or ordered by these Bylaws.

VII. Senators:

a. Attend all meetings.

b. Handle dissemination of all pertinent correspondence.
San José City College  
Classified Senate By-Laws

c. Act as the area contact.

d. Keep in contact with and forward concerns to the President, President-Elect, and Vice President.
e. Assist local colleges without senates by providing information regarding how to form a senate.

f. Perform other duties as may be assigned by the Executive Board.

VIII. Area Representatives shall:

a. Attend at least three-four meetings per year.

b. Handle dissemination of all pertinent correspondence.

c. Act as the area contact.

d. Perform other duties as may be assigned by the Executive Board.

e. Perform other duties as may be assigned by the Executive Board or ordered by these Bylaws.

H. 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 or Treasurer are serving as the Acting President, he/she shall vote only in case of a tie vote.

III. All Senators shall have one vote each.

IV. Area representatives shall be a non-voting members Or; Area Representatives Area representatives shall have one vote each (Voting rights/no voting rights?)

V. The bargaining unit representative(s), ASG representative, and Academic Senate representative shall be a non-voting members.

I. Amendments
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 the quorum.

J. 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 Staff.