

- include attending college or district committee meetings in the absence of the President.
- ii. Serve as the coordinator of committee chairs and ex-officio member of all committees. Report on the status of committees' activities to the Classified Senate Council.
 - iii. Facilitate fundraising and other activities as determined by the Classified Senate Council.
 - iv.

- vii. Perform other duties as necessary, and as delegated by the President or assigned by the Classified Senate Council.

E. Duties of the Website and Social Media Coordinator

- ii. Assume the duties of the President in the absence of the President, Vice President, Treasurer, and Secretary in regards to facilitating or attending college/district committee meetings.
- iii. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate Council.

Section 3. The Duties of the Executive Committee Shall Include, But Not be Limited to:

- A. Develop agendas for the Classified Senate Council meetings.
- B. Review committee reports, and place reports on the agenda for Senate action when appropriate.
- C. Review reports/requests from all other sources to determine whether or not they should be placed on the agenda.
- D. Receive and prepare responses to questions, positions on issues or other requests and upon approval of the Classified Senate Council submit the response to the requesting individual, group, or other entity.
- E. Call special meetings of the Senate if necessary.
- F. Authorize and approve expenditures.
- G.

harmful, or contrary to law; wrongdoing [used especially of an act in violation of a public trust]) and/or;

c. Misfeasance (improper and unlawful execution of an act that in itself is lawful and proper).

B. Vacancies

i. The President may declare a vacancy when a Classified Senate Council member has been absent (unexcused) for more than three consecutive meetings, or which have presented a formal written resignation to the President;

ii. In the event of a vacancy of the executive committee, the Classified Senate Council may, at their option:

a. Choose to elect a replacement according x1 0 0 1 119.55 519/oTe4(in)5udecl(to)8()-2(ele)-2(u)4(tio)9

- B. Items for the agenda from the membership must be submitted to the Secretary and President three working days preceding the Classified Senate Executive meeting.

Section 5. Committees

The Classified Senate shall establish both standing (permanent) and, when appropriate, Ad Hoc (of short duration) Committees to assist in the development and implementation of policies and procedures relating to the classified body and to the operational matters of the college, where it does not conflict with the Classified Union activities.

Section 6. Standing Committees of the Senate

- A. Standing Committees shall be permanent and established or dissolved by the Classified Senate Council.

