
**CLASSIFIED SENATE
BYLAWS**

BYLAW I. SENATE MEMBERSHIP

Section 1. The general membership of the Classified Senate shall include all regular, permanent, probationary full-time and part-time, merit system and confidential classified employees whose work assignment is attached to the Moorpark College campus.

BYLAW II. EXECUTIVE BOARD

Section 1. Members of the Executive Board

The Executive Board membership shall be comprised of four (4) Officers: President, Vice President, Treasurer, Secretary; current Senators; and the Exiting President.

Section 2. Duties and Responsibilities

A. Duties of President (shall include but not be limited to the following):

- a. Serve as an official representative of the Classified Senate in all venues.
- b. Be responsible for all required reports and recommendations.
- c. Chair and facilitate all regular Senate meetings.
- d. Administer and maintain the affairs of the Classified Senate between meetings.
- e. Serve as ex-officio member of all Senate committees.
- f. Chair of Executive Board.
- g. Serve on college and district committees requiring the Classified Senate President and other committees as time allows.
- h. Meet regularly with the College President.
- i. Prepare the agenda for the regular meetings.

B. Duties of the Vice President

- a. Assume duties of President during the President's absence, at the request of the President or for the unexpired term in the event the President cannot serve. This shall include attending college or district committee meetings in the absence of the President.
- b. Serve as the coordinator of committee chairs and ex-officio member of all committees. Report on current status of committees activities to Executive Board and Senate.
- c. Chair of the Elections Committee and Chief Election Officer for all Senate elections.
- d. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

C. Duties of the Treasurer

- a. Assume duties of the President in absence of the President and Vice President in regards to facilitating or attending college/district committee meetings.
- b. Shall be responsible for finances of the Classified Senate and all reports pertaining thereto.
- c. Monitor legislative information pertaining to college finances in general and Classified staff in particular and report on same to the Senate.

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- d. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

D. Duties of the Secretary

- a. Assume duties of the President in absence of the President, Vice President, and Treasurer in regards to facilitating or attending college/district committee meetings.
- b. Assume responsibility of recording all meeting notes of Classified Senate and Executive Board meetings and the distribution of such; including the distribution of the agendas.
- c. Serve as official documentarian/historian of the Classified Senate.
- d. Be responsible for Senate correspondence and the dissemination of information to all Executive Board members and the Classified Senate.
- e. Be responsible for attendance roll and all records of the Classified Senate.
- f. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

E. Duties of the Senators

- a. Gather, disseminate, and communicate information to and from the Executive Board at the monthly Classified Senate meeting with regards to their geographical area.
- b. Participate on committees, events, and activities sponsored by the Classified Senate.
- c. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

F. Duties of the Exiting President

- a. Assist and inform the President Elect with the fundamentals and history of the Classified Senate office.
- b. Assume duties of the President in absence of the President, Vice President, Treasurer, and Secretary in regards to facilitating or attending college/district committee meetings.
- c. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

BYLAW III. ELECTIONS

Section I. Elections and Term of Office

The current Vice President will serve as Chair, form an Elections Committee with two other Executive Board members, and will conduct the general election every year beginning on or before April 1 and complete it prior to May 15. Prospective Members of the Executive Board will be nominated by the Classified Senate through the issuance of nomination forms. Nominations must be returned within one week of distribution. Only those persons who have signified their consent to serve shall be nominated for or elected to office.

Elections shall be held by secret ballot by which the Elections Committee shall submit to each member of the Classified Senate. Such ballots shall be returned on or before May 10. Ballots shall be counted in the presence of the Elections Committee. The candidate receiving the most votes (plurality) of those Classified Senate members voting shall be declared the winner.

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Officers will be elected for two-year terms, with a limit of two consecutive terms. Elections for Officers (non-Senators) will be held on every odd year. Term shall be defined as June 1 of elected year through May 31 of the second year of the two-year term.

The Senators shall be elected from geographically balanced areas. The geographical areas shall be reviewed and adjusted, if need be, prior to the election. Senators will be elected for two-year terms, with a limit of two consecutive terms. Elections for new Senators will be held on every even year. Term shall be defined as June 1 of elected year through May 31 of the second year of the two-year term.

Section 2. Officer Qualification Criteria

Persons interested in running for a position on the Classified Senate Executive Board shall be considered by the Elections Committee if the individual meets all of the following criteria:

- i. Shall be a Classified Senate member as defined in Bylaw 1. Section 1. Senate Membership; and
- ii. Shall be a permanent employee at the time of the election.

Section 3. Removal from Office, Vacancies, and Reassignments

A. Removal from Office

- a. Any elected member of the Executive Board may be removed from office by a 2/3 majority vote of the Executive Board.
- b. Reasons for Removal from Office may consist of:
 - i. Gross Neglect of Duties; and/or
 - ii. Malfeasance (the performance by a public official of an act that is legally unjustified, harmful, or contrary to law; wrongdoing (used especially of an act in violation of a public trust)); and/or
 - iii. Misfeasance (improper and unlawful execution of an act that in itself is lawful and proper).

B. Vacancies

- a. The President may declare a vacancy when an Executive Board member has been absent (unexcused) for more than three consecutive meetings or by which a formal written resignation has been tendered to the President;
- b. In the event of a vacancy of the Executive Board, the Executive Board may, at their option:
 - i. Choose to elect a replacement according to the regular election procedure with confirmation by a simple majority of the Elections Committee;
 - ii. Authorize the President to appoint a Classified Staff member to fill the vacant Executive Board position; or
 - iii. Decide to leave the seat vacant until the next regular election.

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C. Reassignments

In the event that a Senator must move from one geographical area to another, he/she will continue to represent his/her original constituency for the remainder of that term of office.

BYLAW IV. MEETINGS

Section 1. Meetings shall be open to the public and governed by Robert's Rules of Order – Newly Revised as stated in Article VIII of the Constitution.

Section 2. Meetings shall take place once a month per calendar year for at least one hour pursuant to Article VI of the Constitution. Meetings shall be set on a yearly calendar in conjunction with the Board of Trustees meetings to optimize flow of information, i.e., report of previous Board meeting and report from pre-Board meetings regarding agenda for the next Board session.

Section 3. A quorum shall be established as 50% plus 1 of the Executive Board. A lack of quorum shall constitute discussion without action.

Section 4. *Agenda*

The Classified Senate agenda may consist of but not be limited to:

- A. Agenda Approval
- B. Approval of Minutes
- C. Public Comments
- D. Communications
- E. Executive Board Reports
- F. Committee Reports
- G. Old Business
- H. New Business
- I. Other

Section 5. *Standing Committees of the Senate*

- A. Standing Committees shall be permanent and established or dissolved by the Executive Board.
- B. The charge of each Standing Committee shall be established by the Executive Board and clearly stated in the meeting notes.
- C. Standing Committee Chairs must be members of the Senate and shall be appointed by the Senate President. Committee members shall not be limited to members of the Senate.
- D. Committee membership shall not exceed the duration of the President's term. Any appointee can be removed by a simple majority vote of the Executive Board.
- E. The Chair shall report committee activity to the Executive Board at its regularly scheduled meeting and to the Vice President of the Senate upon request by the same.

Section 2. *Ad Hoc Committees (Task Force Committees)*

Ad Hoc Committees shall be established by the President for special purposes and be of short duration. The President shall be an ex-officio member of all committees, except the Elections Committee.

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- Section 3. Campus-Wide College Committees*
- A. Requests and recommendations for Classified Staff appointments on campus-wide college governance committees must be forwarded to the Service Employees International Union, Local 99 (SEIU) or to the Classified Senate President who will submit the request to the SEIU for approval.
 - B. Committee member appointments shall be made by the SEIU unless otherwise directed by the SEIU.

BYLAW VI. AMENDMENTS

- Section 1. Recommendations*
Suggestions for amendment to these Bylaws can be made by submitting a written request to the Executive Board a minimum of 10 days prior to the next Senate meeting. The Executive Board shall place all amendment recommendations on the next Senate agenda for discussion. Amendments to the Bylaws shall be made with a simple majority vote of the Executive Board.
- Section 2. Action*
Upon no action by the Executive Board on a suggested Bylaw amendment, the amendment may be resubmitted as an agenda item upon receipt by the President of a petition with 15 classified staff signatures.

BYLAW VII. LEGAL CONFLICTS

- Section 1.* Should any local, state or federal law, regulation, or code be found to be in conflict with this document, and then the portion in this document which is in question may be considered to be null and void; however the remainder of the document will remain full force. The law, regulation, or code from highest-ranking authority shall take precedence over all others and will be obeyed by the Classified Senate.