

# **LANEY COLLEGE CLASSIFIED SENATE CONSTITUTION**

## **PREAMBLE**

We, the classified staff of Laney College, do hereby establish the Laney College Classified Senate in order to promote participation of classified colleagues at the campus and district level, and to enhance our professional growth and development.

## **ARTICLE I – NAME OF ORGANIZATION**

The name of this organization shall be the Laney College Classified Senate (LCCS), hereinafter referred to as the Classified Senate.

## **ARTICLE II PURPOSE & SCOPE OF RESPONSIBILITY**

### **Section 1. Purpose**

It shall be the function of the Classified Senate to participate in the Laney College governance system to actively collect, evaluate, and disseminate information for the classified staff; and to represent the collective interests of the classified staff before or on any governing body.

The Classified Senate is organized to:

1. Provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus, assisting in the shared governance process;
2. Provide a body representing the needs, concerns and viewpoints of the classified staff, not related to union negotiation matters;
3. Articulate the professionalism of the classified staff so that it is properly recognized and valued;
4. Provide an opportunity for enhancing the democratic process of governance at Laney College;
5. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;
6. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;

7. Promote the interests of the classified staff in the development and formulation of policy and practice related, but not limited to, the following:
  - Selection and retention of administration;
  - In-service education and training;
  - Facilities and services;
  - Student / classified and faculty / classified relations;
  - Finance and budget.

## **Section 2. Scope of Responsibility**

1. The Classified Senate shall:
  - a. Establish principle, make recommendations and take action on behalf of the classified staff;
  - b. Collect, evaluate and disseminate information of interest to the classified staff;
  - c. Request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance system being sent to the Board of Trustees in time to effectively consider the issues in those recommendations, and
  - d. Review and possibly take an official position on recommendations made to the College President.
2. The Classified Senate Executive Committee may select a designee 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 – ORGANIZATION**

### **Section 1. Membership**

#### a). Eligibility:

The Classified Senate shall be comprised of all classified employees of Laney College who are not management including permanent and part-time/ temporary staff, who wish to participate in the hope of forming a broad base and inviting input from a diverse and knowledgeable membership.

#### b) Election Procedure:

Those eligible to vote in the election for Senate representative shall be those eligible for membership in the classified senate.

A candidate for Classified Senate Officer must be a Laney classified employee who is not prevented from fulfilling the duties described in Article IV, section 2 by the terms of their employment, i.e. short-term and temporary assignments. Election of the Senate Officers shall be by a simple majority vote of the Senators.

c). Structure:

The membership shall be assigned as senate representatives to one of the following segments:

Segment 1: Administrative Services.....	5 Senators
Segment 2: Instructional Services.....	5 Senators
Segment 3: Student Services.....	5 Senators
Total: .....	15 Senators
One elected alternate from each segment	

**Section 2. Composition of the Executive Committee**

- a) Selection of the Executive Committee will be made by the duly elected and Current senators.

The executive power of the Classified Senate shall be vested in an Executive Committee which is composed as follows:

1. The president, vice president, secretary, treasurer, parliamentarian, and publicist.
2. The past president of the Classified Senate, ex officio, as a non-voting advisory to the Executive Committee.
3. Non-voting representative of the Laney College classified collective bargaining unit, Local 1021.

**Section 3. Autonomy**

The Classified Senate shall be distinct from any other classified organization. Members elected to serve on the Executive Committee may not serve concurrent terms of office on the Executive Board of the District’s classified collective bargaining unit.

**Section 4. Representation**

The Classified Senate shall seek full representation on all college Committees and councils deemed important for its purposes by the Executive Committee. The

appointments to those committees and councils must be ratified by the Executive Committee.

### **Section 5. Committees**

The Executive Committee, representing the Classified Senate, shall have the power to form committees and to provide for their membership.

### **Section 6. Recognition**

The Classified Senate shall be an official body promoting the interests of the classified staff of the College. An individual staff member or a representative of another classified organization retains the right to address the Board of Trustees.

## **ARTICLE IV**

### **DUTIES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS/ OFFICERS**

The Classified Senators shall elect a President, Vice President, Secretary, Parliamentarian, Publicist, and Treasurer. All classified staff shall be eligible for elective office in the Classified Senate.

The Classified Senate President shall conduct meetings out of which decisions and recommendations shall be made. The Classified Senate President is authorized to express publicly the Senate's position on issues and recommendations relating to governance. The Classified Senate President, Vice President, or the President's designee may appear before the Board of Trustees to express the views of the Classified Senate on policies, procedures and governance.

A vacancy may occur through resignation or through leave of absence. If an Executive Board vacancy occurs, the vacancy may be filled through appointment by the elected Senators. A special election will be held to fill a Senator vacancy. Notice of vacancy will be submitted in writing to the membership.

### **Section 1. Executive Committee Functions**

The duties of the Executive Committee shall include, but not be limited to:

1. Developing agenda for Classified Senate meetings.
2. Writing committee reports and placing said report on the Senate agenda.

3. Accepting requests from all other sources to determine if they should be placed on the Senate agenda.
4. Calling special meetings of the Senate if necessary.
5. Authorizing and approving expenditures.

## **Section 2. Elected Senators**

The Elected Senators shall:

1. Attend regular Classified Senate meetings.
2. Ratify all appointments made by the President of the Classified Senate.
3. Appoint a segment chairperson and meeting recorder
4. Hold information meetings for their constituencies at least once each quarter.
5. Be responsible for polling their constituencies on items designated by the Classified Senate.
6. Report to the Classified Senate on matters from their segment which is part of the Classified Senate's concern.
7. Perform other duties as required by their office.

## **Section 3. Alternate Representatives**

Alternate Representatives shall:

1. Act as the Senate Representative in his/her absence.
2. Perform other duties as may be required by the office.

## **Section 4. President**

The President shall:

1. Preside at meetings of the Classified Senate and of the Executive Committee.
2. Have the power of appointment and removal of committee members subject to the consent of the Executive Committee.
3. Act as ex officio member of all Classified Senate committees, as appropriate.

4. Serve as, or designate a Classified Senate representative to the Laney College governance committees (LCPAC and College Council).
5. Attend Board of Trustees meetings or designate a representative, as appropriate.
6. Establish an annual schedule of meetings for the Classified Senate, standing committees and the Executive Committee.
7. Publish an agenda for all Executive Committee and Classified Senate meetings.
8. Maintain Senate records for the next elected President.
9. Perform other duties as may be required by the office.

### **Section 5. Vice President**

1. Act as president in the absence of the president.
2. Become president of the Classified Senate in the event of early termination of the officer.
3. Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Executive Committee.
4. Act as ex officio member of all Classified Senate committees, as appropriate.
5. Serve as alternate or designate a Classified Senate representative to the Laney College governance committees.
6. Perform other duties as required by the office.

### **Section 6. Secretary**

The Secretary shall:

1. Attend all Classified Senate meetings.
2. Assume the duties of President in the absence of the President and Vice President in regards to facilitating meetings.
3. Be responsible for correspondence from the Executive Committee, Senate and the general membership.

4. Distribute information to the Classified Senate body, including notices of meetings and minutes.
5. Distribute special reports as directed by the President or Executive Committee.
6. Record all minutes of the Classified Senate and Executive Committee meetings.
7. Keep an attendance roster for all Classified Senate meetings.
8. Monitor and amend employee roster via the College Business Office and/or District Personnel Office twice a year, immediately prior to annual elections.

### **Section 7. Parliamentarian**

The Parliamentarian shall:

1. Attend all meetings called by the President.
2. Advise members on parliamentary procedures as requested or deemed essential.

### **Section 8. Publicist**

The Publicist shall:

1. Attend all meetings called by the President.
2. Develop and coordinate all publicity material, including flyers for forums, seminars, workshops, fundraisers and other activities through the Office of Community Services.
3. Be responsible for coordinating publicity of all major activities in the “Weekly Calendar of Events,” published by the Office of Community Services.
4. Be responsible for maintenance of master copies of all flyers crafted by the Instructional Media Department.
5. Be custodian of Classified Senate stationery.
6. Make copies of the latest Constitution and Bylaws available to the Executive Committee, Committees and classified staff, as requested.

### **Section 9. Treasurer**

The Treasurer shall:

1. Collect proceeds from fundraising efforts, order the disbursement of funds, maintain financial records, and submit financial reports to the Classified Senate during regular meetings.
2. Set up the budget for the Executive Committee and Classified Senate approval.
3. Perform other duties as may be required by the office.

## **ARTICLE V – MEETINGS**

The Executive Committee shall meet a minimum of once a month during the year. All meetings of the Executive Committee shall be public forums.

Special meetings will be held as needed, but not less than twice per year. Announcements of Executive Committee meetings shall be publicly posted.

Official minutes of each Executive Committee and General Classified Senate Meeting shall be posted and made available upon request.

## **ARTICLE VI – COMMITTEES**

### **Section 1. Fundraising Committee**

The Fundraising Committee shall be a standing committee of the Classified Senate to organize different fundraising activities, originate and assess ideas for fundraising, and assist at each activity as deemed necessary.

### **Section 2. Nominating Committee**

The Nominating Committee shall be a special committee of the Classified Senate to receive and solicit names of candidates to be chosen as Senators and shall supervise the election of those candidates. Nomination Committee members shall be appointed by the sitting Senate Board, with the chair appointed from its membership. Nominations shall be solicited from the Classified Body and submitted in writing. The nominee shall accept in writing.



### **Section 3. Staff Development Committee**

The Staff Development Committee shall be a standing committee of the Classified Senate. The charge of the committee is to develop, obtain and allocate funds, and conduct programs for classified staff. Members shall be appointed by the President, with the chair appointed from its membership. One representative shall be selected by this committee to serve on the College Professional Development Committee.

### **Section 5. Ad Hoc Committees**

Ad Hoc committees may be established by the President of the Classified Senate, upon the advice and consent of the Executive Committee. Such committees shall be formed for special purposes and shall be of short duration.

### **Section 6. Committee Chair Responsibilities**

Each Committee Chair shall:

1. File with the President of the Classified Senate a schedule of committee meetings.
2. Report its activities at regularly scheduled Classified Senate meetings.
3. Prepare recommendations relating to its functions for review and approval by the Executive Committee.
4. Perform other duties as determined by the Executive Committee.
5. Prepare a quarterly schedule of activities for distribution to all classified staff.

## **ARTICLE VII – PARLIAMENTARY AUTHORITY/ GOVERNING RULES**

### **Section 1.**

#### **Parliamentary Authority**

The consensus method of decision making shall be used to elicit open communication and channel energies into working together. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

In the event that consensus is not applicable to the situation, or cannot be reached, the Classified Senate may elect to use other rules for voting which are not inconsistent with the bylaws.

## **Section 2. Governing Rules**

The rules contained in the current edition of Roberts Rules of Order, newly revised, shall govern the Executive Committee and Senate in all cases to which they are applicable wherein they are not inconsistent with these Bylaws and any special rules of order the Classified Senate may adopt.

## **ARTICLE VIII – RECOMMENDATIONS TO THE SENATE**

Recommendations to the Senate may be submitted in writing to the President, or any Executive Committee representative, by any classified staff member no later than 7 working days prior to the regular meeting. Recommendations shall include rationale and supportive information which will enable the Executive Committee to give full and serious consideration to the recommendations. Classified employees may appear at any meeting of the Executive Committee to voice their opinion on a recommendation. The Executive Committee reserves the right to request any further supportive information on a recommendation.

## **ARTICLE IX – MULTI- CAMPUS ORGANIZATIONS**

Nothing in this constitution shall be construed to prevent the Classified Senate from forming a joint committee with any other Peralta Community College District organization(s).

## **ARTICLE X – ADOPTION/ AMENDMENTS**

### **Section 1. Adoption**

This Constitution takes effect March 12, 2008, subsequent to approval at General Session, by a vote of one third of the quorum of the classified electorate of Laney College.

### **Section 2. Amendments to the Constitution**

The Constitution shall be amended by a simple majority of the electorate. Amendments may be proposed by 10% of the electorate or 25% of the Executive Committee. The proposal, when initiated by the electorate, will be filed with the required number of signatures with the Secretary of the Senate. The Secretary will validate the signatures and their number within 5 working days of receipt of the proposed amendment and present the proposal to the President. The President shall call an election within 15 days of receipt of the validated amendment and announce the results of the election within 24 hours.

**BYLAWS  
OF THE  
LANEY COLLEGE CLASSIFIED SENATE  
Amended March 1<sup>st</sup>, 2011**

**I. Classified Senate Funding**

Activities of the Classified Senate that do not meet the criteria of the College's General Fund Budget, or Professional Development funds, shall be covered through specific fundraising activities.

**II. Quorum**

**Section 1. Executive Committee Meetings**

A quorum shall consist of a simple majority of Senate members for regular Executive Committee meetings.

**Section 2. General Meetings**

A quorum shall consist of at least one-third percent of the electorate for a general meeting.

**Section 3. Elections**

Elections by written ballot shall require a simple majority of those voting to carry the issue.

**III. Term of Office**

**Section 1. Executive Committee Members**

The term of office for Executive Committee members shall be two (2) years, from July 1 – June 30. The President, Vice President, Secretary, Parliamentarian, Publicist, and Treasurer may serve no more than two (2) consecutive terms in the same office.

**Section 2. Senate Representatives**

The term of office for Senate Representatives shall be two (2) years. A Senate Representative shall serve no more than two (2) consecutive terms and will again become eligible for election after one year.

**Section 3. Standing Committee Chairs**

Standing Committee (Fundraising, Nominating, Staff Development and Staff Relations) chairs shall serve a two-year term of office from September 1 to August 31.

#### **IV. Procedure and Operation of Meetings**

##### **Section 1. Time/Location**

The time and place of regular meetings of the Executive Committee will be determined at the first meeting of the newly elected Executive Committee.

##### **Section 2. Special Meetings**

Special Executive Committee meetings may be called by the President or a majority of the voting members of the Executive Committee.

##### **Section 3. Attendance**

Members of the electorate may attend any Executive Committee meeting and may speak with the consent of the President or a majority of the quorum; however they may not vote. A majority of the quorum, or the President, with the approval of a majority of the quorum, may invite any persons to attend and speak at an Executive Committee meeting.

##### **Section 4. Schedule of Meetings**

The President of the Classified Senate shall publish by the third week of each quarter a schedule of meetings of the Classified Senate, Standing Committee, and the Executive Committee.

##### **Section 5. Distribution of Minutes**

Minutes and agenda of regular Executive Committee meetings and general meetings will be distributed to Executive Committee members and posted on the Classified Senate Website. Minutes will be posted within five working days after the meeting. Agenda will be posted at least one working day prior to regular Executive Committee meetings and at least five working days prior to a general meeting.

## Section 6. General Meetings

### General Meetings of the Classified Senate:

1. Finalizing Executive and legislative proposals of the Senate are ratified by the body of the electorate when it is assembled in a general meeting.
2. General meetings of the Classified Senate shall be scheduled at such times as to assure maximum attendance by the electorate.
3. The President of the Senate shall notify the electorate at least five working days prior to any general meeting. Notice of the meeting with agenda items shall be distributed to members' mailboxes.
4. General meetings of the electorate shall be called in any one of the following ways:
  - a. The President of the Classified Senate may convene a general meeting with at least five working days' notice.
  - b. A majority of the Executive Committee may convene a general meeting with at least five working days' notice by:
    - (1) Petition to the President of the Classified Senate.
    - (2) Vote at a meeting of the Executive Committee.
    - (3) Ten percent of the electorate may convene a general meeting with at least five working days' notice by signed petition to the President of the Senate.
    - (4) Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry. A substantive motion made at a general meeting shall be presented to the Classified Senate as a written ballot no less than five working days after the general meeting, and shall require a simple majority of an election quorum to carry.

## **Section 7. Emergency Meetings**

1. Emergency meetings of the Classified Senate may be called on two hours' notice by:
  - a. The President of the Classified Senate with approval of a simple majority of the Executive Committee, or
  - b. Two-thirds majority of the Executive Committee by:
    - (1) Petition to the President of the Classified Senate, or
    - (2) Vote at a meeting of the Executive Committee, or
    - (3) Twenty-five percent vote of the total membership of the Classified Senate by signed petition to the President of the Classified Senate.
2. A simple majority of the quorum shall be required to carry a procedural motion, and a  $2/3$  majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Classified Senate.

## **V. Elections**

### **Section 1. Electorate**

Those eligible to vote in the election for officers & Senate representatives shall be those eligible for membership in the Classified Senate (Constitution, Article III, Section 1a).

### **Section 2. Officers**

A candidate for Classified Senate Officer must be a Laney classified employee. Election of a Classified Senate Officer shall be by a simple majority of the Senators.

### **Section 3. Schedule**

Elections shall be conducted during the spring semester of each school year.

## **Section 5. Alternates**

The Nominating Committee shall be responsible for submitting to the President the names of Senate members receiving the next highest number of votes for the alternates of the respective offices. Alternates shall serve in any instance when the elected Executive Committee member is not present.

## **Section 6. Standing Committees**

The Standing Committee appointments shall be made by the Senators to the Fundraising, Nominating, Staff Development and other ad hoc committees.

## **Section 7. Resignations**

Resignations shall be submitted, in writing, to the Senate President. The alternate shall serve for the unexpired term of office.

## **Section 8. Vacancies**

1. The President or Vice President may declare a vacancy when an Executive Committee member has been absent from more than three consecutive meetings.
2. In the event of a vacancy in the office of the President, the Vice President assumes the office of President.
3. In the event of a vacancy in the office of Vice President, Secretary, Treasurer, Parliamentarian, or Publicist, the following procedures will be undertaken:
  - a. Should only one person be interested in the vacancy, his/her name will be nominated to the position from among the Executive Committee members at their regular meeting and presented to the Senators for final approval;
  - b. Should there be more than one person from the Executive Committee who is interested in the vacancy, those names will be presented to the Senators for election;
  - c. Should no one be interested in serving in the vacant office, the President may appoint a member from the Senate Board. No confirmation is needed from the Senate-at-large.

## **Section 9. Special Elections and Appointments**

1. A vacancy may occur through resignation, through leave of absence, or by declaration ( see #3 below).
2. A vacancy resulting from resignation or declaration shall be filled by appointment by the Senate President and a majority vote by the Executive Committee and Senators.
3. A vacancy resulting from a leave of absence shall be a temporary vacancy and may be filled by an appointment (for the duration of the absence) made by the President and a majority vote of the Executive Committee and Senators.
4. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
5. Upon an elected official's unexcused absence (absence without prior notice to the President) from three Senate or Executive Committee meetings, in any one semester, the position will be declared vacant.

## **Section 10. Removal from Office**

1. Any appointee may be removed from his/her position by a 2/3 majority vote of the Executive Committee and Senators as a whole.
2. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast within his/her electorate.

## **VI. Amendments**

Additions to and /or changes in the Bylaws may be effected by a simple majority vote of the Executive Committee and Senators and ratification by a simple majority of the quorum at the next general meeting following the proposal.



## ***APPENDIX A***

### **SENATE REPRESENTATIVES – SELECTION GUIDELINES**

#### **Manner of selection of Senate Representatives:**

1. The total electorate shall be divided into three segments: Administrative Services, Instructional Services, and Student Services. For each Segment, the electorate shall be arranged in alphabetical order.
2. At the time nominations are made for Senate Representatives, any member in each separate segment of electorate may make nominations for representatives from his/her respective group only. Nominations may be made, with prior consent of the nominees, in written form, by e-mail, or from the floor of a year-end general meeting (see Appendix A.1)
3. Ballots shall have provisions for write-in candidates. Ballots for Senate Representatives shall be distributed to the electorate in each group listing the nominees of that group only (See Appendix A.2).
4. The electorate in each segment shall vote by secret ballot for a number of representatives from their group only, that does not exceed the proportional amount assigned to their group – five Senate representatives for each three segments.

If any segment does not fill its prescribed number of representatives, then the newly elected Classified Senate shall elect via secret ballot an appropriate number of candidates-at-large to fill the vacancies in each segment. Candidates-at-large must be from the area they desire to represent. Any member of the electorate shall be qualified to be a candidate-at-large.

On the day(s) of the election, voting shall take place at an easily accessible location.

5. The number of candidates equal to the proportional amount assigned to each separate segment receiving the greatest number of votes in their respective area shall become the Senate Representatives for their segment. If after the first ballot two or more candidates tie for the last available position in any group, then a run-off election shall be held immediately between the candidates involved in the tie. The candidates receiving the next highest number of votes shall become alternate Senate Representatives.
6. The elected representatives shall assume office on September 1 (1).

**Recall of Representatives:**

1. A member of the electorate may submit a petition signed by 5% of the segment electorate to the Senate President to hold an election by secret ballot for the recall of a representative from his/her segment only.
2. A two-thirds vote of the entire electorate of the segment shall be necessary to remove the representative.

**LANEY COLLEGE CLASSIFIED SENATE**

**Sample Nomination Ballot for Senate Representatives**

**ATTENTION CLASSIFIED STAFF!**

**Nominations are now open for Classified Senate Representatives. Please submit names of persons you want to serve as representatives for the following segments (five (5) representatives and five (5) alternates will be selected for each area):**

**I. Administrative Services Representatives**

---

---

---

---

---

**II. Instructional Services Representatives:**

---

---

---

---

---

**III. Student Services Representatives:**

---

---

---

---

---

**See attached excerpts from LCCS Constitution/By-Laws, which pertain to Senate Representatives.**

**RETURN BALLOT TO LCCS MAILBOX**

**LANEY COLLEGE CLASSIFIED SENATE**

**Duties and Responsibilities of Elected Senators:**

**The Elected Senators shall:**

- 8. Attend regular Classified Senate meetings.**
- 9. Ratify all appointments made by the President of the Classified Senate.**
- 10. Appoint a segment chairperson and meeting recorder**
- 11. Hold information meetings for their constituencies at least once each quarter.**
- 12. Be responsible for polling their constituencies on items designated by the Classified Senate.**
- 13. Report to the Classified Senate on matters from their segment which is part of the Classified Senate's concern.**
- 14. Perform other duties as required by their office.**

**Duties and Responsibilities of Alternate Representatives**

**Alternate Representatives shall:**

- 3. Act as the Senate Representative in his/her absence.**
- 4. Perform other duties as may be required by the office.**

LANEY COLLEGE CLASSIFIED SENATE

Sample Consent Ballot –Senate Representative

ATTENTION CLASSIFIED SENATE REPRESENTATIVE NOMINEE

You have been nominated to serve as a Senator for one of the following segments. If you are interested in running for the Classified Senate, please sign and check the appropriate box and return this form to (Nominating Committee Chairperson) or the Classified Senate (LCCS) mailbox by (deadline date).

Segment I: Administrative Services

(List Nominee .....)

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_

Segment II: Instructional Services

(List Nominee .....)

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_

Segment III: Student Services

(List Nominee .....)

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_