

**BYLAWS OF THE CLASSIFIED SENATE OF THE DISTRICT OFFICE OF THE
CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

Article I

Name

Section 1. The organization shall be known as the Classified Senate of the Contra Costa Community College District Office.

The organization shall also be known as District Office Classified Senate (DOCS).

All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)

Article II

Purpose

Section 1. To provide classified staff, exclusive of management and supervisor staff, with formal representative voice in determining institutional policies, procedures, and regulations likely to have a significant impact on staff, excluding collective bargaining issues.

Section 2. To provide the Chancellor with recommendations and views on matters affecting the conduct, welfare, and growth of the District Office.

Section 3. To enable the Classified Senate, through the governance structure, to address the Board of Trustees with recommendations and views on matters affecting the conduct, welfare, and growth of the District Office.

Section 4. To promote communication and mutual understanding among the classified staff, administration, Board of Trustees, and other interested person(s) having to do with the conduct, welfare, and growth of the District Office.

Article III

Senate

Section 1. The Classified Senate (hereinafter referred to as the Senate) shall be limited to all classified staff members at the District Office (except as excluded in Article II, Section I). A classified staff member is one who is hired by the District as part of

the 'classified service' (Ed. Code 88003) to fill a regular classified position. The classified staff consists of employees not represented by other recognized Senates at the District.

Article IV

Senate Council

- Section 1. The Classified Senate Council (hereinafter referred to as the Council) shall be made up of elected representatives drawn from the Senate. Any person who is a member of the Senate may become a member of the Council. This elected member of the Council shall be called a Senator of the Classified Senate Council.
- Section 2. It is the general intent and spirit of the Council to represent and speak for the Senate. It is the responsibility of each Council member to communicate the Senates' desires and wishes in the Governance process.

Article V

Election Procedure

- Section 1. The Council shall hold yearly elections in April. In addition, when a Senator's term expires or a Senator vacancy occurs, an election will be held within thirty (30) days of the vacancy.
- Section 2. Elected Council members shall take office in June.
- Section 3. The Council shall designate specific election procedures, time, and polling place.
- Section 4. Any qualified voter may appeal alleged election procedures and/or irregularities to the Council President.

Article VI

Organization

- Section 1. The Council shall consist of seven (7) members, each of whom is elected at large from the classified staff.
- Section 2. The officers of the Council shall include, but not be limited to, a president, vice-president, secretary, treasurer and three senators. The officers are elected by a majority vote of the quorum. A simple majority of the Senate members shall be considered a quorum.
- Section 3. Nominees for the offices will be sworn in as officers when there is no contested nominations for the office.

Section 4. Members of the Council shall serve 2 year terms. (Note: special inception measures to insure continuity of purpose between Council terms are as follows:

The President, Vice President, Secretary and Treasurer shall serve 2 year terms. The Senators shall serve 2 year terms.

Section 5. The rules of attendance shall be as follows:

1. Any member who is unable to attend a meeting is to contact the Council President prior to that meeting.
2. Any member who misses three (3) meetings within a Senate year may be replaced at the recommendation of the Council President.
3. Council members who are unable to fulfill their duties may wish to consider resigning. A thirty (30) day notice should be given to the Council President in order to allow the Council to fill the vacancy.
4. At the June meeting, all new members will be given an orientation of the classified Senate's Bylaws.

Section 6. Members of the Council shall be eligible for re-election.

Section 7. The Classified Council will appoint, when necessary, member(s) who shall serve in honorary functions and also serve as spokesperson for the official opinion of the classified staff.

Section 8. Each Council, as it convenes, shall determine and meet its own organizational needs (as necessary to carry out the business and daily operation of the Senate) providing that its actions do not conflict with the articles of the Bylaws.

Section 9. The Council shall meet on a monthly basis or on the call of the Council President.

Article VII

Officers of the Senate

Section 1. President of the DOCS shall:

- Chair District Office Classified Senate meetings;
- Represent District Office Classified Staff at District Meetings and Functions;
- Represent District Office Classified Staff before the Governing Board, the Chancellor, the Budget Committee in requesting and justifying district funds for District Office Classified Senate business;
- Server on the District Governance Council and Classified Senate Coordinating Council or assign a designee;

- May attend Governing Board meetings or may assign a designee as needed to speak for the Classified Senate Coordinating Council;
- Develop District Office Classified Senate meeting agendas;
- Perform other duties as may be required by the office.

Section 2. Vice President of the DOCS shall:

- Assume duties of the President in the absence of the President;
- Represent District Office Classified Staff at District Meetings and Functions;
- Serve on the District Governance Council and Classified Senate Coordinating Council or assign a designee;
- Assist in developing and editing District Office Classified Senate agenda and meeting minutes;
- May attend Governing Board meetings or may assign a designee as needed to speak for the Classified Senate Coordinating Council;
- Become the President of the District Office Classified Senate if the President leaves office before the expiration of the term of office;
- Perform other duties as may be required by the office.

Section 3. Secretary of the DOCS shall:

- Assume the duties of the President in the absence of the President and Vice President;
- Represent the District Office Classified Staff at District Meetings and functions when needed;
- Screen, review, disseminate all pertinent material;
- Be responsible for preparation, publication, and distribution of agenda and minutes of all the District Office Classified Senate meetings;
- Maintain and file all District Office Classified Senate records and post minutes and agendas to the District Office Classified Senate Website;
- Perform other duties as may be required by the office.

Section 4. Treasurer of the DOCS shall:

- Manage all items pertaining to the budget as required by office;
- Maintain budget and inform DOCS council on all expenditures;
- Report quarterly update on budget to DOCS.

Section 5. Senator of the DOCS shall:

- Represent the District Office Classified Staff at District meetings and functions.
- Actively participate in the planning and/or execution of senate sponsored activities.

- Disseminate information from Classified Senate Meetings and poll constituents on issues related to said information if needed.
- Perform other duties as may be required by the office.

Article VIII

Council Participation in Governance

- Section 1. It shall be the responsibility of the Council to interact with the Classified Staff in order to come to an understanding on how best to act on matters put before it for consideration.
- Section 2. It shall be the responsibility of the Council to express in writing its views and recommendations to the Chancellor.
- Section 3. In the event the Chancellor does not act favorably upon the recommendations, the Council reserves the right to appeal to the Board.
- Section 4. It shall be the responsibility of the Council to express its views and recommendations back to all classified staff in order to keep its Senate informed of its actions and current issues and to improve overall communication between the Senate and other staff members.
- Section 5. The Council shall be available to act as a consultative body to the Chancellor in any matter affecting the conduct, welfare, and growth of the District. The President and the Vice President shall serve on the district wide Classified Senates Coordinating Council and the District Governance Council. The Senate shall have a participatory voice in district committees that call for classified senate representation (See Appendix A).

Article IX

Procedures

- Section 1 Any classified member of the District staff may recommend a matter for listing on the Council agenda by a signed written notice given to any current Council member seven (7) business days prior to the meeting.
- Section 2. The Chancellor of the Contra Costa Community College District is a regularly invited visitor for the purposes of bringing matters of importance to the Council for discussion. The first agenda item of each regularly scheduled meeting shall be held open for the Chancellor's use as needed to apprise the Classified Senate on current items and issues of importance to the District. Prior notice for listing on the Council's agenda shall not be required of the Chancellor.

Article X

Amendments and Recall

Section 1. The Bylaws will stand as voted upon unless modified by amendments. If any portion is found in violation of Local, State, or Federal laws, it will be the responsibility of the Council to amend that portion to attain compliance rather than to declare void the Bylaws. The Council shall use the amendment procedures to carry out this responsibility.

Section 2. The Bylaws may be amended by initiative procedure only. The following steps are needed:

1. A petition to amend the Bylaws shall be signed by no less than twenty percent (20%) of the Classified Staff, or shall be signed by two-thirds of the Senators and presented to the Council President.
2. Upon receipt of the petition, the Council shall distribute the proposed amendment to the Classified Staff and poll the Classified Staff within thirty (30) calendar days.
3. If approved with a majority of the ballots cast by the Classified Staff, the amendment shall become effective on the date stated in the amendment, or the approval date if no date is mentioned in the amendment.
4. Results of the balloting shall be announced within (10) calendar days after the election.

Section 2. Council members may be recalled by their constituents for reason of due cause including but not limited to: excessive absences from Council meetings, non-participation in the assigned duties, non-representation of areas of concern, or misconduct. Council members may be recalled using the following process:

1. By a petition signed by a simple majority of the Classified Staff wishing to recall the Council member, and presented to the Council.
2. Upon receipt of the petition, the Council shall inform and poll the Classified Staff within fourteen (14) calendar days.
3. If two-thirds majority of the Classified Staff supports the recall of the Council member, the office shall be declared vacant. Within ten (10) calendar days the Council shall proceed according to the election procedures to elect a member to fill the unexpired term.

Date Amended:
February 1992
May 2010
June 2016
April 2017

DISTRICT OFFICE COMMITTEES

2009-10

<http://www.4cd.edu/about/committees/default.aspx>

DISTRICTWIDE STANDING AND AD HOC COMMITTEES

2009-10

DISTRICTWIDE STANDING COMMITTEES

<http://www.4cd.edu/about/committees/dscw/Forms/AllItems.aspx>