



By-Laws

(Ratified - June 15,2005)

(Revised - May 2007)

(Revised - March 2012 Article III Section VI A to C)

(Revised - June 2012 Article III Section V and VI)

(Revised - May 10, 2018 -- Article II. Section VI; Article III. § II B, III C, III D, § IV. C, § VII. A, Article IV. § VII VIII. IX, Article V. § II, Article VIII, Article IX, and Article X.)

(Revised - July 18, 2019 -- Article II § 1 and 6, Article III § 5 and 6 and 7)

(Revised - June 11, 2024 --Article III § 3, Article IV § 6 and 7, Article VI § 2 and 4)

ARTICLE I

Bylaws

Section 1. These bylaws shall be adopted by a simple majority of the votes cast by the Classified Senate. These bylaws shall provide for membership eligibility, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

ARTICLE II

Organization

Section 1. The Classified Senate shall consist of the following: four executive officers, and variable at-large representatives, all with voting privileges; and a variable number of committee representatives;

Section II. Members elected to the Classified Senate shall serve a two-year term of office, or until successors are elected, so established that one-half of said terms shall

terminate each fiscal year (staggered terms).

- Section III. The immediate past president, and one member of the current CSEA Representative, shall serve in a non-voting advisory capacity.
- Section IV. Officers of the Classified Senate shall be President, Vice President, Recording Officer, and Treasurer.
- Section V. The Executive Board shall consist of the officers, who shall serve in their elected capacities, and the immediate past president.
- Section VI. Committee Representatives shall consist of non-voting members of the Classified Senate who serve on its subcommittees.

ARTICLE III

Duties of Officers

- Section I. The President shall:
- A. Serve as official representative of, and advocate for, the membership in all functions of the college as below;
 - B. Chair meetings of the Classified Senate and the Executive Board;
 - C. Prepare the agenda for all meetings of the Classified Senate and the general membership;
 - D. Give direction in any development of the Classified Senate on its purposes;
 - E. Be accountable for Classified Senate administration, and responsible for reports and recommendations;
 - F. Have general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
 - G. Coordinate the appointment of all members to standing and ad hoc committees; and,
 - H. Serve as liaison with other college senates
- Section II. The Vice President shall:
- A. Assume the duties of the President during the President's absence, at the request of the President, or for the unexpired term in the event that the President is unable to complete a term of office;
 - B. Train all new members and provide an orientation before their term begins.
 - C. Serve as coordinator of committee chairs and as an ex-officio member of all committees, and be responsible for information on current status of work assigned to committees;
 - D. Chair the Nominating Committee and serve as Chief Election officer for

- all elections conducted by the Classified Senate; and,
- E. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

Section III. The Recording/Media Officer shall:

- A. Assume the duties of the President in the absence of the President and Vice President;
- B. Be official historian of the Classified Senate;
- C. Train all new members and provide an orientation before their term begins;
- D. Assume the responsibility of recording all minutes of the Classified Senate, maintain attendance and voting records, and update the Classified Senate website to reflect current events and activities;
- E. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws.

Section IV. The Treasurer shall:

- A. Assume the duties of the president in the absence of the President, Vice President, and Recording Officer;
- B. Be responsible for maintaining all financial record reports of the classified Senate of Fullerton College
- C. Regularly provide a budget report and make recommendations to the Executive Board and other members of the Classified Senate; and,
- D. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these bylaws

Section V. The Senators shall:

- A. Represent classified professionals at all meetings;
- B. Serve on one or more Classified Senate subcommittee (e.g. Elections, Kindness Campaign, Classified of the Year, Staff Dev Day, etc.);
- C. Communicate to their constituents the discussions, decisions, vision of Classified Senate, and other important information related to the campus or district shared governance process;
- D. Perform other duties determined by the Senate.
- E. Senators are responsible for obtaining and distributing information from any missed meetings.

Section VI. The Committee Representative shall:

- A. Serve on one or more Classified Senate subcommittee (e.g. Elections, Kindness Campaign, Classified of the Year, Staff Dev Day, etc.);
- B. Perform other duties determined by the subcommittees' membership and the Senate.

Section VII. Terms of Office

- A. Elected members of the Senate shall serve two-year terms. A year shall run from July 1 - June 30 to coincide with the District's fiscal year. Appointed Senate members shall serve for the term of their appointment.
- B. Elected members may serve two consecutive terms for a total of four years and must wait one year before becoming eligible for re-election
- C. Elected officers shall not hold more than one office concurrently.
- D. Committee Representatives may be appointed by the Classified Senate for one or two semesters for a total of four consecutive semesters
- E. After serving four consecutive semesters, Committee Representatives must wait a period of one year before they are eligible for reappointment (but they are eligible to fill a vacant Senator position by appointment or nomination through the regular Election process).

Section VII. Vacancies & Appointments

- A. Vacancies shall be filled by any full-time classified professional, as stipulated in Article II, Section I, of the constitution.
- B. A vacancy in an unexpired term on the Classified Senate or the Executive board will be filled by appointment of the President, with a majority vote of the Executive Board.
- C. If a majority vote cannot be reached within the Executive Board, the vote will go out to the Senators

ARTICLE IV

Meetings & Attendance

Section I. Regular meetings of the Classified Senate shall be held twice each month, or as may be deemed necessary.

Section II. The time and place of the meeting shall be arranged by the Classified Senate.

Section III. The Executive Board shall meet Thirty minutes prior to the regular meeting of the Classified Senate, unless otherwise arranged.

Section IV. Special meetings of the Classified Senate may be called by the President.

Section V. Rules for attendance shall be:

- A. Any member that is unable to attend a meeting is to contact the President or Recording officer of the Senate, prior to the meeting.
- B. At the first meeting following elections, all new members will be given an orientation to the Classified Senate's Constitution and Bylaws

Section VI. A voting member of the classified Senate absent from three regular meetings in any fiscal year, without an acceptable explanation and timely notification,

including but not limited to: vacation illness, or emergencies beyond their control, shall be considered for removal from office by the senate.

Quorum:

- Section VII
- A. Classified Senate must have quorum to conduct official business
 - B. Quorum is defined as more than 50% of the total number of appointed/elected Classified senators present to vote
 - C. The practice of proxy voting will be implemented, allowing a senator to cast a vote in committee meetings on behalf of an absent senator.
 - D. Any senator serving as a proxy vote for an absent voter must make sure such circumstances are known upon attendance roll call.

Section VIII. Parliamentary authority:

- A. Robert's Rules of Order Newly Revised will be the final source of parliamentary authority;
- B. In the event of a conflict, the Constitution and Bylaws of the Fullerton College Classified Senate shall take precedence.

Section IX

Ralph M. Brown Act

- A. Classified Senate and any of its existing or ad-hoc committees shall follow the California public meeting laws for governing bodies to remain transparent and accessible to any interested persons;
- B. Regular Agenda items must be posted 72 hours before senate meetings in a location "freely accessible to the public"
- C. Emergency items must be posted 24 hours before a special session
- D. Closed sessions will only take place to protect any revealing information that may prejudice the legal or negotiating position of a party or individual
- E. Each member of the senate will be required to attend a Brown Act training at the beginning of the fiscal year.

ARTICLE V

Resignation & Dismissal

Section I.

Resignations from the Classified Senate must be by written notice to each member of the Executive Board.

Section II.

Dismissal of a senator (including an executive board member) may be considered with a 2/3rds vote of the members present, save the senator in question, due to excessive absenteeism from meetings without notification or general ineffectiveness in duties assigned. In the event such a senator is identified, it will be the duty of the executive board to address the issue(s) with the individual directly and in writing, with a detailed outline of expectations to be met by a specified deadline. At the next regular meeting following the deadline, the senate will reassess the standing of the senator and proceed accordingly, with a revised declaration of good standing or dismissal.

Section III.

Procedures for filling the vacancy are outlined in Article III. Section VII.

ARTICLE VI

Elections

- Section I. The Nomination & Election Committee shall present a slate of candidates for Senate upon the consent of the candidates, Classified Staff may make nominations to the Classified Senate.
- Section II. Elections by secret ballot by all regular classified staff members, as defined in Article III, Section I of the constitution, shall be held in June of each year. The Nomination & Election Committee shall tally the ballots cast and announce the results.
- Section III. In the event of a tie for any executive board or at-large position, a runoff election will be held between the candidates with the two (2) highest number of votes. Any ties for the runoff election will be decided by Classified Senate majority vote.
- Section IV. There shall be no proxy votes as it relates to elections.
- Section V. Nominations of candidates for officer positions in the Classified Senate shall be open to any full-time, permanent classified employee.
- Section VI. Officers shall be elected for a term of two fiscal years.
- Section VII. Senators-at-Large
- A. Nominations of candidates for Senators-at-Large in the Classified Senate shall be open to all classified staff.
 - A. Each representative shall be elected to a two-year term of office beginning July 1 so established that one half of said terms shall terminate at the end of each fiscal year

ARTICLE VII

Amendments

- Section I. Amendments to the bylaws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.