

CONTRA COSTA COMMUNITY COLLEGE DISTRICT CLASSIFIED SENATES COORDINATING COUNCIL

Article 1: NAME

The name of this organization shall be the Classified Senates Coordinating Council, (which herein after may be referred to as the CSCC), and is organized under authority of Title 5, Reg. 51024.

Article 2: PURPOSE

The primary purpose of this organization is to facilitate communication among the separate and autonomous classified senates, to coordinate appointments to district-wide governance committees, to promote and support the mission of the district, and to provide a structure to develop and articulate issues that have district-wide implications for classified in non-negotiated areas.

Article 3: MEMBERSHIP & RIGHTS

3.1 Membership

Membership of the Classified Senates Coordinating Council shall be the presidents and one elected/appointed representatives of the classified senates at each site within the District.

3.2 Rights

Classified Senates Coordinating Council members have the right to:

- 3.2.a Attend CSCC meetings
- 3.2.b Vote on matters that have district-wide ramifications

Article 4: GOVERNING BODY

4.1 Structure of the Classified Senates Coordinating Council

The Classified Senates Coordinating Council voting membership shall be apportioned to the classified senates as follows: DVC two votes, CCC two votes, LMC two votes, District Office two votes.

4.2 Terms of Office

- 4.2.a Membership in the Classified Senates Coordinating Council shall coincide with the terms of office determined by the various senates for their elected councils.
- 4.2.b There is no limit to the number of consecutive terms an individual may be a member of the Classified Senates Coordinating Council, provided that they are elected by their own site senate.

4.3 Classified Senates Coordinating Council Chair

- 4.3.a Minimum term of office of chair is one year.
- 4.3.b Election of chair shall be completed no later than June 30 of each year.
- 4.3.c The Classified Senates Coordinating Council shall nominate and elect among themselves a chair. The voting will be by consensus or secret ballot. The Chair may be re-elected to the office for an unlimited number of terms, providing he/she is duly elected to the executive council at the local senate level.
- 4.3.d The Classified Senates Coordinating Council with a vote of no confidence may remove the chair with a simple majority vote.

4.4 Responsibilities of Classified Senates Coordinating Council Chair

The Chair shall be responsible to:

- 4.4.a attend all meetings of the Classified Senates Coordinating Council;
- 4.4.b represent the views of the Classified Senates to the Chancellor and the governing board;
- 4.4.c work with the local Senate presidents to make appropriate appointments to district-wide committees; and
- 4.4.d set the agenda of the Classified Senates Coordinating Council meetings at the District office.

Article 5: AMENDMENTS TO BY-LAWS

5.1 Initiating Amendments

Amendments to the by-laws may be initiated in the following manner:

- 5.1.a by a simple majority of the Classified Senates Coordinating Council; or
- 5.1.b by a petition presented to the Classified Senates Coordinating Council, and signed by a minimum of 20 percent (rounded to the nearest whole number) of the district's classified senate membership.

5.2 Voting

Voting shall be done by consensus or secret ballot in the same manner as the election of Classified Senates Coordinating Council Chair.

RATIFICATION OF THE BY-LAWS

These bylaws shall be declared ratified and accepted by a favorable vote of a two-thirds majority of the votes cast in each classified senate within the district.

OPERATING STRUCTURE

Section 1: Meetings

- 1.1 The Classified Senates Coordinating Council shall meet monthly or more often as necessary.
- 1.2 The meeting time shall be established by consensus of council members.
 - 1.2.a The meeting schedule shall attempt to carry over from one year to the next, so that CSCC members and their supervisors are aware of the time commitment and can schedule accordingly.
- 1.3 At a regularly-scheduled meeting of the Classified Senates Coordinating Council, business may be conducted by those CSCC members in attendance.
- 1.4 At any special meeting of the Classified Senates Coordinating Council, a simple majority must be present to conduct business.
- 1.5 Site meeting place shall be established by consensus of council members.
- 1.6 A regular meeting with site Senate presidents and the chancellor will be scheduled as needed.
 - 1.6-a Presidents will determine among themselves who will chair and pose questions and for how long they will serve.
 - 1.6-b The meeting will operate under formal rules, all questions will be discussed prior to the meeting with opportunities for follow-up questions. If no issues are pressing, meetings may be canceled with concurrence of all site presidents.

Section 2: Meeting Agenda

- 2.1 An agenda for each regular scheduled Classified Senates Coordinating Council district meeting shall be available no later than 72 hours prior to the meeting.
- 2.2 The Classified Senates Coordinating Council chair is responsible for setting the agenda at CSCC meetings
- 2.3 Proposals submitted to the CSCC as an agenda item may not be refused and shall be considered for consensus.

Section 3: Voting Procedures

- 3.1 In order to expedite the work of the CSCC, all issues shall be decided by consensus. (Consensus is hereby defined as: all members may not agree, but they do agree to support the decision once made.)
 - 3.1.a Any CSCC member may at any time request a formal vote - either voice vote or secret ballot. Results of such votes shall be recorded in the minutes.
- 3.2 A vote is required for all recommendations expressed to the district Administration.
- 3.3 Any recommendation in writing to the administration shall be signed by both the Classified Senates Coordinating Council chair and the recording secretary for that meeting.
- 3.4 Only Classified Senates Coordinating Council members may vote on issues brought before the CSCC.

Section 4: Minutes

- 4.1 Minutes of each meeting shall be recorded and distributed to the Classified Senates Coordinating Council.
 - 4. 1.a Minutes shall be the responsibility of the Chair.

Section 5: Committees

- 5.1 Committees may be created and charged by the Classified Senates Coordinating Council on a permanent or ad hoc basis.
 - 5.1.a Members for district-wide committees shall be solicited from the local classified senates. All appointments will be reviewed on an annual basis. Appointments shall be made to the following committees:
 1. District Governance Council Steering Committee
 2. District-wide Professional Development Committee
 3. District-wide Equal Employment Opportunity Advisory Committee
 - 5.1.b Each committee shall be responsible for reporting its activities to the Classified Senates Coordinating Council at one of its meetings each semester, either in person or in writing to the CSCC chair in time for the next meeting.
- 5.2 The following standing Classified Senate Council subcommittees are in existence:
 - A. JOBLINKS

Revised 8/24/99, 03/21/13, 12/1/15