MiraCosta College Classified Senate By-Laws

Article 1
Name

The name of this organization shall be the Classified Senate of MiraCosta Community College District.

Article 2
Purposes

The purposes for which this organization is formed are to: (1) facilitate communication among the Classified Senate membership and the administration, the faculty, and the Board of Trustees; (2) participate in the development and formulation of policy and practices as they relate to activities and functions of the Classified Senate; and (3) make recommendations to the administration and the Board of Trustees on all matters determined pertinent.

Article 3
Membership

Section 3.1
Membership of the Classified Senate shall be automatic for all regular (both probationary and permanent) monthly (not temporary/hourly) classified employees, and contract employees of MiraCosta Community College District, unless said employees specify otherwise.

Section 3.2
Members of the Classified Senate are encouraged to pay annual dues to the Treasurer at anytime.

Article 4
Classified Senate Council

Section 4.1
The Classified Senate Council shall consist of eleven (11) members and the Immediate Past President (IPP), when applicable, who will function as the Council of the Classified Senate and shall conduct the business of the Classified Senate. All actions of the Council are subject to review by the Classified Senate.

Subsection 4.1a
The four (4) Classified Senate Officers: President, Vice President, Treasurer and Secretary shall be elected by the members of the Classified Senate.

Subsection 4.1b
The seven (7) Senators shall also be elected by the members of the Classified Senate.

Section 4.2
The out-going Classified Senate President shall serve as the Immediate Past President (IPP) and shall: 1) serve as an ex-officio member of the Classified Senate Council; and 2) serve on committees, including, but not limited to the a) Budget and Planning District Committee; b) Classified Senate Employee Recognition Committee; and 3) Classified Hiring subcommittee of BPC

Section 4.3
The Superintendent/President of the district or his/her designee and the Director of Human Resources shall serve as non-voting advisors to the Classified Senate Council.
Section 4.4
Any Officer or Senator of the Classified Senate Council with three (3) unexcused absences during one term will be suspended, and replacement will be at the discretion of the Classified Senate President with the advice and consent of the Classified Senate Council.

Article 5
Functions of the Classified Senate Council

Section 5.1
The Classified Senate Council shall execute the affairs of the Classified Senate and shall propose measures for the Senate membership’s growth.

Section 5.2
The Council shall make decisions on professional matters. Any Classified Senate member objecting to a Council decision may submit a Petition for Referral to the Senate President within five (5) working days of the publication of the minutes containing the Council decision. Such a petition, with a minimum of twenty-five (25) signatures, shall obligate the Council to refer its decision to the Classified Senate for a vote.

Section 5.3
The Council shall serve as an advisory council to the district Superintendent/President on professional matters.

Section 5.4
The district Superintendent/President shall inform the Council regarding budgetary matters and the Council may make recommendations concerning them.

Section 5.5
Subject to the provisions of the Title 5, Education Code, the Council shall be informed in a timely manner and may make recommendations on hiring, retaining, reclassifying and releasing of classified staff before recommendations are presented by the district Superintendent/President to the Board of Trustees.

Section 5.6
The district Superintendent/President normally shall carry recommendations of the Council to the Board of Trustees. When advised by the Council, the Senate President will communicate directly with the Board.

Section 5.7
The Council shall consider all recommendations or resolutions proposed by individual members of the Classified Senate, without exception, at the next Council meeting.

Section 5.8
Any action by the Council on recommendations and/or resolutions submitted by members of the Classified Senate shall be reported to the membership as soon as possible.

Article 6
Classified Senate Council Officers and Senators

Section 6.1 – Classified Senate President
The Classified Senate shall elect the Classified Senate President from the Classified Senate membership and announce results at the semi-annual general meeting held during April. Duties shall include, but not be limited to: (1) acting as moderator at Council and general Senate membership meetings; (2) organizing the agenda to be presented at the Council and general Senate membership
meetings; (3) receiving all recommendations and resolutions from Classified Senate members and presenting these recommendations and resolutions at Council meetings; (4) reporting actions taken by the Council and Classified Senate members; (5) appointing and assuring representation to all District standing, classified and ad hoc committees, and any other such groups as may be appropriate and (6) appointing all chairpersons and members for Senate committees established by the Council with the advice and consent of the Council.

Subsection 6.1a
The Classified Senate President shall be the official spokesperson for the Classified Senate.

Subsection 6.1b
The Classified Senate President shall be provided release time in accordance with the Board policy.

Subsection 6.1c
The Classified Senate President shall: (1) obtain the published agenda prior to the Board of Trustees meetings; (2) be aware of any changes in the agenda; (3) be aware of regular and special Board of Trustees meetings; (4) be responsible for attending or designating a Classified Senate representative to be present at Board of Trustees meetings.

Subsection 6.1d
The Classified Senate President shall serve a one-year term, effective June 1 through May 31 following the election. The President may be re-elected for a second term. After serving for two consecutive terms, the President must step down for one term before being eligible for election to the same office.

Subsection 6.1e
Vacancy of Office: In the event of a long-term absence or illness, resignation, or death, the Classified Senate Council Vice President shall assume the duties of the Presidency.

Section 6.2 – Classified Senate Vice President
The Classified Senate shall elect the Vice President from the Classified Senate membership and announce results at the semi-annual general meeting held in April. Duties shall include, but not be limited to: (1) assisting the Classified Senate President and (2) assuming all functions and responsibilities of the Presidency in the event of long-term absence or illness, resignation, or death of the Classified Senate President.

Subsection 6.2a
Release Time: The Classified Senate Vice President shall be provided release time in accordance with Board policy.

Subsection 6.2b
Term of Office: The Classified Senate Vice President shall serve a one-year term, effective June 1 through May 31 following the election. The Vice President may be re-elected for a second term.

Subsection 6.2c
Vacancy of Office: In the event the Vice President is unable to fulfill the duties of office, the Classified Senate President shall appoint a replacement for the remainder of the term.

6.3
The Classified Senate retains the right to replace the President or Vice President according to procedures in Robert's Rules of Order, Revised, by a majority vote of the Classified Senate Council.
Section 6.4 – Classified Senate Treasurer
The Classified Senate shall elect a Treasurer from the Classified Senate membership and announce results at the semi-annual general meeting held in April. Duties shall include, but not be limited to: (1) depositing and paying out of funds on the order of the Council; (2) providing monthly reports of account balances to the Council; (3) providing an income and expenditure report for presentation at, and distribution with, minutes of the semi-annual general meetings; and (4) collecting annual dues.

Subsection 6.4a
The Treasurer shall be the custodian of Classified Senate funds. These funds shall be deposited in a federally insured bank and all transactions shall require any two (2) signatures of the President, Vice President, Treasurer or Secretary. Annual dues may be used but are not limited for the following purpose(s): 1) to defray approved expenses; 2) get well, sympathy and retirement cards for Classified Senate members; 3) gifts for Classified Senate members; 4) to support an emergency loan program for Classified Senate members to be administered by the Senate Council.

Subsection 6.4b
Release Time: The Classified Senate Treasurer shall be provided release time in accordance with Board policy.

Subsection 6.4c
Term of Office: The Classified Senate Treasurer shall serve a one-year term, June 1 through May 31 following the election. The Treasurer may be re-elected for a second term.

Subsection 6.4d
Vacancy of Office: In the event the Treasurer is unable to fulfill the duties of office, the Classified Senate President shall appoint a replacement for the remainder of the term.

Section 6.5 - Classified Senate Secretary
The Classified Senate shall elect a Secretary from the Classified Senate membership and announce results at the semi-annual general meeting held in April. Duties shall include, but not be limited to: (1) Serving as official documentarian and/or historian for the Classified Senate; (2) being responsible for attendance roll and all records of the Classified Senate; (3) being responsible for recording of all minutes of Classified Senate; and (4) being responsible for all official Classified Senate correspondence.

Subsection 6.5a
Release Time: The Classified Senate Secretary shall be provided release time in accordance with Board policy.

Subsection 6.5b
Term of Office: The Classified Senate Secretary shall serve a one-year term, effective June 1 through May 31 following the election. The Secretary may be re-elected for a second term.

Subsection 6.5c
Vacancy of Office: In the event the Secretary is unable to fulfill the duties of office, the Classified Senate President shall appoint a replacement for the remainder of the term.

Subsection 6.5d
Recording Secretary: At the discretion of the Classified Senate Council, a recording secretary may be appointed by the Senate President.

Section 6.6. – Classified Senate Senators
The Classified Senate shall elect 7 Senators from the Classified Senate membership and announce results at the semi-annual general meeting held in April. Duties shall include, but not be limited to: (1)
attending all Classified Senate Council meetings; (2) disseminate and/or collecting information to/from the classified staff in his/her constituency area; (3) acting as a mentor to all new classified employees in his/her constituency area; (4) serving on Classified Senate subcommittees as needed.

Subsection 6.6a
Release Time: The Classified Senate Senators shall be provided release time in accordance with Board policy

Subsection 6.6b
Term of Office: The Classified Senate Senators shall serve a one-year term, effective June 1 through May 31 following the election. Senators may be re-elected for a second term.

Subsection 6.6c
Vacancy of Office: In the event a Senator is unable to fulfill the duties of office, the Classified Senate President shall appoint a replacement for the remainder of the term.

Article 7
Nominations and Elections

Section 7.1
At least six weeks prior to the elections, the Classified Senate President, with Classified Senate Council ratification, shall appoint an Election Committee for new officers and Senators. The Election Committee shall be composed of at least four (4) Classified Senate members, two of whom must currently serve on the Classified Senate Council.

Subsection 7.1a
The Classified Senate Election Committee is responsible for generating the “call” for nominations to all eligible Classified Senate members; confirming acceptance or refusal of nominations; and gathering biographies and pictures of candidates. Campus resources may provide support to the committee as needed.

Subsection 7.2
Nominations for Classified Senate Officers shall be accomplished when any member of the Classified Senate submits a nomination to the aforementioned election committee. Each nominee shall be notified of his/her nomination and given the option of acceptance or refusal before being placed on the ballot. Nominees may appear on the ballot for one position only.

Subsection 7.3
Nominations for Classified Senate Senators shall be accomplished when any member of the Senate submits a nomination to the aforementioned election committee. Each nominee shall be notified of his/her nomination and given the option of refusal before being placed on the ballot. Nominees may appear on the ballot for one position only.

Section 7.4
The Election Committee shall present the ballot of nominees to the entire Classified Senate at least five (5) days prior to the semi-annual general meeting.

Subsection 7.4a
Classified Senate members must cast their votes during the time limits allotted. Members may only vote once.
Section 7.5
The election for Classified Senate Officers (4) and Senators (7) shall be held during the month of April with results announced at the semi-annual General Meeting. The candidates receiving the greatest number of votes cast shall be elected. In case of a tie for Classified Senate Officers and Senators, the Classified Senate Election Committee shall present a run-off ballot, between the candidates involved in the tie, to the entire Classified Senate membership. The run-off election must be scheduled at the earliest possible time following the election.

Subsection 7.5a
If a nominee runs uncontested the candidate will automatically assume the position of nomination.

Subsection 7.5b
In the event that no one accepts a nomination for any Council position with the exception of the Classified Senate President, the Classified Senate President shall appoint a Classified Senate member to assume the open position.

Subsection 7.5c
In the event that no one accepts the nomination for Classified Senate President, the current Classified Senate President shall continue to serve in said capacity until a special election is held to elect the new Classified Senate President.

Section 7.6
Should a vacancy occur within the Council, the Classified Senate President shall appoint a replacement for the remainder of the term. The President shall secure the approval of the Council in appointing the replacement candidate.

Subsection 7.6a
Persons appointed to an Officer or Senator position due to a vacancy shall be considered “pro tem” and this service shall not count against their term limits.

Subsection 7.6b
Any elected official of the classified Senate Council may be removed from office by a two-thirds majority of votes cast within the electorate.

Article 8
Meetings

Section 8.1
Classified Senate meetings will be called by the Council when necessary, by petition of a majority of the Classified Senate, or at the discretion of the Classified Senate President.

Section 8.2
The Council will meet monthly with meeting dates announced to the Classified Senate membership.

Section 8.3
The Council may hold meetings exclusive of any full-time administrative representative or advisor.

Section 8.4
There will be two semi-annual general meeting(s) in November and April of each year. These shall be for the purpose of announcing election results, receiving reports, and for any pertinent business.
Article 9
Quorum and Voting

Section 9.1
Thirty percent of the members of the Classified Senate shall constitute a quorum.

Section 9.2
A majority of the voting members of the Council shall constitute a quorum of the body. A majority vote of the quorum on any issue shall be final.

Section 9.3
Each Council member's vote shall count for no more than one vote.

Section 9.4
The Council Officers (Vice President, Treasurer, and Secretary and) shall have all the rights and privileges of any other Council member.

Section 9.5
The Classified Senate President shall have all the rights and privileges of any other Council member except the right to vote in Senate matters, UNLESS in case of a tie.

Article 10
Amendments

Section 10.1
A two-thirds vote of the ballots cast by the Classified Senate membership is required for amendment of the By-Laws of the Classified Senate. A copy of any proposed amendment must be available to every member of the Classified Senate.

Article 11
Parliamentary Procedure

Section 11.1
Robert's Rules of Order, Revised, shall provide procedures for governing the Classified Senate in all cases to which they are applicable.

Approved May 1978.

Revised 11/30/78, 5/18/79, 11/21/80, 5/22/81, 11/24/82, 5/17/85, 5/9/86, 11/16/89, 11/21/91, 5/19/94, 5/18/95, 1/19/01, 5/12/03, 5/19/06, 12/6/06, 5/17/07, 5/16/08;10/13/09; 04/15/10