

Classified Senate Bylaws

ARTICLE I – MEMBERSHIP AND MEETINGS

Section 1: The Electorate

The Electorate shall consist of full- and part-time classified professionals at Orange Coast College, and the Senate shall be elected from members of this body.

Section 2: Composition of the Senate

The Senate shall be composed of the following:

- One (1) Institutional Advancement and Effectiveness Wing Senator
- Three (3) Student Services Wing Senators
- Three (3) Administrative Services Wing Senators
- Four (4) Instruction Wing Senators
- Eight (8) Senators-at-Large
- One (1) non-voting student, appointed by the Student Senate
- One (1) non-voting Senate Administrative Assistant, ex-officio

Section 3: Senate Meetings

The Senate will hold regular meetings at least once a month during the academic year at a time designated by Executive Board members, with the modality determined by the needs of the Senate and Electorate.

The following guidelines shall be observed:

- A. The Senate will conduct its affairs in accordance with the most recent edition of Robert's Rules of Order.
- B. In the event of the absence of the President, another member of the Executive Board will chair the meeting.
- C. The Senate will strive to keep all classified professionals informed and engaged and may utilize the latest technology available through the college to make meetings more accessible.
- D. While Senate meetings are open to management, faculty, students, trustees, and hourly employees of the Coast Community College District, only senators as defined in Article I, Section 2 of these bylaws retain voting privileges.
- E. Voting shall only take place when a quorum of senators is present during a scheduled Senate meeting, or via email at the discretion of the President.
- F. Quorum shall be the simple majority of currently serving senators.

ARTICLE II – PROCEDURES

Section 1: Participatory Governance

- A. The Senate will advertise open participatory governance committees via email to all Classified professionals.
- B. Classified professionals interested in serving on an open committee must submit the Participatory Governance Interest Form.
- C. The Senate will appoint representatives to serve on participatory governance committees following the guidelines below:
 1. If only one Classified member submits an interest form for a committee seat, that member will be automatically appointed as the representative.

2. If more than one Classified member submits an interest form for a committee seat, preference will be given to the applicant who is not currently serving on any other committees.
 - In the event that all interested Classified members are currently serving on other committees, preference is given to the interested member serving on the fewest total committees.
 - If all interested Classified members are serving on an equal number of committees, including none, selection will be determined by random draw.
- D. Appointees shall serve for two-year terms.
- E. Appointees are expected to attend their committee meetings on a regular basis and present reports on a scheduled basis to the Senate.

Section 2: Subcommittees & Task Forces

The President may convene a task force or subcommittee to provide guidance and assistance on Senate activities and governance. Convened subcommittees or task forces shall consist of classified professionals who have expressed interest and can bring expertise to issues and governance related to the Senate missions and goals. Each Senate subcommittee shall have its own bylaws, established by the Executive Board, and approved by the senators through majority vote.

ARTICLE III – SENATORS

Section 1: Organization

A. Timeline

The Senate will conduct elections of senators biannually no later than March 31 of that year. Special elections to fill permanent or temporary vacancies may occur at any point during the year.

B. Elections

Senators shall be self-nominated and then elected by the Electorate. If an equal or lesser number of candidates self-nominate than open positions, all nominees will be elected by acclamation. If more candidates self-nominate than open positions, elected candidates will be determined by a simple majority of votes cast by anonymous ballots.

C. Tenure

Each elected member shall serve for a term of two years, taking office on July 1 of the year elected and serving until June 30 of the second year elected.

Section 2: Responsibilities

All Senators shall...

1. Provide input and conceptualization of the Senate's goals and strategic plans in collaboration with the Executive Board.
2. Communicate activities, events, and participatory governance updates to constituents in respective work areas.
3. Move Senate goals forward to action and completion.
4. Serve on one of the Executive Board's Caring Campus Workgroups:
 - a. Belonging and Engagement Workgroup
 - b. Welcome and Involvement Workgroup
 - c. Navigation and Connection Workgroup

Section 3: Procedures

A. Permanent Vacancies

A permanent vacancy is established when a senator notifies the President that they are unable to complete their term of office, are absent for three (3) consecutive meetings without prior notification to the President, or becomes ineligible to hold membership in the Senate due to a change in position. Permanent vacancies shall be filled following normal election procedures as outlined under Article III, Section 1.

B. Temporary Vacancies

Temporary vacancies occur when the President declares a senator is on an approved temporary leave. The Senate shall conduct an election to fill the seat for the duration of the leave following normal election procedures as outlined under Article III, Section 1. Alternatively, in lieu of an election, the senator may work with the President to designate a substitute during their leave.

C. Selection for Caring Campus Workgroups

The Caring Campus Workgroups shall be composed of the following number of senators:

- A. Belonging and Engagement
 - Lead: Vice President of Membership
 - 5 senators
- B. Welcome and Involvement
 - Lead: Vice President of Events
 - 5 senators
- C. Navigation and Connection
 - Lead: Vice President of Finances
 - 5 senators

All senators (excluding the Executive Board) will rank their three choices of workgroup in order of preference. Senators will be placed within their first preference group. However, if a workgroup is overfilled, senators will be randomly selected to ensure every workgroup has equal representation.

ARTICLE IV – EXECUTIVE BOARD

Section 1: Organization

A. Timeline

The Executive Board shall be elected biannually no later than May 31 of that year.

B. Elections

The Executive Board shall self-nominate and then be elected by the Senate from the current and newly elected senators. If only one candidate is running for a position, the member will be elected by acclamation. If more than one candidate self-nominates, the elected candidate will be determined by a simple majority of votes cast by an anonymous ballot.

C. Tenure

The Executive Board serves a two-year term, taking office on July 1 of the year elected and serving until June 30 of the second year elected. An Executive Board member shall serve no more than two terms in succession, in the same position.

D. Meetings

The Executive Board will hold regular meetings at least once a month during the academic year at a time designated by Executive Board members, with the modality determined by the needs of the Executive Board.

Section 2: Responsibilities

A. The President shall...

1. Represent the Senate in accordance with the majority will of the Senate.
2. Schedule and chair meetings.
3. Prepare meeting agendas in consultation with the Executive Board.
4. Only vote at meetings in the event of a tie.
5. Work with the Executive Board and senators to develop goals for the Senate.
6. Collaborate with Vice Presidents to ensure tasks are completed.
7. Be responsible for fulfilling the duties of executive officers at such times as they are unwilling or unable to perform their duties.
8. May create temporary ad-hoc committees and task forces as needed to conduct the affairs of the Senate; ad-hoc Committees and Task Forces shall be dissolved at completion of assigned tasks.
9. Arrange for meetings with the college President.
10. Be the spokesperson for the concerns of the Senate to the District Board of Trustees, administration, faculty, and the public, which includes monthly reports at the Board of Trustees meetings. If the President is unable to attend the monthly meeting, a Vice President may fill in as decided by the Executive Board. If no Vice President can fill in, the Past President may fill in.
11. Report out to the Senate on their monthly meetings with the President of the College and the Chancellor of the District.
12. Shall be the liaison for statewide Classified Senate activities, including 4CS, and provide the members with information on statewide concerns.
13. Present the Sprinting to Success scholarships to the recipients at Honor's Night.
14. Serve as liaison to answer questions from constituencies and the college community.
15. Serve as liaison between other constituent groups within the District, ensuring communication is transparent and consistent.
16. Maintains communication with Caring Campus co-chairs and workgroup leads to ensure information shared with the Director of Human Resources, who serves as the Caring Campus liaison to IEBC (Institute for Evidence-Based Change), as well as the broader campus and District.
17. When required by the three-year cycle, oversees the process of renewal for the Caring Campus Strategic Plan.

B. The Vice President of Membership shall...

1. Recruit classified professionals to serve on participatory governance committees and campus search/hiring committees.
2. Make recommendations to the Executive Board pertaining to the appointment of Senate representation on participatory governance committees and campus search/hiring committees.
3. Be responsible for the documentation of Senate representatives on participatory governance committees.
4. Schedule participatory governance committee reports for Senate meetings and contact committee representatives to ensure a member will be present to report.
5. Serve as a liaison to answer questions from constituencies and the college community.

6. Serve as lead of the Caring Campus Belonging and Engagement Workgroup, whose duties include oversight of the following behavioral commitments as outlined in the Caring Campus Strategic Plan:
 - A. Ten Foot Rule
 - B. Name Badges

C. The Vice President of Events shall...

1. Gather and create new ideas for events and activities.
2. Present event ideas to the Executive Board for approval.
3. Plan and coordinate event logistics.
4. Coordinate volunteers helping with Senate events.
5. Create marketing materials for events and work with the Senate Administrative Assistant to ensure advertising reaches the appropriate audiences.
6. Serve as liaison to answer questions from constituencies and the college community.
7. Serve as lead of the Caring Campus Welcome and Involvement Workgroup, whose duties include oversight of the following Behavioral Commitments as outlined in the Caring Campus Strategic Plan:
 - A. First Week Greetings

D. The Vice President of Finances shall...

1. Receive all funds of both the Classified Senate and Caring Campus and disburse under the discretion of the Executive Board.
2. Keep all financial records, which shall be available at all times for inspection by any Senate member.
3. Be responsible for purchasing Classified Senate and/or Caring Campus related goods and services with the Executive Board approval.
4. Participate with the Executive Board in budget development.
5. Provide and present financial reports at Senate meetings as needed.
6. Ensure all requests for funds are placed on the agenda.
7. Manage the Sprinting to Success student scholarship rating process, including working with the Scholarship Office, recruiting raters, and reporting the selected recipients to the Scholarship Office.
8. Gather and create new ideas for fundraisers.
9. Present fundraising ideas to the Executive Board for approval.
10. Plan and coordinate fundraiser logistics.
11. Serve as liaison to answer questions from constituencies and the college community.
12. Serve as lead of the Caring Campus Navigation and Connection Workgroup, whose duties include oversight of the following Behavioral Commitments as outlined in the Caring Campus Strategic Plan:
 - A. Cross-Department Awareness
 - B. Warm Referrals

E. Immediate Past President shall...

1. Serves as a non-voting, ex-officio member of the Executive Board.
2. Regularly attends Executive Board meetings and may bring business matters forward for discussion.
3. Serves as support and mentor for the Executive Board.
4. Serves as co-chair of Caring Campus, working in conjunction with a co-chair elected from the Classified body. Responsibilities include, but are not limited to, coordination of:
 - A. Express Your Care campaign
 - B. Flex Day (as it relates to Classified Professionals)

C. Classified Appreciation Week (in partnership with Human Resources)

F. Senate Administrative Assistant shall...

1. Create Senate meeting calendar invites.
2. Post agendas in advance of Senate meetings.
3. Take minutes for Senate meetings.
4. Organize documents related to the Senate's processes and procedures.
5. Track senator attendance.
6. Maintains Senate email communications.
7. Manage Senate public and portal webpages.
8. Provide other support to the Senate and Executive Board as needed.
9. Though the Senate Administrative Assistant has no voting rights within the Executive Board, they can serve as a senator and will retain voting rights and privileges in that capacity within Senate meetings.
10. In the event that there is no Senate Administrative Assistant, responsibilities shall be assumed by the Executive Board.

Section 3: Procedures

A. Presidential Vacancy

In the event that the President must vacate the position prior to the end of term, the position may be assumed by another member of the Executive Board subject to a unanimous vote by the current Executive Board. In the event that more than one Executive Board member is interested in assuming the Presidency, the Senate shall conduct an election by a simple majority of votes of the senators, cast by an anonymous ballot. The remainder of the previous President's term shall be served by the newly elected President. In the event that no Executive Board member is interested in assuming the office, the responsibilities of the President shall be divided among the Executive Board for the duration of the term.

B. Vice Presidential Vacancy

In the event that any Vice President must vacate the position prior to the end of term, the position will open for self-nominations from the current senators. If only one candidate self-nominates, they shall be elected by acclamation. If more than one senator self-nominates, the elected candidate shall be determined by a simple majority of votes of the senators, cast by an anonymous ballot. The remainder of the previous Vice President's term shall be served by the newly elected Vice President. In the event that no Senate member is interested in assuming the office, the responsibilities of the office shall be divided among the Executive Board for the duration of the term.

ARTICLE V – COMMITTEE REPRESENTATIVES

Section 1: Attendance

Classified Professionals serving as a representative of the Classified Senate on any participatory governance committee needs to regularly attend the meetings.

Section 2: Reports

Classified Professionals serving as a representative of the Classified Senate on any participatory governance committee needs to submit an oral or written report out on committee discussions and actions at least once a semester to the Classified Senate.

Section 3: Vacancy Notification

If a Classified Professional serving as a representative of the Classified Senate on any participatory governance committee can no longer serve on said committee, they must notify both the Classified Senate President and the Vice President of Membership as soon as possible.

ARTICLE VI – AMENDMENTS OF BYLAWS

Section 1: Proposal of Amendments

Amendments to these bylaws may be proposed by the Executive Board or by a petition signed by one-third (1/3) or more of sitting senators. All members of the Senate must receive notice at least seven (7) days prior to voting for any proposed change(s).

Section 2: Approval of Amendments

These bylaws may be amended by a two-thirds (2/3) majority vote of the senators.