



# MISSION COLLEGE CLASSIFIED SENATE CONSTITUTION AND BYLAWS

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## ARTICLE I. NAME

The name of this organization shall be the Mission College Classified Senate, herein referred to as the Classified Senate.

## ARTICLE II. PURPOSE & OBJECTIVE

### Section 1. Purpose

It shall be the purpose and function of the Classified Senate to participate in the governance of Mission College and to collect, evaluate and disseminate information for the Classified Professionals. The Classified Senate shall represent the aggregate interests of the Classified Professionals before or on any governance or College committee and shall promote and encourage activities which provide an opportunity for enhancing the democratic process of governing Mission College.

### Section 2. 9+1

The Mission College Classified Senate makes recommendations to the college administration on the following matters (9+1):

1. Curriculum systems integrations and implementation;
2. Support related to degree and certificate awards;
3. Infrastructure and support related to educational program development;
4. Standards or policies regarding student services, support, and success;
5. College governance structures, as related to classified roles;
6. Classified roles and involvement in accreditation processes;
7. Policies for classified professional development activities;
8. Processes for program review and annual planning;
9. Processes for institutional planning and budget development;
10. Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff

### Section 3. Charge

It shall be the charge of the Classified Senate to:

- A. Participate fully in the Mission College participatory governance structure.
- B. Provide a body representing the needs, concerns, and viewpoints of the Classified Professionals.
- C. Recruit, from its constituency, representatives to serve on governance and College committees.
- D. Articulate the professionalism of the Classified Professionals so that it is properly recognized and valued.
- E. Manage Classified Professionals Development.
- F. Promote and represent the interests of the Classified Professionals in the development and formulation of policy and practice related, but not limited, to the following:
  - the selection, retention, and evaluation of administration
  - professional development
  - facilities and services
  - finance and budget
  - staffing needs
- G. Formulate and promote cooperative communication with other College and District organizations such as:
  - Classified bargaining units
  - West Valley Classified Senate

- Academic Senates
- Associated Student Government (ASG)
- All participatory governance groups

#### Section 4. Responsibilities

It shall be the responsibilities of the Classified Senate Officers and Senators to:

- Make recommendations and act on behalf of the Classified Professionals with respect to all issues regarding District and College governance.
- Request and obtain, in a timely manner, information and/or recommendations on policies as to allow effective consideration of these issues.
- Consider and take official positions on policy and budget recommendations, excluding matters pertaining to collective bargaining.
- Refer all queries, requests, and/or concerns covered by collective bargaining to the Bargaining Units, with strict adherence to the details and dictates of the Bargaining Units' Contracts.

### ARTICLE III. GENERAL MEMBERSHIP

#### Section 1. General

- The General Membership shall consist of all regular, salaried Basic Unit Classified, Confidential Classified, Supervisory Classified and Mission-District Classified employees.
- A Mission College classified professional shall be defined as one whose primary work location is located at the Mission College Campus.
- Each member of the Classified Senate shall have one full vote in Classified Senate elections.

### ARTICLE IV. SENATE BOARD

#### Section 1. Composition of Senate Board

- The Senate Board of the Classified Senate shall be composed of four Officers and fourteen Senators.
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Senator Area 1 A (elected, odd year)
  - Senator Area 1 B (elected, even year)
  - Senator Area 2 A (elected, odd year)
  - Senator Area 2 B (elected, even year)
  - Senator Area 3 A (elected, odd year)
  - Senator Area 3 B (elected, even year)
  - Senator Area 4 A (elected, odd year)
  - Senator Area 4 B (elected, even year)
  - Senator Area 5 A (elected, odd year)
  - Senator Area 5 B (elected, even year)
  - Senator Area 6 A (elected, odd year)
  - Senator Area 6 B (elected, even year)
  - Senator Area 7 A (elected, odd year)
  - Senator Area 7 B (elected, even year)

## Section 2. Voting Privileges

- A. The President shall vote only to break ties.
- B. The Vice President, Secretary and Treasurer shall have one vote each.
- C. All Senators shall have one vote each.
- D. The past president, bargaining unit representative(s), ASG representative, and Academic Senate representative shall be non-voting members.

## Section 3. Senators

- A. The Classified Senate Board shall have fourteen Classified Senators. Representation is separated into seven areas. Each area is represented by two senators. This ensures equity in representation and a manageable distribution of constituents for each Senator.

### **Area 1: Administrative and Technology**

Office of Administrative Services, Office of the President, Marketing and Public Relations, Institutional Research and Planning, Educational Technology Services, Information Systems

### **Area 2: Instructional Services (Location: Student Engagement Center, Library)**

Career Technical Education, Language Arts, Community Education, Office of Instruction, Instructional Support Services, Library, Adult Education, Academic Support Services

### **Area 3: Instructional Services (Location: Gillmor Center, Science, TAV Building)**

Business, Technology & Kinesiology Division, Health Occupations, Humanities, Social Sciences & Art Division, Math, Science & Engineering Division

### **Area 4: Student Support Services (Location: Student Engagement Center)**

Student Support Services, Welcome Center, Student Health Services, Assessment Center, International Students Center, Career Center; Categorical Grants, TRIO, EOPS/CARE, CalWorks, Counseling, Transfer Center, HSI-STEM, AANAPISI, Student Equity and Success

### **Area 5: Student Enrollment & Financial Services**

Admissions and Records, Financial Aid

### **Area 6: Student Services (Location: Campus Center, Child Development Center)**

Child Development Center, DSPS, Valor Center, Student Development and Outreach, Office of Vice President of Student Services

### **Area 7: Facilities and Safety**

Custodial Maintenance, Grounds, District Police, Parking Services

## Section 3: Representatives

Throughout the academic year, the Senate Board may appoint classifieds to serve as representatives of the Classified Senate on college and district task forces, committees, and other groups. There is no limit to the number of representatives that may be appointed. Representatives serve as a non-voting, advisory member to the Senate Board.

## Section 4. Terms of Office

### Officers

- A. Officers include President, Vice President, Secretary and Treasurer.
- B. The term of office for Officers will begin on July 1 of each academic year with the exception of the first year of operation of the Classified Senate.
- C. Classified Senate Officers serve a two-year term.
- D. Officers shall serve no more than two consecutive two-year terms.
- E. No officer shall hold more than one office concurrently.

### Senators

- A. The term of office for Officers will begin on July 1 of each academic year with the exception of the first year of operation of the Classified Senate.
- B. A term of office for senators shall be two years effective July 1, 2022
- A. Effective term starting July 1, 2022, Classified Senate Senators shall be elected for a two-year term.
  - a. Senator A of each Area will be voted in odd years, with the exception during the 2022-2023 term, Senator A will be elected to serve a one-year term.
  - b. Senator B of each Area will be voted in even years.
- C. Senators may serve more than one term.

### Representatives

- A. The term of office for representatives shall begin after confirmation by senate and shall end at the end of the academic year.
- B. Representatives may serve more than one term.

## Section 5: Eligibility for Serving on Senate Board

All members of Classified Senate who are permanent status (not in probationary period) shall be eligible to serve as an officer, senator, or representative on Senate Board.

## Section 6: Responsibilities/Duties of the Senate Board

- A. Senate Board shall appoint classified members to represent Classified Senate on college and district task forces, committees, and other groups.
- B. Senate Board shall develop recommendations and resolutions on non-collective bargaining matters.
- C. Senate Board shall assist in implementing its decisions.
- D. Senate Board shall review and approve all co-curricular fund expenditures of the Classified Senate.

## Section 7. Recommendations & Resolutions

- A. At any time, the Senate Board can draft recommendations and/or resolutions on non-collective bargaining matters.
- B. The Senate Board shall determine the need for such recommendations and/or resolutions to be drafted, or matters can be brought to the Senate Board from other college bodies or individuals for consideration.
- C. Recommendations and resolutions shall require a simple majority vote of the present voting members of the Senate Board.

- D. The Senate Board shall follow the appropriate shared governance structure/flow for the college and district recommendation processes.

### Section 8. Voting Responsibilities

- E. Only Officers and Senators have the ability and responsibility to vote in meetings of the Senate Board.
- F. The President shall vote only to break ties.
- G. The Vice President, Secretary and Treasurer shall have one vote each.
- H. All Senators shall have one vote each.
- I. The bargaining unit representative(s), ASG representative, and Academic Senate representative shall be non-voting members.

## ARTICLE V. DUTIES

### Classified Senate President

- A. The Classified Senate President shall preside over and be a non-voting/tie-breaking member at all Classified Senate meetings.
- B. The Classified Senate President shall be the spokesperson for Mission College Classified Senate and act as liaison officer to students, classified professionals, administrators, and Board of Trustees.
- C. The Classified Senate President or their designee shall attend and represent Classified Senate at all regularly scheduled College Council, Board of Trustees, District Council and Fiscal Workgroup meetings.
- D. The Classified Senate President shall work with the Classified Senate Secretary to facilitate the scheduling and organization of the Classified Senate meetings. They shall set the agenda and forward it to the Classified Senate Secretary for distribution prior to each meeting.
- E. The Classified Senate President shall administer the budget for the Classified Senate with the advice of the Classified Senate, and with the assistance of the Classified Senate Treasurer.
- F. The Classified Senate President shall perform other duties as may be required of the office.

### Classified Senate Vice President

- A. The Classified Senate Vice President shall serve as an advisor to the President and attend college and district meetings as requested by President.
- B. The Classified Senate Vice President shall act as proxy for the Classified Senate President in their absence and assume the duties and responsibilities of the Classified Senate President.
  - a. When the Classified Senate Vice President is acting as proxy for the Classified Senate President, they shall preside over and be a non-voting/tie-breaking member at all Classified Senate meetings.
- C. If the President of the Classified Senate is unable to complete their term of office, the Classified Senate Vice President shall assume the responsibilities of the President until another general election can be held.
- D. The Vice President shall act as the Classified Senate Professionals Development Subcommittee Chair and shall work in cooperation with other college and district Professionals Development personnel.
- E. The Vice President shall perform other duties as may be required of the office.



### Classified Senate Secretary

- A. The Secretary shall be responsible for the taking, preparing, and distributing senate minutes and documents.
- B. The Secretary will maintain the archives and documents of the Classified Senate including committee reports from representatives.
- C. The Secretary shall distribute the agenda for each meeting prior to the meeting.
- D. The Secretary, along with the Classified Senate Treasurer, shall be responsible for facilitating elections.
- E. The Secretary shall act as the proxy for the Classified Senate President in the event that both the Classified Senate President and Classified Senate Vice President are unable to conduct a meeting. If this case should arise, they shall preside over and act as a non-voting/tie-breaking member.
- F. If the Classified Senate President and Classified Senate Vice President are unable to fulfill the duties of the Classified Senate President, then the Classified Senate Secretary shall be the temporary President until another general election can be held.
- G. The Classified Senate Secretary shall perform other duties as may be required by the office.

### Classified Senate Treasurer

- A. The Treasurer shall be responsible for the budget report and maintain the financial archives of the Classified Senate.
- B. The Treasurer, along with the Classified Senate Secretary shall be responsible for facilitating elections.
- C. The Classified Senate Treasurer shall, under the direction of the Classified Senate President, set up and maintain the budget for the Classified Senate.
- D. The Treasurer shall act as proxy for the Classified Senate President in the event that the Classified Senate President, Classified Senate Vice President and the Classified Senate Secretary are unable to conduct a meeting. If this case should arise, they shall preside over and act as a non-voting/tie-breaking member.
- E. If the Classified Senate President, Classified Senate Vice President and Classified Senate Secretary are unable to fulfill the duties of the Classified Senate President, then the Classified Senate Treasurer shall be the temporary Classified Senate President until another general election can be held.
- F. The Treasurer shall perform other duties as may be required by the office.

### Classified Senators

- A. Senators shall be responsible for attending and participating in all meetings and be voting members at all Classified Senate meetings. Senators that miss three (3) consecutive meetings may result in my dismissal from the Senate office.
- B. Senators shall report to the Classified Senate issues brought to them from their constituents, which concern the general membership.
- C. Senators shall be responsible for polling their constituencies in a regular and timely manner on items designated by the Classified Senate.
- D. Senators shall ratify all appointments made by the President of the Classified Senate.
- E. Senators shall recruit representatives from their fellow Senators and/or the general membership to serve on college, participatory governance and hiring committees for new, regular employees.

- F. Senators shall hold information meetings for their constituencies as needed. Prior to each Classified Senate meeting, Senators shall provide an opportunity for constituents to express concerns, needs, questions, and viewpoints.
- G. Senators shall post or share minutes from the Classified Senate meetings to all area members.
- H. Senators, during their term of office, shall not serve as elected representatives to any other College or District group that represents Classified Professionals, with the exception of serving as union stewards.

### Classified Senate Representatives

- A. Representatives shall serve in a non-voting, advisory capacity to the Senate Board.
- B. Representatives are strongly encouraged to attend meetings of the Senate.
- C. When appointed to serve as a Classified Senate representative on college and district task forces, committees, and other groups, Representatives shall attend and participate in meetings of those groups and submit reports to the Classified Senate as assigned.

## ARTICLE VI. ELECTIONS & APPOINTMENTS

### Section 1. Election Committee

- A. The Classified Senate Secretary shall be responsible for coordinating elections.
- B. The Election Committee shall be formed at the Classified Senate in March/April meeting.
- C. Election Committee members shall not be nominees nor candidates in the election.
- D. The Election Committee shall:
  - a. Develop procedures and timelines for the election
  - b. Solicit nominations for officer and senator vacancies
  - c. Present candidates at the April/May Classified Senate meeting
  - d. Prepare the election ballot
  - e. Count the votes
  - f. Report the results to the Classified Senate

### Section 2. Elections

- B. Elections for officers and senators are to be held in April-May of each election year.
- C. Classified Senate President, Vice President, Secretary and Treasurer shall be elected for a two-year term.
  - a. Effective term starting July 1, 2022, President and Vice President will be voted in even years.
  - b. Effective term starting July 1, 2022, Secretary and Treasurer will be voted in odd years, with the exception in 2022 where both will need to be elected and serve a one-year term.
- D. Effective term starting July 1, 2022, Classified Senate Senators shall be elected for a two-year term.
  - a. Senator A of each Area will be voted in odd years, with the exception during the 2022-2023 term, Senator A will be elected to serve a one-year term.
  - b. Senator B of each Area will be voted in even years.
- D. Elections Process
  - a. The Classified Senate Secretary and Treasurer shall be responsible for coordinating elections.
  - b. To be valid, ballots must be received by deadline established by the Election Committee
  - c. Each member of the Classified Senate may vote in the election for Officers.

- d. Only members assigned to a Senator’s area may vote in the election for that Senator.
- e. To be elected as a Senator or Officer, a candidate must receive majority of the votes.
- f. In the event of a tie, a run-off election shall be held.

### Section 3. Special Elections and Appointments

- A. A vacancy may occur through resignation, leave of absence, reclassification, or reassignment to a non-classified position.
  - a. If the President of the Classified Senate shall be unable to complete his/her term of office, an election shall be conducted to fill the position by majority vote of the Classified Senate Membership for the remainder of the term.
  - b. If a position other than President is vacated with half or more of the term remaining, an election shall be conducted to fill the position for the remainder of the term.
  - c. If a position other than President is vacated with less than half of the term, the Classified Senate President shall appoint the position for the remainder of the term with confirmation by the Classified Senate board.
- B. An officer may request a leave of absence from their position, however, if the leave is for one semester or more, a replacement must be appointed.

### Section 4. Selection Process for Committees, Task Forces, and Other Groups

After soliciting volunteers and nominations, the Senate Board shall appoint members to serve on specific college and district committees, taskforces, and other groups.

## ARTICLE V. MEETINGS

### Section 1. Meetings

- A. The Classified Senate shall hold regular meetings not less than once a month, on a fixed day and time, from the beginning of the academic year until the end of the academic year.
  - 1. The Classified Senate President may also call for meetings as necessary during the period between the end of the Spring Semester and the beginning of the Fall Semester.
  - 2. Special meetings may be called by the Classified Senate President or upon the written request of two Classified Senators.
  - 3. During July, the Senate Board may hold a retreat in place of a regular meeting.
  - 4. Day and time of meetings can be changed by Senate President in consultation with the Senate Board.
- B. Minutes shall be distributed within ten days of each meeting to all Classified Senate Officers and Senators, the Mission College President, the Mission College Academic Senate President, Mission College bargaining unit representative(s), the Mission College ASG representative, and the West Valley- Mission Board of Trustees.
- C. The Classified Senate is hereby empowered to make rules governing its own internal organization and procedures, subject to the following
  - 1. That there shall be a quorum consisting of a simple majority of voting membership of the Classified Senate.
  - 2. That all actions or recommendations shall be made by a majority vote of the quorum.
  - 3. That in the case of an unresolved tie vote, the issue shall be submitted to the representative groups for review and advice.

4. That matters for the agendas shall be submitted to the Classified Senate President, or to whichever officer the Classified Senate President designates.
  5. The Classified Senate meetings shall be open to the public. Faculty, staff, students, and administrators shall speak on matters under consideration, upon approval of the Classified Senate President.
- D. Senators shall meet during normal work hours whenever possible and shall be excused from their duties to attend meetings.

## Section 2. Classified Senate Board Policy

Meetings of the general membership shall be held during normal work hours; Classified Professionals members shall be excused from their duties to attend meetings. Meetings of the general membership shall be called at the discretion of the Classified Senate no less than once each academic year, at a time determined by the Classified Senate in coordination with college administration.

# ARTICLE VI. COMMITTEES & AD-HOC WORKGROUPS

## Section 1. Committees and Duties

- A. At any time, the Senate Board may establish a standing, special, or ad hoc committees deemed necessary for adequate participation in the formation of college policies and district governance, as well as policies created to address the needs, concerns, and viewpoints of the Classified membership to complete Classified Senate and institutional work.
- B. The Classified Senate shall act as the coordinating body for the formation of goals and tasks for all Classified Senate subcommittees. The Senators shall establish and appoint members to all such committees.
- C. Under the provisions of participatory governance, the Classified Senate shall appoint and/or approve representatives to serve on all task force workgroups, in which Classified participation from the General Membership is appropriate. Representatives shall submit a brief written or verbal report on a regular basis to the Classified Senate during the academic semester.
- D. Classified members shall not serve as Classified Senate representatives to any participatory governance or other College committee(s) to which they have been assigned in another capacity. (i.e., taking minutes, representing other groups.)
- E. Any member of the Classified Senate may be appointed to a committee subject to approval by their area and by the Classified Senate President. If committee appointments are deemed inappropriate by a certain constituency, the constituency may appeal the appointment before the Classified Senate. At that time the Classified Senate may reconsider the appointment.
- F. Each committee shall prepare a written summary report of committee activities for submission to the Classified Senate prior to the end of each academic semester.

### Elections Committee

The committee coordinates Classified Senate elections, which includes developing election procedures and timelines, soliciting nominations for Officer and Senator vacancies, presenting the slate of candidates, preparing election ballots, counting the votes, and reporting the results to the Classified Senate. This committee is chaired by the Secretary and Treasurer.

### Classified Awards Committee

The committee coordinates the nomination and selection process for the Classified Senate Excellence Awards and prepares and announces the selections during the awards ceremony.

### Classified Professional Development

The committee will coordinate all professional development and learning opportunities and events for Classifieds. This committee is chaired by the Vice President.

### Section 2. Standing Committees

- A. All standing and special committees established by the President and Officers of the Classified Senate are responsible to the Classified Senate. Minutes of all committee meetings shall be filed with the Classified Senate Secretary.
- B. The term of office for committee members is for one year, subject to review by the Classified Senate. A longer term of office may be decided upon by the Classified Senate.
- C. The Classified Senate has the ultimate responsibility of assigning work to the committees. The channel of communication for all actions of the committees shall be through the Classified Senate to the College President or to the Board of Trustees, or both.

## ARTICLE VII. Enactment, Ratification and Amendments

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the Parliamentary Authority governing the Mission College Classified Senate in all cases in which Robert's rules of Order are applicable, and in which they are not inconsistent with these bylaws, and any special rules of order that may be adopted by the Classified Senate.

### Section 1. Enactment

This constitution and bylaws shall become effective following adoption by a simple majority vote of the General Membership.

### Section 2. Amendments

The constitution may be amended at any time by an affirmative simple majority vote of the Classified Senate Officers and Senators, provided that written notice of the proposed amendment be distributed to the General Membership at least two weeks prior to taking a vote. A proposed amendment may be submitted to the elected council who may, after consideration, forward the proposal to the general membership or refuse the proposal.

### Section 3. Bylaws

- A. The Classified Senate shall have the power to formulate bylaws by a simple majority vote of the Classified Senate Senators and Officers.
- B. These Bylaws shall pertain to but not be limited to
  1. Procedures/guidelines of elections
  2. Duties/responsibilities of Senators/Officers
  3. Procedures/timelines of meetings
  4. Dissemination of information
  5. Designations of committees
- C. As collective bargaining effects changes to this document, such changes shall be incorporated herein by amendment.