

Bylaws OF THE AMERICAN RIVER COLLEGE CLASSIFIED SENATE

Revised: February 2021

Adopted: February 2021

Article I - Meetings

Section 1

Meetings of the Classified Senate may be conducted according to Roberts Rules of Order.

Section 2

The Classified Senate shall meet once a month during the year. Unscheduled meetings may be held as needed, with a minimum of seven (7) calendar days' notice. An emergency meeting may be held sooner with a majority vote of the senate. Large events such as The Classified Senate Retreat, The ARC Winter Luncheon, or the Classified Professional Development Conference may preclude the need for a meeting during those months.

Section 3

Official meetings of the Classified Senate shall consist of a quorum which shall be defined as 40% of the total voting senators and officers. All members of the Classified Senate are voting members, excluding the Classified Senate President.

Section 4

Official minutes, agendas and announcements of meetings shall be publicly posted and distributed via email to all classified professionals before the next scheduled Classified Senate meeting.

Section 5

- All motions are approved by a simple majority vote. A simple majority vote is defined as 50% percent plus one of those that are in attendance at the time of the voting.
- New business and/or major changes should be agendized and an in-person vote should be taken at scheduled Senate meeting. Senators participating in meetings through Virtual Senate Meeting attendance may cast votes.
- E-mail voting may be used for housekeeping, recurring, and/or previously discussed agenda items.
- Email voting must be available for a minimum of 48 hours, not including weekends.
- A simple majority vote via E-mail Voting is defined as fifty-percent plus one of those who respond (if quorum is met) within the allotted time. A quorum is met when the required number of votes is submitted during the voting time frame. If there is no quorum, the motion may be reintroduced at a later date.

Article II - Officers and Senators

Section 1

The Executive Board of the Classified Senate consists of President, Vice-President, Secretary, Treasurer, Communications Officer, and Past President. There is the possibility of merging some of these duties; i.e. Secretary/Treasurer. All members on the Executive Board are voting members, excluding the President.

Section 2

Senators shall be elected or appointed by Division, based on the number of classified professionals working in that Division, and 2 at-large Senators. An up-to-date Division breakdown is to be calculated each year before a call for Senate nominations is made.

Section 3

Duties and Responsibilities:

President:

- Preside over all meetings of the Classified Senate.
- Prepare agenda for Executive Board meetings.
- Set agenda for each Classified Senate meeting; review minutes and agenda prior to Senate approval and distribution.
- Make classified appointments to teams/committees with classified participation in appropriate consultation.
- Attend (or assign designee), report out, and represent classified professionals at Executive Leadership team meetings, Board of Trustees meetings, District Chancellor's Cabinet meetings, and other committees as assigned.
- Call special meetings of the Classified Senate as deemed appropriate.
- Develop senate teams as deemed necessary and define and limit the powers and duties of these teams with classified volunteer participation.
- Conduct an orientation for officers and new Senate senators.
- Speak at convocation and graduation ceremony.
- Disseminate presidents report and shared governance through campus wide communication.

Vice-President:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Assist the President in all duties of the presidency.
- Serve as President during an absence of the President or as assigned.
- Succeed to the office of President, upon resignation or removal of President, and serve the remainder of the President's term, should the president not be able to continue.
- Attend (or assign designee), report out, and represent classified professionals at Executive Leadership team meetings and other committees as assigned.

Past President:

- Attend Executive Leadership Team meetings.
- For at least the first year of the term, attend Executive Board meetings; advise and guide the current Executive Board.
- If available, attend regular Classified Senate meetings.
- Perform other duties as assigned by the Executive Board.
- Be a Senate ambassador who will advocate for Senate issues and concerns in addition to advising the Executive Board.
- Represent the classified professionals at various college and district meetings and functions.

Secretary:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Take minutes at Classified Senate meetings.
- Prepare and distribute to all Senate officers and/or senators appropriate Senate Documents as requested by the Executive Board or Senate.
- Distribute Agenda and Minutes to all employees at American River College.
- Keep attendance records of each Classified Senate meeting.
- Represent the classified professionals at various college and district meetings and functions

Treasurer:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Maintain financial records of Classified Senate.
- Present a monthly financial report at Senate meeting to keep members informed of current income and expenses.
- Advise and assist members with purchases and record-keeping.
- Ensure that Classified Senate officers and senators approve any financial expenditure before it is made.
- Represent the classified professionals at various college and district meetings and functions.

Communications Officer:

- Attend regular Classified Senate meetings and Executive Board meetings.
- Develop and distribute the Classified Senate newsletter.
- Design and keep current the Senate web pages.
- Disseminate campus-wide communications to promote senate activities.
- Develop, implement, and run the virtual Senate meeting presence.
- Promote elections via email and Elections Newsletter unless up for re-election.

Senators:

- Attend regular Classified Senate meetings.
- Perform additional senate duties including but not limited to event planning, fundraising, and participation in shared governance.
- All positions start on July 1 as stated in Article III Section 4 and may only serve, but not chair, on Classified Senate committees during their first full year of senate representation unless approved by Executive Board.
- Report to designated areas about any changes that concern all classified professionals.
- Report area concerns to classified senate.
- Serve on at least 1 classified senate committee each academic year.

Article III - Elections

Section 1

Elections Team

The Elections Team of the Senate conducts the Senate's Officer and Senator annual elections in February through April.

January	Elections Team formed.
February	Elections Team sends out call for nominations. Nominations accepted through March 1 st .
March 1 st – Senate Meeting (2 nd Wednesday of the month)	Nominees prepare and submit Approval Form (signed by supervisor) and Classified Senate Nominee Ballot Information by the second Wednesday of March. Nomination Ballot Information is to be sent out by the Elections Team to all classified professionals no later than the third Wednesday of March.
April	Voting opens on Thursday and closes the Friday prior to the Classified Senate meeting. At the Classified Senate meeting, current senate votes via secret ballot on any ties.

- The Elections Team shall be appointed by the Executive Board (at least 1 officer - chair and 2 senators).
- The team shall supervise the election process, which includes preparing and distributing nomination forms and ballots, determining eligibility to serve, tallying votes, and announcing results.
- At least two team members (1 officer – chair and 1 senator) shall actively participate in tallying votes.
- Any classified professional who has any responsibility in connection with an election and is a candidate for that election shall resign their Election Team responsibility.
- If the President is up for re-election they are not allowed to be a part of the elections process.
- Only the elections team will have access to election ballots and details.

Section 2

Nominations

- Any permanent classified professional can be nominated. Self-nominations will be accepted and are encouraged.
- Classified employees who are still on probationary status can be nominated for senator positions if they will reach permanent status by the time the senator term begins.
- Nomination forms shall be prepared by the Elections Team and available for all permanent classified professionals during the voting period.
- Nominees placed on the official ballot must submit written acceptance with approval of their dean and/or area supervisor to the Election Team Chair upon receiving notification of their nomination.
- In order to be nominated as a classified senate president a permanent classified professional must be a current or past classified officer or senator at any Los Rios Classified Senate.
- In order to be nominated for an officer position a permanent classified professional must have served as a classified senator.

Section 3

Voting Process

- All permanent classified professionals can vote in elections of officers and senators of Classified Senate.
- Each permanent classified professional will have access to a ballot (hard copy or email) listing all nominees who wish to run for office.
- Voting will be done in person and online.
- Anyone voting will only be allowed to vote once.
- The candidate receiving the most votes in an election shall be elected.
- Off-campus ballots will be collected by a member of the Elections committee by 12noon on the last day of voting.
- In case of a tie, Classified Senate officers and senators in attendance at the next meeting shall elect the officer/senator by majority vote via secret ballot.
- If no nomination is presented for a position, write in candidates are encouraged.
- Every permanent classified professional shall have one vote for each vacancy and shall receive a ballot listing all nominees if more than one person is running for that position.
- If open senator position(s) are not filled from the elections process, the Executive Board may then appoint a permanent classified professional from those who have been nominated through the election process, but may not necessarily work within the vacant area(s). The Classified Senate President then fills the remaining vacant position(s) with permanent classified professionals by working directly with area deans and/or supervisors.
- No in person debates are allowed.
 - If more than 1 person is running for the same position each person will provide a comprehensive position statement.

Section 4

Terms of Service

- All positions of classified senate are elected for a 2 year term beginning July 1st and ending June 30th at the 2-year mark.
 - Senators who were elected to a 3-year term will serve out that 3 years. If they wish to run for re-election at that time, their new term will be for 2 years.
- Senate terms are to be staggered in such a way that no more than one half (1/2) of the Senate is up for re-election during the same election cycle.
- All positions of classified senate are eligible for re-election.
- President shall not serve more than 2 consecutive terms in the office of the President.

Section 5

Succession/Reassignments/Recalls

- In the case that the President can no longer serve, the Vice-President will assume the position of President for the remainder of the term.
- In the event the outgoing President is unable to serve as Past President, any previous Classified Senate President may be appointed by the Executive Board.
- The President or Vice-President may declare a vacancy when a Classified Senate officer or senator has been absent and/or the position has been vacant for more than three regular meetings per year (except in June, July, or August).
- When a senator vacancy is declared, the Executive Board shall fill the position by appointment.
- When an officer vacancy is declared, the Executive Board shall recommend a candidate for appointment to be approved by a simple majority vote of the Senate.

- The term of the appointed senator/officer begins immediately after the Senate approval and ends at the end of the outgoing senator/officer's term.
- An officer or Senator may be recalled by a vote of the Classified Senate. A petition for recall must be signed by fifty percent (50%) of the Senate and be presented to the president. If the recall is directed towards the president, the vice-president shall be presented the petition.
 - The subject of the recall will receive written notification within 48hours of the receipt of the recall petition by the president or vice president as appropriate.
- Within 10 days of receipt, the petition will be subjected to discussion and a vote at a Classified Senate meeting.
- If an officer is recalled, the Executive Board shall meet and recommend a candidate for appointment to be approved by a simple majority vote of the Senate. The position will end at the completion of the term of the outgoing officer.

Article IV - The Bylaws

Section 1

Bylaws consistent with and necessary to implement the Articles of the Constitution may be adopted or amended by a simple majority vote of the Senate.

Section 2

Proposed additions and amendments to the Bylaws shall be addressed during the annual review period, or during a Senate meeting as determined by the Senate Executive Board.

Section 3

Any permanent classified professional may propose additions or amendments to the Constitution/Bylaws by requesting through the Executive Board in writing that the issue be included on the agenda of a regularly scheduled Senate meeting. The Executive Board has the authority to include it on the Senate meeting agenda or table it for the next Constitution and Bylaws Annual Review Team meeting.

Article V- Senate Work

Section 1

The Classified Senate work includes, but is not limited to, Professional Development, Classified Hiring Prioritization Process, Elections of Classified Senate members, Constitution and Bylaws Annual Review Team, recognition of classified professionals, social events, fundraising, and communication with classified professionals as well as other constituencies with which it comes in contact.

Section 2

The objectives of these activities are reviewed annually.

Article VI – Communication/Conflict Management

Section 1

All Senate communications are to adhere to our ARC Classified Professionals Ethics Statement.

Section 2

Email communications intended for classified professionals should be sent by the Classified Senate President or Communications Officer. The communication should uphold the purpose of the Classified Senate as outlined in the Senate’s Constitution. No formal email letters specific to complaints or expressing opinions should be emailed or otherwise disseminated on behalf of the Classified Senate unless the Classified Senate has voted to disseminate such communication and it has been approved by a simple majority Senate vote.

Section 3

Procedures for conflict resolution and other impasse communications involving Senate activities, meetings, and discussions include:

- Initial attention of Senate Officers who will assess the circumstances involved and seek to find a resolution in the best interest of all parties. This may include and is not limited to providing the information to the Senate Executive Board for initial review or resolution if internal conflict exists, adding the item to the Senate agenda for discussion and providing opportunity for public comment, and researching opportunities for conflict resolutions via external third party source (ex: Interest Based Approach – IBA).
- If a conflict or issue has been put on the Senate agenda, then Senators may respectfully and openly discuss their perspective. If the Senate reaches a consensus, then a motion may be made as deemed necessary. If a motion(s) is voted upon and approved by a majority of the Senate, Officers will follow through on any action(s) required.
- Any further concern(s) involving the implemented action(s) should be brought to the attention of Senate Officers who reserve the right to renew this process should they agree further action(s) is warranted.
- Failure to follow these procedures by any parties may constitute further actions to be determined by the Senate Executive Board, Senate Senators, and/or Management where appropriate and in the best interest of the Classified Senate.