

## Classified Senate of College of San Mateo

# Constitution

### Article I – Mission and Values

#### Section 1 Mission

The College of San Mateo Classified Senate strives to represent classified staff employees in non-bargaining issues in the participatory governance process at CSM; represent the interests of classified employees in the development and formulation of College policies and procedures; disseminate information of importance to classified employees; promote the recognition of, appreciation for, and the value of the contributions of classified employees to the learning environment and the campus community; and to promote the continued professional and personal development of classified employees.

#### Section 2 Values

The College of San Mateo Classified Senate encourages and promotes professionalism, an open and inclusive working and learning environment, and a student-centered approach to campus governance.

### Article II – Electorate

**Section 1** The electorate (herein referred to as the classified staff) shall consist of all classified staff assigned to College of San Mateo in the following classifications:

- a. Classified
- b. Classified Supervisory
- c. Classified Exempt
- d. Academic Classified Exempt Supervisory
- e. Confidential

### Article II – Organization

#### Section 1 Name

1.1 The name of this organization shall be the Classified Senate of College of San Mateo, herein referred to as the Classified Senate or Senate.

#### Section 2 Governing Law

2.1 The Classified Senate shall be governed in accordance with this Constitution, any duly adopted Bylaws, any applicable College and District Policies and Procedures, and any and all applicable laws, including the California Education Code and the Ralph M. Brown Act (California Code Section 54950, et seq.).

#### Section 3 Constituent Bodies

3.1 The constituent bodies of the classified staff shall be:

- a. The Classified Senate
- b. The Events Planning Committee
- c. The Professional Development Committee

3.2 Constituent bodies may establish standing, ad hoc, or other committees consisting of some or all members of the Constituent Body. Such bodies shall be accountable to the Constituent Body and shall act in accordance with the Classified Senate governing documents.

### **Article III – Qualifications, Elections, Terms of Office, and Succession**

#### **Section 1**

##### **Qualifications**

In order to be eligible to run for or hold office as an Officer or member of the Classified Senate, candidates shall:

- 1.1 Be a member of one of the classifications outlined in Article II, Section 1.
- 1.2 Have successfully completed their probationary period.
- 1.3 Attended at least three (3) meetings of the Classified Senate.

#### **Section 2**

##### **Elections**

- 2.1 Elections shall be held in May.
- 2.2 The President, with the advice and consent of the Senate, shall appoint an Election Coordinator who shall be responsible for conducting the election.
  - 2.2.1 The Election Coordinator may not be a candidate for office in the election.
  - 2.2.2 The Election Coordinator may, with the advice and consent of the Senate, appoint no more than two Tellers to help coordinate the election. Tellers may not be candidates for any office in the election.
- 2.3 Candidates shall declare their candidacy by completing a Candidate Application Form and submitting it to the Election Coordinator.
- 2.4 Elections shall be conducted by anonymous ballot.
- 2.5 Qualified candidates running for office shall be elected by a plurality of votes cast by secret ballot by eligible members of the electorate in a regular or special election.
- 2.6 Candidates shall be elected their positions by a majority (50 percent plus 1) of votes.

#### **Section 3**

##### **Terms of Office**

- 3.1 Officers and members of the Senate shall serve for two (2) academic years, commencing on July 1 and concluding on June 30 of the second year after their election.

#### **Section 4**

##### **Succession**

- 4.1 In the event that the President becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more

than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- a. Vice President
- b. Treasurer
- c. Special Election to select a new President

4.2 In the event that the Vice President becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- a. Treasurer
- b. Special Election to select a new Vice President

4.3 In the event that the Treasurer becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- a. Appointment by the President with a two-thirds majority of the Executive Board at a regularly scheduled or special meeting.

4.3 In the event that the Secretary becomes disqualified for their position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of their term, the order of succession shall be as follows:

- a. Appointment by the President with a two-thirds majority of the Executive Board at a regularly scheduled or special meeting.

#### **Article IV –Officers**

### **Section 1 President**

- 1.1 The duties and responsibilities of the President of the Classified Senate shall be:
  - a. Serving as the representative voice of the classified staff to the College, District, and other groups.
    - i. The President shall be required to serve as a representative to the Institutional Planning Committee.
    - ii. The President shall be required to attend Board of Trustees meetings.
    - iii. The President shall serve as a liaison between the Classified Senate and CSEA, attending CSEA meetings and reporting back to the Senate on issues that fall within the Senate’s purview.
    - iv. The President may, at their discretion, appoint a member of the Senate to serve in their place as a representative to any of the above groups. This appointment may be rescinded at any time.
  - b. Reporting to the Executive Board and the Classified Senate on issues or concerns that will have an impact on the classified staff.
  - c. Chairing meetings of the Senate.
  - d. Making recommendations, with input from the Senate, for appointments to College and District committees to the CSEA President.

**Section 2 Vice President**

- 2.1 The duties and responsibilities of the Vice President of the Classified Senate shall be:
- a. Serving as the Classified Senate President if the President resigns, is removed from office, or can no longer fulfill their duty.
  - b. Chairing the Professional Development Committee.
  - c. Voting on issues brought before the Classified Senate.

**Section 3 Treasurer**

- 3.1 The duties and responsibilities of the Treasurer of the Classified Senate shall be:
- a. Tracking and reporting to the Senate any income and expenses made by the Classified Senate and/or its constituent bodies.
  - b. Voting on issues brought before the Classified Senate.

**Section 4 Secretary**

- 4.1 The duties and responsibilities of the Secretary of the Classified Senate shall be:
- a. Developing and distributing agendas for Senate meetings.
  - b. Drafting and distributing minutes of Senate meetings.
  - c. Voting on issues brought before the Classified Senate.

**Article V – Constituent Bodies**

**Section 1 Classified Senate**

- 1.1 The Classified Senate shall consist of the President, the Vice President, the Treasurer, the Secretary, the Chair of the Events Planning Committee, and six (6) at-large representatives elected from among the classified staff.
- 1.1.2 The President shall serve as Chair of the Senate.
  - 1.1.3 The President shall have no vote other than when the Senate is equally divided on an issue.
- 1.2 The Classified Senate shall meet at least once per month while classes are in session.
- 1.3 The Members of the Classified Senate shall be responsible for polling and otherwise collecting feedback regarding matters of participatory governance and other matters that may impact the classified staff.

**Section 2 Events Planning Committee**

- 2.1 The Events Planning Committee shall consist of a Chair and at least four (4) additional members.
- 2.1.1 The Chair of the Events Planning Committee shall be appointed by the President from among the classified staff with the advice and consent of the Senate.
- 2.2 The Events Planning Committee shall be responsible for planning and coordinating on- and off-campus social events for the classified staff.

**Section 3 Professional Development Committee**

- 3.1 The Professional Development Committee shall consist of the Vice President, who shall serve as Chair, the College Business Officer (CBO), two (2) classified staff employees, and one (1) classified supervisory employee.
  - 3.1.1 The two (2) classified staff employees and the one (1) classified supervisory employee shall be appointed by the President with the advice and consent of the Senate.
- 3.2 The Professional Development Committee shall be responsible for reviewing and evaluating professional development and conference/workshop applications by classified staff, developing professional development activities for classified staff, and collaborating with faculty and administrators to provide campus-wide professional development opportunities.

**Article VI – Meetings**

**Section 1 Rules of Order**

- 1.1 All meetings of the Senate, the Event Planning Committee, and the Professional Development Committee shall be conducted in accordance with the current edition of Robert’s Rules of Order. The presiding officer may employ a relaxed approach to Robert’s Rules of Order whenever practical to do so, subject to the agreement of the membership.

**Section 2 Regular Meetings**

- 2.1 The Classified Senate shall meet at least once per month.
- 2.2 Other constituent bodies may meet on an as-needed basis.

**Section 3 Special Meetings**

- 3.1 The presiding officer of any Constituent Body may call a special meeting in accordance with the Ralph M. Brown Act.
- 3.2 Any member of a Constituent Body may call a special meeting with a simple majority of the members of the body giving written consent. Such meetings shall be held in accordance with the Ralph M. Brown Act.

**Article VII – Removal of Officers**

**Section 1 Removal**

- 1.1 Any member of the Classified Senate may be subject to removal by a motion made by a member of the Classified Senate which is properly seconded and passed by a two-thirds vote of the members of the Classified Senate.
  - 1.1.1 The proposal to remove a member of the Senate must appear on the agenda established prior to the meeting in which it will be considered.
  - 1.1.2 A proposal to remove a member of the Senate may only be considered during a regular meeting of the Senate.

**Section 2 Recall**

- 2.1 A vote to recall any member of the Senate may be initiated by a petition signed by 50 members of the electorate and presented to the Senate.
  - 2.1.1 The recall vote shall take place within three weeks.
  - 2.1.2 A two-thirds vote shall be required to recall any member of the Senate.

**Article VIII – Amendments**

**Section 1 Amendments to the Constitution**

- 1.1 Any member of the Senate or the Classified Staff shall have the authority to propose amendments to this Constitution in accordance with procedures outlined in this article.
- 1.2 Proposed amendments shall set forth the specific text of all additions, deletions, or changes proposed, and shall not bring this Constitution in conflict with any College or District policies and procedures, and shall not violate any local, state, or federal laws.
- 1.3 The proposed amendment must be submitted at a duly noticed regular meeting of the Senate. It shall be placed on the agenda of the following meeting for a discussion and review. At a subsequent meeting, the Senate shall take action on the proposed amendment.
  - 1.3.1 A two-thirds vote of the Senate shall be required to place the amendment on the ballot for a regular or special election.
- 1.4 A two-thirds of vote of eligible classified staff voting in a regular or special election shall be required to pass the amendment.
- 1.5 The amendment shall be effective immediately upon certification of election results unless otherwise defined within the amendment.

**Article IX – Bylaws**

**Section 1 Bylaws**

- 1.1 The Senate shall be empowered to adopt the procedures of all constituent bodies.
- 1.2 Bylaws of the Senate shall be adopted by a two-thirds majority vote at a duly noticed regular meeting of the Senate.

**Article X – Adoption**

**Section 1 Adoption**

- 1.1 This Constitution shall become effective upon a simple majority vote of classified staff voting in an election for purposes of ratifying this document.
- 1.2 Within thirty (30) days after adoption, an election shall be held to fill positions for the remainder of the academic year. Incumbents shall then serve a full term as outlined in Article 3, Section 3.