

CLASSIFIED SENATE BYLAWS: LONG BEACH COMMUNITY COLLEGE DISTRICT

BYLAW I. SENATE MEMBERSHIP

The general membership of the Classified Senate body shall include all permanent full-time and part-time Classified Professionals whose work assignment is TJET@.0000092 0 612 79 reW*BT/F1 12 Tf1 0 0 1 288.17

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- A. Duties of President (shall include but not be limited to the following):
 - i. Attend all meetings of the Executive Committee and Senate Council.
 - ii. Serve as an official representative of the

Senate committees.
 - vii. Chair of Classified Senate Council.
 - viii. Serve on college and district committees requiring the

- G. Duties of the Past President:
- i. Attend all meetings of the Executive Committee and Senate Council as a non-voting member.
 - ii. Assist and inform the President Elect with the fundamentals and history of the Classified Senate office.
 - iii. Guide and support the Senate President and the Executive Committee.
 - iv. Assume the duties of the President in the absence of the President, Vice President, Secretary, Treasurer, and Executive Senators, in regard to facilitating or attending college/district committee meetings.
 - v. Perform other duties as necessary, and as delegated by the Senate President or as assigned by the Classified Senate Council.

Section 3. The Duties of the Executive Committee (shall include but not be limited to the following):

- A. Develop agendas for the Classified Senate Council meetings.
- B. Review committee reports, and place reports on the agenda for Classified 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 Classified Senate, if necessary.
- F. Authorize and approve expenditures.
- G. Develop and implement ideas and methods for campus awareness of Classified Professionals, fundraising, scholarship activities, and other events as determined necessary and appropriate.
- H. Review changes/additions for the Classified Senate website that may need approval of the Classified Senate Council.
- I. Executive Committee members are also members of the College Planning Council (CPC), and therefore, are encouraged to attend CPC meetings.
- J. Members may also participate in classified task forces, other participatory governance committees and district planning committees.

BYLAW III. ELECTIONS

Section I. Elections and Term of Office

- A. Each year, an email will be sent to all Classified Professionals to announce the elections and solicit nominations.
- B. The current Vice President will work with the Nominations Officer to conduct the general secret ballot election every year beginning on or before May 15 and complete it prior to June 15.
- C. The Classified Senate Body, through the issuance of nomination emails, will nominate prospective members of the Classified Senate Council.
- D. The Nominations Officer shall contact each nominee to advise them of the nomination, and confirm the nominee is agreeable to their name appearing on the ballot.

- E. If the nominee declines to accept the nomination, the Nominations Officer shall advise the current Vice President, send the nominee written confirmation of the refusal, and their name shall be withdrawn.
- F. On or before June 1, the Nominations Officer shall submit an official secret ballot to each member of the Classified Senate Body. If it is a paper ballot, the ballots shall be returned in a sealed envelope and placed in the locked ballot box located at each campus. This procedure may change if the technology permits for electronic voting.

- ii. Nominees for President and Vice President shall be members of the full-time Classified Professionals.

Section 3. Removal from Office, Vacancies, and Reassignments

A. Removal from Office

- i. Any elected member of the Classified Senate Council may be removed from office by a two-thirds (2/3) vote of the Classified Senate Executive Committee.
- ii. Reasons for removal from office may consist of:
 - a. Gross neglect of duties and/or;
 - b. 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;
 - c. Misfeasance (improper and unlawful execution of an act that in itself is lawful and proper).

B. Vacancies

- i. The Senate President may declare a vacancy when a Classified Senate Council member has been absent (unexcused) for more than three consecutive meetings, or when a council member has presented a formal written resignation to the President.
- ii. In the event of a vacancy on the Executive Committee or an open Senate seat, the Classified Senate Council may, at their option:
 - a. Choose to select a replacement according to the regular election procedure with confirmation by a majority vote of the Senate Council;
 - b. Authorize the President to appoint a member of the Classified Professionals to fill the vacant Executive Committee or Senate position with confirmation by a majority vote of the Senate Council; or
 - c. Decide to leave the seat vacant until the next regular election.

C. Reassignments

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Section 3. Quorum

A quorum shall be established as 50% plus 1 of the Classified Senate Council. A lack of quorum shall constitute discussion without action.

Section 4. Council Agenda

- A. The Secretary shall be responsible for distributing the agenda to members of the Classified Professionals at least 72 hours prior to a meeting.
- B. Items for the agenda from the membership must be submitted to the Secretary and President three working days preceding the Classified Senate Executive Committee 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 Classified Professionals 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

