



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 (Police and Information Technology District Classified Staff).

BYLAW II Executive Board

Section 1. Members of the Executive Board

The Executive Board shall be comprised of seven (7) Officers: President, Vice President, Treasurer, Secretary Communications Officer, Ambassador to the Colleges, and Fundraising Officer. If able to serve, the President Ex-Officio may be added in an advisory capacity with consent of the incoming President. This position does not have a vote unless needed as a tie-breaker for the processes described in these bylaws where the President or Vice President does not have sole discretion.

Section 2. Executive Board Function & Quorum

- A. It shall be the function of the Classified Senate Executive Board (hereinafter called "Board") to transact the business of the Classified Senate (hereinafter called "Senate") to serve as the voice of the classified professional in all non-union issues.
- B. It shall be the responsibility of the Board to:
 - a. Provide procedures for reviewing concerns and implementing solutions for classified concerns not covered by the scope of the bargaining agreement.
 - b. Be the official representative of classified professionals in relationships with the administration on all non-union issues.
 - c. Recommend classified professionals for college and district-wide committees and subcommittees as requested.
 - d. Advise the Senate president; to assist the president in preparing the agenda; and to perform those duties requested by Senate president.

- C. The board may take action(s) that are within its responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can only be initiated with written majority approval by the board, including via electronic mail notification and response. Such approval shall be noted in the minutes of the next regular Classified Senate meeting.
- D. The Board shall have the right to dispense Senate funds at their discretion up to \$100
- E. A quorum shall be established as 50% plus 1 of the Board. A lack of quorum shall constitute discussion without action.
- F. A Classified Senate Retreat may be held once a year.

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) for the report-out section only. The remainder of the meeting may be attended virtually through the live stream, or afterwards through the recorded video.

Facilitate all regular Senate meetings including the agenda (or designee).
- B. Serve on district shared governance committees requiring the Classified Senate President. If the President is unable to attend, the Vice President may attend in their place at the President's discretion.
- C. Serve or appoint a designee as a liaison for Statewide Classified Senate (4CS) activities or concerns;
- D. Meet regularly with the District Chancellor through the established monthly President's meetings.
- E. Conduct an orientation for officers

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. In such a case, if the Vice President is unable to attend a particular meeting, they may appoint a temporary designee.
- b. Serve on at least one committee
- c. Serve as the coordinator of committee chairs and 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. (Odd years only) See Bylaw III, Section 1
- e. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

B. 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. Serve on at least one committee.
- c. Shall be responsible for finances of the Classified Senate and all reports pertaining thereto.
- d. Monitor legislative information pertaining to districtwide finances in general and Classified staff in particular and report on same to the Senate.
- e. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.

C. 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. Serve on at least one committee.
- c. 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.
- d. Serve as official documentarian/historian of 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.

D. Duties of the Communications Officer

- a. Be responsible for Senate correspondence including Gathering, drafting and disseminating information to and from the Executive Board and the Classified Senate.
- b. Serve on at least one committee. Participate on committees, events, and activities sponsored by the Classified Senate. Perform other duties as necessary as delegated by the President or assigned by the Executive Board.
- c. Work directly with the Ambassador to the Colleges and Fundraising Officer to send communications and advertise events or fundraisers.

F. Duties of the Ambassador to the Colleges

Core Function: Build bridges with classified senates and teams at MC, OC, and VC. Keep DACCS in the loop on college-level initiatives, concerns, or morale shifts.

- a. Attend via Zoom campus CS meetings once per semester or as needed, rotating campuses every semester
- b. Share DACCS updates with college counterparts
- c. Report back to DACCS on campus-level developments that may need district attention
- d. Maintain casual but consistent contact with college classified leaders
- e. Encourage cross-campus participation in joint DAC efforts (e.g., PD, DEI)

G. Duties of the Fundraising Officer

Core Function: Coordinate small-scale revenue efforts for DACCS (e.g., T-shirt sales, snack tables, Giving Day coordination).

- a. Propose and manage 2–3 small fundraising activities per year
- b. Track income and expenditures (but not in a Treasurer capacity)

- c. Collaborate with Treasurer on deposit logistics
- d. Help with public-facing promotional efforts for fundraising
- e. Work with the Communications Officer to advertise campaigns/events
- f. This officer can lead ad-hoc fundraising committees for bigger events (e.g., scholarship drives or holiday party).

BYLAW III Elections

Section 1. Elections and Term of Office

In the event of elections on odd years, the Vice President shall serve as Elections Officer to oversee the elections process. The Vice President will not be considered for any nominations or vote for an officer vacancy during the election to ensure fairness in the process.

In the event of elections on even years, 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.

In the event of Emergency Elections (the vacancy is of the office of the President) or Off-Cycle Elections (the vacancy is of the office of Vice President, Treasurer, Secretary, or Communications Officer), the Vice President shall serve as Elections Officer to oversee the elections process and will not be considered for any nominations or vote for an officer vacancy during the election to ensure fairness in the process. If the Vice Presidency is the seat that is currently vacant, or will become vacant by the end of the election process, the President shall serve as Elections Officer to oversee the elections process and will not be considered for any nominations or vote for an officer vacancy during the election to ensure fairness in the process. If neither of these processes is possible, the election will run under the emergency circumstances clause in BYLAW VIII, Section 1.

For any type of election, the 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. For Emergency Elections, this return period may be abridged to as little as 3 days by the designated Elections Officer. 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 or until successors are elected. 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. Those who were appointed to a vacancy by the President by way of BYLAW III, Section 3, do not count as a fully served 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. Exception is if there are no other nominations from other areas in an election cycle.
- D. Shall not have a conflict of interest that bars them from performing duties as stated.

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 3/5 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, or Vice President if the office of President is vacant, 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, or Vice President if the office of President is vacant, to appoint a Classified Staff member to fill the vacant Executive Board position until the next election cycle, or until a special election can be held at the Board's discretion

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

Agenda is developed and set by the board, with input from constituency.

Call for Agenda Items from all DAC Classified 1 week before agenda release

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

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

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 a 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 10 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.

BYLAW VII Emergency Circumstances Clause

Section 1. Continuity of Operations

If the Classified Senate Executive Board experiences multiple vacancies that impair its ability to meet quorum or carry out standard operations as described in these bylaws, the remaining officers shall maintain essential functions to the best of their ability and in good faith alignment with the intent of the bylaws.

Section 2. Temporary Measures

During such periods, the following measures may be enacted by majority vote of remaining officers:

- a. **Interim Appointments** – Vacant Executive Board positions may be temporarily filled by appointment until the next scheduled or special election. Appointees must meet eligibility requirements outlined in Bylaw III.
- b. **Modified Quorum** – A reduced quorum (minimum of three voting officers) may be used for routine business, excluding bylaw amendments or officer removal votes.
- c. **Delegated Representation** – The Classified Senate President (or designee) retains the authority to represent the Senate in district governance venues, ensuring continuity of classified voice.

Section 3. Elections and Recovery

Emergency or Off-Cycle Elections shall be conducted as soon as practicable. The Executive Board shall communicate openly with the Classified membership about vacancies, timelines, and temporary measures in effect. No more than two consecutive election cycles shall occur without attempting to restore a fully seated Executive Board.