



# DISTRICT ADMINISTRATIVE CENTER

---

# 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 (classified) and confidential employees, as well as classified supervisors whose work assignment is attached to the Ventura County Community College District Administrative Center (DAC), and Districtwide Services

### BYLAW II

#### Executive Board

---

##### *Section 1. Members of the Executive Board*

The Executive Board shall be comprised of five (5) Officers: President, Vice President, Treasurer, Secretary; and Communications Officer.

##### *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. Serve on the district Fiscal Planning Committee (or designee)
  - c. Attend all Board of Trustees meetings (or designee)
  - d. Be responsible for all required reports and recommendations.
  - e. Chair and facilitate all regular Senate meetings (or designee).
  - f. Administer and maintain the affairs of the Classified Senate between meetings.
  - g. Serve as ex-officio member of all Senate committees.
  - h. Chair of Executive Board.

- i. Serve on district committees requiring the Classified Senate President and other committees as time allows.
  - j. Meet regularly with the District Chancellor.
  - k. 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 district committee meetings in the absence of the President.
  - b. Serve on the Districtwide Professional Development Committee (or designee)
  - c. 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.
  - d. Chair of the Elections Committee and Chief Election Officer for all Senate elections.
  - e. 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 district committee meetings.
  - b. Shall be responsible for finances of the Classified Senate and all reports pertaining thereto.
  - c. Monitor legislative information pertaining to districtwide finances in general and Classified staff in particular and report on same to the Senate.
  - 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 districtwide 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 Communications Officer
- a. Gather, disseminate, and communicate information to and from the Executive Board at the monthly Classified Senate meeting.
  - 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.

## **BYLAW III**

### **Elections**

---

#### ***Section 1. Elections and Term of Office***

The Executive Board shall appoint an Elections Officer to oversee the elections process. The Elections Officer will not be considered for any nominations or vote for an officer vacancy during the election to ensure fairness in the process. 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 electronic ballot by which the Elections Officer shall oversee. The Elections Officer will count the ballots collected electronically. The candidate receiving the most votes (plurality) of those classified senate members voting shall be appointed the respective officer role nominated for.

Officers will be elected for two-year terms, with a limit of two consecutive terms. Elections for Officers will be held every year, with the election of a President, Secretary, and Communications Officer on odd years, and a Vice President and Treasurer on even years. Term shall be defined as July 1 of elected year through June 30 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:

- A. Shall be a Classified Senate member as defined in Bylaw 1. Section 1. Senate Membership; and
- B. Shall be a permanent employee at the time of the election.
- C. Limit 2 officers from a single area/department.

**Section 3. Removal from Office and Vacancies**

- 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 upon recommendation from Senate membership by a simple majority vote.
    - ii. Authorize the President to appoint a Classified Staff member to fill the vacant Executive Board position.

## **BYLAW IV**

### **Meetings**

---

#### ***Section 1.***

Meetings shall be open to the public as stated in Article VII 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. 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. SEIU Union Report
- H. Old Business
- I. New Business
- J. Other

#### ***Section 4. 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 5. 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.

### ***Section 6. Districtwide Committees***

- A. Requests and recommendations for DACCS appointments on districtwide governance committees must be forwarded to the Classified Senate President for review and approval.
- B. Committee appointments and needs regarding The Collective Bargaining Units such as DCHR (District Council on Human Resources) and EEOAC (Equal Employment Opportunity Advisory Committee) will be referred to the Local 99 Service Employees International Union (SEIU) Assigned Site and Chief Stewards.

## **BYLAW V**

### **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 business 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 VI**

### **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.