

Butte College Classified Senate BYLAWS

ARTICLE I: NAME

1. The classified professionals of the Butte-Glenn Community College District hereby form the Butte College Classified Senate (Classified Senate).

ARTICLE II: PURPOSE

1. This body is established to:
 - a. Provide a vehicle by which classified professionals are able to fully participate in the district's governance process for achieving the goals and mission of the college and promoting a successful learning environment for students.
 - b. Participate in the governance of Butte-Glenn Community College District on a consultative level.
 - c. Actively collect, evaluate, and disseminate information for classified professionals.
 - d. Represent those interests in non-bargaining agent (CSEA) issues before, and on, governance or college committees and task forces.
 - e. Promote professional and personal development through participation opportunities for all classified professionals.

ARTICLE III: SENATORS AND THEIR DUTIES

1. Eligible members to serve on the Classified Senate must be employees categorized within the classified bargaining unit.
2. Senate Composition: There will be up to 23 seated members serving in the following roles:
 - a. Voting senators will be comprised of:
 - i. Elected Senators: **17** classified professional members will be elected to the senate in annual elections on rotating 2-year terms. These senators will then be designated into six (6) officer positions (ARTICLE IV); 11 Area Representatives for geographical and numerically balanced areas designated A-K.
 - ii. Nonvoting members will be comprised of:
 - iii. **One** representative appointed by the Management Association (MSC).
 - iv. **One** representative appointed by the Student Senate.
 - v. **One** representative appointed by the Academic Senate.
 - vi. **One** classified professional who previously held the Classified Senate presidency (Past President). In the event that more than one such person exists, the opportunity to serve will be given based on chronological recency of service. An individual elected to the Senate cannot also fulfill the role of Past President.

- vii. **One** appointee from the Classified collective bargaining unit's local chapter (CSEA Butte #511)
- viii. **One** appointee currently serving as a representative on 4CS (California Community Colleges Classified Senate). If no such person exists, this seat will remain unfilled and is not subject to vacancy rules outlined in Article V.2

3. Elections and Term of Office

- a. The Classified Senate will develop election procedures for yearly elections of elected senators on a rotating basis so that half of elected senator seats are up for election each year. Senator elections should be concluded before the last regularly scheduled meeting of the Senate's current term to allow for the swearing in of newly elected senators in accordance with current election procedures (Appendix I).
- b. The Elections and Appointments Subcommittee will review election procedures annually. Proposed changes to election procedures will be presented to the Classified Senate for consideration.
- c. The Elections and Appointments Subcommittee conducts and oversees general elections. As chair of the Elections and Appointments Subcommittee, the Vice President of Elections and Appointments bears the ultimate responsibility of conducting elections in a fair manner consistent with current election procedures.
- d. All elected senators will serve 2-year terms. Senators appointed to vacant Senate positions will serve the remainder of the position's term.
- e. Representatives appointed by their respective bodies will serve 1-year terms unless otherwise stipulated by the appointing body.
- f. A term begins July 1 and ends June 30.

4. Voting Senator Responsibilities and Duties:

- a. Duties and responsibilities of elected senators will include, but not be limited to the following:
 - i. Adhere to the objective and goals of Article II and Article IV of the Classified Senate charter.
 - ii. Regularly attend Classified Senate meetings.
 - iii. Disseminate and/or collect information to/from classified professionals in their constituency area (See Appendix I).
 - iv. Act as mentor to all new classified employees in their constituency area.
 - v. Serve on Classified Senate subcommittees/task forces as needed. All voting members are asked to serve on at least one subcommittee or task force annually.
 - vi. Attend and represent classified in good faith in all campus committees and task forces where appointed as a member.

- vii. Provide the Classified Senate with regular updates regarding the work of any campus committee or task force which they have been appointed to serve on.
 - viii. All senators are encouraged to attend at least one meeting of the Board of Trustees annually.
 - ix. Serve on other campus committees/task forces where time allows.
5. Nonvoting Member Responsibilities and Duties:
- a. Act as liaison between the appointing body and Classified Senate.
 - b. Regularly attend and actively participate in meetings of the Classified Senate.
 - c. Provide regular reports on the business of the appointing body to the Classified Senate.
 - d. Provide regular reports on the business of the Classified Senate to the appointing body.
6. Past President
- a. Act as the Parliamentarian at Classified Senate meetings.
 - b. Provide historical context and expertise to Classified Senate discussions.
 - c. Provide historical context to Classified Senate subcommittees and task forces.
 - d. Act as mentor to the President and Executive Board.
 - e. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.

ARTICLE IV: OFFICERS AND THEIR DUTIES

1. Executive Board (Officers)
- a. The Classified Senate Executive Board (E-Board) will be comprised of the President, Vice President of Public Relations, Vice President of Elections and Appointments, Secretary, and Treasurer.
 - b. Non-voting senators are not eligible to serve on the E-Board.
 - c. A senator may not hold a Classified Senate Office and an E-Board position with the collective bargaining unit.
 - d. E-Board members are elected by the Classified Senate at the first regular meeting of the term from the body of voting senators (See Appendix I).
2. Executive Board Functions
- a. The Executive Board will meet to set the agenda to be shared approximately 1 week prior to each meeting.
 - b. The duties of the Executive Board will include, but not be limited to:
 - i. Develop agenda for Classified Senate meetings.
 - ii. Review committee reports and place said reports on agenda for Senate action when appropriate.
 - iii. Review proposed items to determine if they should be placed on the agenda.
 - iv. Call special meetings of the Classified Senate if necessary.

- v. Authorize and approve expenditures when expenditures are urgent and cannot wait for an action by the Classified Senate at a regularly scheduled meeting.
- vi. Regularly meet with & report recommendations to the Superintendent/President
- vii. Members of the E-Board are encouraged to attend meetings of the Board of Trustees and Academic Senate to stay informed about important happenings within these bodies.

3. Elections and Term of Office

- a. The Executive Board officers, will be nominated and elected by the Classified Senate body during the last general meeting of the academic year after newly elected senators have been seated & sworn in. (See Appendix I)
- b. E-Board terms will be one-year, with a suggested minimum of two consecutive terms.
- c. Past President will serve until a more recently serving president steps down or is not re-elected and is not otherwise seated on the Classified Senate. Past Presidents are subject to the same vacancy rules as all other senators; however, vacant seats can only be filled by a previously serving president.

4. President

- a. Serve as official representative of the Classified Senate in all venues, particularly the Board of Trustees and certain institutional committees (ARTICLE IX).
- b. Be responsible for all required reports and recommendations.
- c. Chair and facilitate all regular meetings of the Classified Senate.
- d. Administer and maintain the affairs of the Classified Senate between meetings.
- e. Serve as ex officio member of all Classified Senate subcommittees.
- f. Chair of Executive Board.
- g. Serve as ex officio member on all campus committees/task forces where stipulated.
- h. Meet regularly with the Superintendent/President.
- i. Serve as a representative of the Classified Senate to College Council.

5. Vice President of Elections and Governance:

- a. Acts as the primary alternative to the President and assuming the duties of President in their absence at the request of the President, or for the unexpired term in the event the President cannot serve and they are confirmed by the Senate to this post.
- b.
- c. Oversee annual elections to the senate.
- d. Coordinate with campus wide committees and keep records of all Classified Senate appointments to campus wide committees.

- e. Request committee members to report to the Classified Senate upon their own authority or the request of the Classified Senate President or Classified Senate.
 - f. Solicit classified professionals to volunteer for campus committee appointments and bring nominations to the Senate for approval.
 - g. Evaluate the objectives of campus committees for possible collective bargaining issues and forward such evaluation concerns to the Classified Senate President.
 - i. Upon recommendation from the Classified Senate President, the Vice President of Elections and Appointments will contact the Senate representative of the collective bargaining unit for evaluation by the collective bargaining unit officers.
 - ii. Once a committee has been seen to have a clear value for the collective bargaining unit, the vice president of elections and appointments will forward the names of volunteers for the committee in question to the president of the collective bargaining unit.
 - iii. If there appears to be a gray area or disagreement on the issue of appointment, the executive officers of the Classified Senate will meet with the executive officers of the collective bargaining unit (CBU) to establish if only Senate appointments are necessary, both Senate and CBU representatives are needed, or only CBU representatives should be appointed to the committee in question.
 - iv. Should a resolution not be immediately available, the appointment will be made in cooperation between the Classified Senate and the collective bargaining unit and a committee will be established to further evaluate the future responsibility of committee appointments to similar committees.
 - h. Perform those duties delegated by the President.
 - i. Serve as ex officio member on all campus committees/task forces where stipulated.
 - j. Meet regularly with the Superintendent/President.
 - k. Serve as a representative of the Classified Senate to College Council.
6. Vice President of Engagement and Professional Development
- a. Assume duties of President in absence of President, and VP of Elections and Governance in facilitating meetings.
 - b. Oversees all events and activities sponsored by the Classified Senate.
 - c. Oversees the Senate's Professional Development efforts.
 - d. Ensure the Classified Senate fulfills its responsibility to hold an annual convening of Classified Professionals.
 - e. Coordinate new hire orientation on behalf of the Classified Senate.
 - f. Coordinate with the Professional Development department and leadership where appropriate to foster Classified Professional engagement with campus FLEX opportunities.

- g. Coordinate with the VP of Engagement and Professional Development to award scholarships supported by the Classified Senate.
 - h. Meet regularly with the Superintendent/President.
 - i. Act as an alternate representative to College Council.
 - j. Perform those duties delegated by the President.
 - k. Serve as ex officio member on all campus committees/task forces where stipulated.
7. Chief Communications Officer
- a. Act as public relations specialist by producing and disseminating official communications of the Classified Senate. Responsible for maintaining and updating all public facing digital assets of the Senate.
 - i. Act as webmaster and style coordinator of the Classified Senate's webpage and social media.
 - ii. Update digital assets to reflect current events and happenings of the Senate.
 - iii. Update senator pictures and bios.
 - iv. Communicate Classified Senate sponsored events.
 - v. Develop and maintain a calendar of events.
 - vi. Coordinate with the Secretary to ensure public-facing information required by the Brown Act is accessible and properly updated.
 - b. Responsible for all communications needs of the Classified Senate that are not required for maintaining compliance with the Brown Act as these duties are the responsibility of the Secretary.
 - c. Perform those duties delegated by the President.
 - d. Aid in the creation and dissemination of visual communications, including flyers and posters publicizing activities and events sponsored by the Classified Senate.
8. Secretary
- a. Assume the duties of President in absence of President and both Vice Presidents in facilitating meetings.
 - b. Post meeting agendas and minutes to the Classified Senate webpage in compliance with the Brown Act.
 - c. Responsible for disseminating supplemental documents in support of Classified Senate meetings and agenda items including APs and BPs under consideration by the Senate to senators and the public where required by Brown Act.
 - d. Ensure compliance with the Brown Act regarding all required communications and notifications.
 - e. Responsible for documenting attendance/ and conducting roll call of the Classified Senate.
 - f. Maintain an active database of Classified Professionals by at least monthly obtaining names of new, resigning, or retiring classified employees via various

information sources such as reports from the Employee Information System and the Board of Trustees Personnel Agenda to update the Classified Senate employee database.

- g. Provide memos containing the information of the new hire(s) for distribution to Senators for mentoring opportunities and announcements at meetings.
- h. Record all minutes of Classified Senate and Executive Board meetings Perform other duties as necessary, or as delegated by the President .

9. Treasurer

- a. Assume duties of President in absence of President, Vice Presidents, and Secretary in facilitating meetings.
- b. Responsible for budget finances of the Classified Senate and all reports pertaining thereto.
- c. Serve as an ex officio member on all committee and activities whose purpose is to raise funds for the Classified Senate.
- d. Make deposits of funds to Classified Senate's Foundation Account.
- e. Make disbursements at the behest of an approved motion of the Classified Senate from the Classified Senate Foundation Account.
- f. Provide reports at each Classified Senate meeting.
- g. Provide written report of Classified Senate income/expenditures at the Spring General Session meeting.
- h. Perform other duties as necessary as delegated by the President or assigned by the Classified Senate.
- i. Ex officio member on all committees and task forces of the Senate pertaining to fund raising.
- j. Coordinate with the VP of Engagement and Professional Development to award scholarships supported by the Classified Senate.
- k.

ARTICLE V: Vacancies and Recalls

1. Recalls

- a. Any seated senator of the Classified Senate may be removed from their seat by a two-thirds vote of "no confidence" by the Classified Senate. Recalled senators also serving on the E-Board will also be removed from the E-Board.
- b. Any elected senator or E-Board member of the Classified Senate may be removed from office by a petition signed by no less than 50% plus 1 of the college's current classified professionals.
- c. In the event of any successful recall of an E-Board member, the Classified Senate should immediately call a special election to fill the vacant E-Board role following standard election procedures.
- d. Committee members appointed by the Classified Senate to serve on campus committees and task forces may be removed from their appointment by a two-

thirds vote of “no confidence”. Recalled individuals retain other memberships and offices they may also hold subject to standard rules pertaining to vacancies and recalls.

2. Vacancies

- a. The Classified Senate may declare a vacancy when a seated senator has been absent for more than three consecutive meetings by a two-thirds.
- b. A vacancy will exist when any senator resigns, is terminated, put on emergency/medical leave, recalled, or at such time they are no longer a classified professional.
- c. In the event of a vacancy of an Elected Senate Seat, the Classified Senate may, at their option:
 - i. Choose to elect a replacement according to the regular election procedure.
 - ii. Appoint a temporary replacement in the case of medical or emergency leave.
 - iii. Decide to leave the seat vacant until the next regular election.
 - iv. Authorize the VP of Elections and Appointments to solicit nominations beginning with any classified professional(s) that ran on the most recent ballot, but were not seated, in order of votes received; or, absent of any such willing nominee, solicit nominations from classified professionals at large. Nominees will be brought to the next regularly scheduled meeting and presented to the senate for confirmation by a simple majority vote.
- d. In the event of a vacancy in a nonvoting member seat, the Classified Senate VP of Elections and Appointments, and/or the President, will work to communicate such vacancies with the appointing body in an effort to fill such vacancies at the earliest possible convenience.
- e. The Classified Senate President or VP of Elections and Appointments may declare a vacancy on a campus committee or task force where the Senate has made an appointment when the appointed member has been absent for two or more consecutive meetings with the approval of the chair of the body to which the member has been appointed.
- f. If the Past President seat is vacant, the Classified Senate may elect to appoint a ‘Special Parliamentarian’. This person should have expertise in shared governance, Brown Act compliance, Robert’s Rules of Order, and/or other relevant parliamentary knowledge. Such an appointee does not need to be a classified professional.

ARTICLE VI: PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert’s Rules of Order - Newly Revised will govern the Classified Senate in all cases of voting and debate to which they are

applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Classified Senate may adopt.

2. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second as long as a quorum of Voting Senators are present.
3. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be made available to members prior to the next meeting date and presented for approval vote at the next noticed meeting.

ARTICLE VII: MEETINGS

1. Meetings will be open to the public and governed by Robert's Rules of Order as stated in Article VI.
2. The regular meetings of the Classified Senate will be held twice per month of each month from September to May, and once per month of each month June to August, unless otherwise ordered by the Classified Senate.
3. In the Spring semester of each year, the Classified Senate will call a General Session requesting all classified professionals' attendance.
4. Meetings will be set on a yearly calendar in conjunction with the Board of Trustee 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.
5. A quorum shall be established as a minimum of five Voting Senators. A lack of a quorum shall constitute discussion without action.
6. Classified Senate agenda will consist of, but not be limited to:
 - a. Agenda Approval
 - b. Approval of Minutes
 - c. Communications
 - d. Executive Board Reports
 - e. Committee Reports
 - f. Unfinished Business
 - g. Public Comments
 - h. New Business
 - i. Presentation(s) Pertinent to Classified Professionals
 - j. Other
7. Special Meetings and additional General Sessions can be called at the discretion of the Executive Board to facilitate the work of the Classified Senate.

ARTICLE VIII: SUBCOMMITTEES

1. Standing Subcommittees
 - a. Standing subcommittees will be permanent and established or dissolved by the Executive Board and ratified by the Senate.
 - b. The purpose of each standing committee will be established by the Executive Board and clearly stated in the minutes.

- c. Standing subcommittee chairs must be members of the Classified Senate and will be appointed by the Classified Senate VP of Elections and Appointments or President.
 - d. Subcommittee members will not be limited to senators of the Classified Senate. The minimum number of members on any standing subcommittee will be three.
 - e. Subcommittee membership will not exceed the duration of the President's term. Any appointee can be removed by a simple majority vote of the Executive Board.
 - f. Standing subcommittees will meet a minimum of two (2) times a year unless otherwise specified by the Executive Board and ratified by the Classified Senate.
 - g. Subcommittee chairs will report committee activities to the Executive Board at regularly scheduled Classified Senate meetings or to either the Vice President of Elections and Appointments or Classified Senate upon request by the same.
 - h. Standing subcommittees include, but are not limited to, the Election and Appointments Committee, Charter/Bylaws Committee, Classified Emeritus Committee, Fundraising Committee, Classified Professionals Day Planning Committee, Scholarship Committee, and Engagement Committee.
2. Task Forces
- a. Task forces can be established and dissolved by any subcommittee and/or by the Classified Senate by simple majority vote.
 - b. The purpose of a task force is to conduct specific work/business pertinent to the body that created it. Examples of such work include, but are not limited to event planning, special requests, and other one-time or periodic happenings.
 - c. Task forces will be short lived in nature and are dissolved once the work assigned to them has been completed.
 - d. Task force chairs may be any classified professional and will be appointed by the chair of the authorizing body.
 - e. Task force members will not be limited to senators of the Classified Senate.
 - f. Task force chairs will report their group's activities to their authorizing body at regularly scheduled meetings of said body, or at the request of the Chair of the authorizing body.
 - g. All task forces are dissolved at the end the current term of the Classified Senate. Some task forces may be performing ongoing work and can be reestablished by the newly seated body whose work is being carried out by said task force(s).
 - h. Examples of previous task forces include, but are not limited to Coffee and Scantron Giveaway, Jolly Dolly, Butte Strong Remembrance, Harvest Festival, and Friendsgiving.
3. Ad Hoc Subcommittees
- a. Ad hoc subcommittees will be established by the Senate President or the Classified Senate for special purposes and be of short duration.
 - b. Ad hoc subcommittees will be limited to seated members of the Classified Senate.
 - c. Ad hoc subcommittees will be advisory in nature and are to report their work to the Classified Senate at regularly scheduled meetings.
 - d. The President will be an ex- officio member of all ad hoc subcommittees.

- e. Ad Hoc subcommittees will be comprised of voting members only.
- 4. Committees or task forces created by the Classified Senate will not include more than half of the voting members of the Classified Senate.

ARTICLE IX: CAMPUS-WIDE COMMITTEES

- 1. Governance Committees
 - a. Governance committees as defined by the Institutional Effectiveness Manual, are generally engaged in policy decisions, and require classified participation in their charter and/or bylaws.
 - b. In cases where classified participation is determined ex officio, the Classified Senate Officer will fulfill their duty and be appointed to said committee.
 - c. If an officer is unable to fulfill their role as an ex officio member, the Executive Board, with the support of the requesting body, may appoint a seated senator who is deemed to have sufficient expertise to fulfill their role in the ex officio seat.
 - d. When classified participation is requested, but not stipulated as ex officio, the Vice President of Elections and Appointments will solicit at-large nominations and present these nominations to the Senate to be voted on. In instances where an appointee is required before a confirmation vote by the Senate can occur, the E-board may make a temporary appointment subject to future confirmation by the Senate.
 - e. Classified professionals holding seats on Governance Committees will report the business happenings of their committee to the Classified Senate at regularly scheduled meetings. Ex officio committee members will report during their Representative Reports if not otherwise agendized by the Classified Senate.
- 2. Ex Officio Campus-wide Committees
 - a. Ex officio Campus-wide Committees are committees specifically stipulating participation of a Classified Senate Officer in their charter and/or bylaws.
 - b. When a particular office is specified, the officer will be appointed to said committee without vote or further action by the senate.
 - c. When a particular office is not specified, the Executive Board will appoint an officer with the appropriate expertise to appropriately fulfill their duty.
 - d. If an officer is unable to fulfill their role as an ex officio member, the Executive Board, with the support of the requesting body, may appoint a seated senator who is deemed to have sufficient expertise to fulfill their role in the ex officio seat.
 - e. Ex Officio committee members will report during their Representative Report if not otherwise agendized by the Classified Senate.
- 3. Other Campus-wide Committees and Task Forces
 - a. Other Campus-wide Committees and task forces are those groups engaged in the work of the district and/or the authorizing body.

- b. Campus committees and task forces may request classified representation regardless of whether such participation is memorialized in their charter or bylaws.
- c. Campus-wide Committees and task forces often have a narrow focus and require specific expertise. Effort will be made to understand the requirements of the requesting body and nominees vetted to ensure these requirements are appropriately met to their best ability.
- d. Requests and recommendations for classified appointments on campus-wide committees and task forces may be made to the Vice President of Elections and Appointments or the Classified Senate President. The Vice President of Elections and Appointments will solicit at-large nominations and present these nominations to the Senate to be voted on. In instances where an appointee is required before a confirmation vote by the Senate can occur, the E-Board may make a temporary appointment subject to future confirmation by the Senate.
- e. Classified members on other campus-wide committees and task forces will report to the Classified Senate upon completion of their work and/or at the behest of the Classified Senate or Executive Board.

ARTICLE X: AMENDMENTS

1. Amendments to these bylaws may be recommended by any Butte College classified professional and proposed by any seated member of the Classified Senate.
2. 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 Classified Senate meeting. The Executive Board will place all amendment recommendations on the next Classified Senate agenda for discussion. Amendments to the bylaws will be accepted with a two-thirds vote.
3. Upon no action by the Classified Senate, the proposed amendment may be resubmitted as an agenda item upon receipt by the Senate President of a petition with no less than 15 signatures from Butte College's classified professionals.