

Foothill College
Classified Senate
Constitution 2015

Article I: Name of the Organization

The name of this organization shall be “Foothill College Classified Senate”.

The Foothill College Classified Senate (henceforth Classified Senate) shall represent and include all classified staff who choose to participate, regardless of classification, who are not management or certificated, as defined by Education Code Section 72400 and Foothill-De Anza Community College District Board Policy 2224.

Article II: Mission & Purpose

Section 1. Mission

It shall be the mission of the Classified Senate to work in partnership with faculty and administrators to provide students with the support needed to achieve excellent educational experiences and learning opportunities by promoting excellence in all aspects of support provided to the college community, and especially to staff.

Section 2. Purpose

It shall be the function of the Classified Senate to participate in the governance structure of Foothill College; to actively collect, evaluate, and disseminate information for the classified staff; and to represent the collective interests of the classified staff before or on any governance, college or district committee.

The Classified Senate is organized to:

- A. participate in the Foothill College governance structure;
- B. provide a body representing the needs, concerns, and viewpoints of the classified staff;
- C. provide a centralized means of communication between classified staff and the rest of the college community;
- D. appoint from its membership representatives to serve on governance college and district committees;
- E. articulate the professionalism of the classified staff so that it is properly recognized and valued;
- F. provide an opportunity for enhancing the democratic process of governance at Foothill College;
- G. provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;

- H. promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;
- I. promote the interests of the classified staff in the initiation, development, implementation, and evaluation of policy and practice related to but not limited to the following that have significant impact on staff:
 - 1. the selection and retention of administration;
 - 2. in-service education;
 - 3. facilities and services;
 - 4. student\classified relations, faculty\classified relations, and management\classified relations;
 - 5. finance and budget;
 - 6. the governance structure.

Section 3. Scope of Responsibility

- A. The Classified Senate may make recommendations and take action for the classified staff.
- B. The Classified Senate shall request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance structure being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.
- C. The Classified Senate will consider and may take official positions on the recommendations made to the college president.
- D. The Classified Senate may select a designee to appear before the Board of Trustees to express the views of the Classified Senate issues relating to policy, procedures or governance.

Article III: Organization

Section 1. Membership

Membership is open to all classified staff. Segment representatives will represent the classified staff of Foothill College. Based on the needs of the college, the Segment representatives' areas may be expanded or combined but shall never be less than 5 and not more than 14 without amending this document.

Section 2. Composition of the Classified Senate

The executive and legislative power of the Classified Staff shall be vested in the Classified Senate, which is composed as follows:

- A. The President, President-elect, Secretary, and Treasurer, henceforth the Executive Board.
- B. One elected or appointed representative or elected or appointed alternate from each segment as defined in Article III, Section 1.
- C. The past president of the Classified Senate.
- D. The appointed Tri-chairs of the college committees.
- E. A representative of the classified collective bargaining unit.

Section 3. Autonomy

The Classified Senate shall be distinct from any other classified organization.

Section 4. Representation

The Classified Staff shall seek full representation on all college committees and councils deemed important for its purposes by the Classified Senate. The President will report the appointments to those committees and councils to the Classified Senate.

Section 5. Committees

The Classified Senate, representing the Classified Staff, shall have the power to form committees and to provide for their membership.

Section 6. Recognition

The Classified Senate shall be an official body promoting the interests of the classified staff of the college. The individual staff member or representative of other classified organizations retains the right to address the Board of Trustees.

Article IV: Duties and Terms of Office of Classified Senate Members

Section 1. Elections

The Classified Senate shall elect a President, President-Elect, Secretary, ~~and~~ Treasurer, plus one representative and one alternate from each segment as defined in Article III, Section 1. Any member of the electorate shall be eligible for elective office in the Classified Senate.

Section 2. Duties of the President

The Classified Senate President shall conduct meetings out of which decisions and recommendations shall be made. The Classified Senate President is authorized to express publicly the Classified Senate's position on issues and recommendations relating to governance. The Classified Senate President, or the President's designee may appear before the Board of Trustees to express the views of the Classified Senate on policies, procedures and governance.

Section 3. Vacancies & Replacement

A vacancy may occur through resignation or through leave of absence. If such a vacancy occurs, the vacancy may be filled by appointment by the Classified Senate or by special election. Notice of vacancy must be submitted in writing.

Section 4. The President of the Classified Senate shall:

- A. preside at meetings of the Classified Senate and of the Executive Board;
- B. have the power of appointment and removal of committee members (subject to

- the consent of the Classified Senate);
- C. be a voting member of Classified Senate only in the case of a tie;
- D. be an ex-officio member of all Classified Senate committees;
- E. serve as a Classified Senate representative on the college's governing body and the district's governing body;
- F. attend all Board of Trustees meetings or designate a representative;
- G. build the agenda for all Executive Board and Classified Senate meetings;
- H. facilitate the AUSLO and Program Review processes;
- I. perform other duties as may be required by the office.

Section 5. The President-Elect shall:

- A. attend the State Classified Leadership retreat to receive training or receive acceptable alternate training to be approved by the President of the Classified Senate;
- B. act as President in the absence of the President;
- C. become the President of the Classified Senate upon the expiration of the incumbent President's term of office;
- D. be a voting member of Classified Senate;
- E. coordinate the reports and recommendations of all Classified Senate committees for presentation to the Classified Senate;
- F. be an ex-officio member of all Classified Senate committees;
- G. serve as a Classified Senate representative on the college's governing body;
- H. assist in building the agenda for all Executive Board and Classified Senate meetings;
- I. perform other duties as may be required by the office.

Section 6. The Secretary shall:

- A. be responsible for preparation, publication and distribution of the minutes and agenda of all Classified Senate and Executive Board meetings;
- B. maintain and file all Classified Senate records;
- C. act as President in the absence of the President and President-Elect;
- D. be a voting member of Classified Senate;
- E. assist in building the agenda for all Executive Board and Classified Senate meetings;
- F. perform other duties as maybe required by the office.

Section 7. The Treasurer shall:

- A. disburse funds, maintain financial records, and submit financial reports to the Classified Senate during the calendar year, as requested by the Executive Committee, but not less than twice per year;
- B. set up the budget for the Executive Board and Classified Senate approval;
- C. act as President in the absence of the President, President-Elect, and Secretary;
- D. be a voting member of Classified Senate;

- E. assist in building the agenda for all Executive Board and Classified Senate meetings;
- F. perform other duties as may be required by the office.

Section 8. The Segment Representatives shall:

- A. attend regular Classified Senate meetings;
- B. be a voting member of Classified Senate;
- C. confirm all appointments made by the President of the Classified Senate;
- D. be responsible for polling their constituencies on items designated by the Classified Senate;
- E. report to the Classified Senate on matters from their segment related to the classified staff concerns;
- F. inform constituency of items presented at recent Classified Senate meetings;
- G. perform other duties as required by their office.

Section 9. The Segment Representative Alternates shall:

- A. act as the Segment Representative in his/her absence;
- B. be a voting member of Classified Senate only in the absence of the Segment Representative;
- C. perform other duties as may be required by the office only in the absence of the Segment Representative.

Section 10. The Classified Senate Tri-chair of a College Core Mission Work Group shall:

- A. attend regular Classified Senate meetings;
- B. be a voting member of Classified Senate;
- C. act as the voice of the Classified Senate and represent staff at governance committee meetings;
- D. report to the Classified Senate on committee activities and matters addressed during their meetings that may concern or may be of interest to the Classified Senate;
- E. submit timely agenda items 72 hours before a Classified Senate meeting;
- F. take questions raised during Classified Senate meetings to their committee and report back any response;
- G. serve as a Classified Senate representative on the college's governing body;
- H. perform other duties as required by their office.

Article V: Meetings

Section 1. Classified Senate Meetings

The Classified Senate shall normally meet twice a month during the academic year; and once a month during the summer quarter. Special meetings may be held

as needed. Announcements of Classified Senate meetings shall be publicly posted.

Section 2. Classified Staff General Meetings

General meetings of the Classified Staff shall be held as needed or as determined by the President or President-elect. Announcements of classified staff general meetings shall be publicly posted.

Section 3. Distribution of the Minutes

Official minutes of each Executive Committee and general Classified Senate meeting shall be kept and made available to all classified staff, the President of the classified collective bargaining unit, the President of the Academic Senate, and the President of the college.

Article VI: Committees

Section 1. Staff Development Committee

The Staff Development Committee shall be a standing committee of the Classified Senate to obtain and allocate funds, and to conduct programs for staff development within guidelines established by the Classified Senate.

Section 2. Elections Committee

The Elections Committee shall be a special committee of the Classified Senate to receive and solicit names of candidates to be chosen as officers and shall supervise the election of those candidates. Nominations shall be by written petition. Members of the Elections Committee shall be appointed by the President-Elect the chair shall be appointed by the Committee's membership.

Section 3. Permanent & Ad Hoc Committees

- A. The Classified Senate shall establish both permanent and, when appropriate, Ad Hoc Committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational and educational matters of the college. It is the responsibility of the classified committee member to report to the Classified Senate on committee activities and matters addressed during their meetings.
- B. Ad Hoc Committees may be established by the President of the Classified Senate, upon the advice and consent of the Classified Senate. Such committees shall be formed for special purposes and shall be of short duration. It is the responsibility of the classified committee member to report to the Classified Senate on committee activities and matters addressed during their meetings.

Article VII: Parliamentary Authority

The consensus method of decision-making shall be used to elicit open communication and channel energies into working collaboratively together. This method will be used to formulate solutions or recommendations, which do not compromise any strong conviction or need. In the event that consensus is not applicable to the situation; or cannot be reached, the President-Elect will serve as the parliamentarian or the Senate may elect to use other rules for voting which are not inconsistent with the bylaws.

Article VIII: Multi-Campus Organizations

Nothing in this constitution shall be construed to prevent the Classified Senate from forming joint committees with any other Foothill-De Anza Community College District organization(s).

Article IX: Adoption, Amendments

Section 1. Adoption of Constitution & Bylaws

This Constitution and Bylaws shall take effect June 2015 upon approval by a simple majority of voting electorate of Foothill College.

Section 2. Amendments to the Constitution

- A. Amendments may be proposed with signatures from ~~by~~ 10% of the electorate or with signatures from 25% of the voting members of Classified Senate.
- B. The Constitution shall be amended by a simple majority of the voting electorate.
- C. The proposed amendment will be filed with the required number of signatures with the Secretary of Classified Senate.
- D. The Secretary will validate the signatures and their number within 5 working days of the receipt of the proposed amendment. The proposed amendment will be an agenda item at the next scheduled Classified Senate meeting.
- E. The President shall call an election within 15 days following the Classified Senate meeting; it will be conducted by the Elections Committee.
- F. The voting period shall not be held during scheduled academic breaks.
- G. The President shall announce the results of the election within 24 hours after polls are closed.

Foothill College
Classified Senate
Bylaws 2015

Bylaw I: Quorums

For regular Classified Senate meetings, a quorum shall consist of a simple majority of voting members.

Bylaw II: Terms of Office

- A. The President shall serve for two years from July 1 to June 30 the second year of the term. The President-Elect shall be elected the second year of the President's term. The President-Elect shall serve an annual term of office from July 1 through June 30. Secretary and Treasurer shall serve annual terms of office from July 1 to June 30.
- B. The Secretary and Treasurer may serve up to five (5) consecutive terms in the same office if elected.
- C. A Segment Representative shall serve annual terms of office from July 1 to June 30. Segment representatives may serve consecutive terms if elected.
- D. Standing committee chairs shall serve annual terms of office from July 1 to June 30.

Bylaw III: Procedure and Operation of Meetings

- A. The time and place of regular meetings of the Classified Senate will be determined at the first meeting of the newly elected Classified Senate.
- B. Special Classified Senate meetings may be called by the President or by a majority of the voting members of the Classified Senate.
- C. Members of the electorate may attend any Classified Senate meeting and may speak with the consent of the President or a majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of a majority of the quorum, may invite any persons to attend and speak at a Classified Senate meeting.
- D. Minutes and agenda of regular Classified Senate meetings and general meetings will be made available to the electorate after their approval.
- E. Voting members will be the Executive Board, Segment Representatives and Core Mission Work Group tri-chairs present at Classified Senate meetings.
- F. If an Executive Board member also holds a position as a Core Mission Work Group Tri-Chair, that vote will only count as one. If the President also holds a

position as a Core Mission Work Group Tri-Chair, that vote will only count in the case of a tie.

G. General Meetings of the Classified Staff:

1. Final executive and legislative power of the Senate may be assumed by the body of the electorate when it is assembled in a general meeting.
2. General meetings of the Classified Staff shall be scheduled at such times as to assure maximum attendance by the electorate.
3. The President of the Classified Senate shall notify the electorate at least five working days prior to any general meeting.
4. General meetings of the electorate shall be called in any one of the following ways:
 - a) The President of the Classified Senate may convene a general meeting with at least five working days' notice.
 - b) A majority of the Classified Senate may convene a general meeting with at least five working days' notice by:
 - I. Petition to the President of the Classified Senate;
 - II. Vote at a meeting of the Classified Senate.
 - c) Ten percent of the electorate may convene a general meeting with at least five working days' notice by signed petition to the President of the Senate.
5. Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry. A substantive motion proposed at a general meeting shall be presented to the Classified Staff as a written ballot after the general meeting, and shall require a simple majority of an election quorum to carry.

H. Emergency General Meetings of the Classified Staff

- 1). Emergency meetings of the Classified Senate may be called on two hours' notice by:
 - a-) The President of the Classified Senate with approval of a simple majority of the Classified Senate, or
 - b-) A 2/3 majority of the Classified Senate by vote at a meeting of the Classified Senate, or
 - c-) Twenty-five percent vote of the total membership of the Classified Staff Senate by signed petition to the President of the Classified Senate.
- 2). A simple majority of the quorum shall be required to carry a procedural motion, or a substantive motion at an emergency meeting of the Classified Staff.

Bylaw IV: Elections

- A. Elections shall be conducted by May 31 of each school year.

- B. Election to a Classified Senate office shall be by the highest number of votes for that office.
- C. Election by written or electronic ballot shall require a simple majority of those voting to carry the issue.
- D. Vacancies:
 - 1. The President or President-Elect may declare a vacancy when a Classified Senate member has been absent, or unexcused, from more than three consecutive meetings.
 - 2. When a vacancy is declared by the President or President-Elect, that vacancy shall be filled by a majority vote of the Classified Senate.
- E. Removal from Office:
 - 1. Any appointee may be removed from his/her position by a 2/3-majority vote of the voting members of Classified Senate as a whole.
 - 2. Any elected official of the Classified Senate may be removed from office by a 2/3-majority of votes cast within his/her electorate.

Bylaw V:/Amendments

Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.

Last updated April 2, 2015

Approved by Classified Staff vote last week in May, announced at Senate Meeting June 1, 2015. KMS