

# **Santa Clarita Community College District Classified Senate**

## **Constitution & Bylaws**

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## **Mission Statement**

The College of the Canyons Classified Senate is dedicated to ensuring Classified professionals are given every reasonable opportunity to participate in college planning and decision-making. The Classified Senate will work toward the betterment of the College by means of incorporating Classified perspectives, as afforded by the collegial consultation process, policy, and law. Furthermore, the Classified Senate will be a conduit for exchanging ideas and disseminating information to and from the Classified membership. Critical to this work, the Classified Senate will regularly interact and engage the Board of Trustees, College administration, and all other internal representative organizations and groups. In addition, the Classified Senate seeks to promote regional and statewide practices that improve the standing, equity, and involvement of Classified professionals, and engagement in collaboration on such matters with fellow Senates, the state-wide Classified Senate (4CS), representative and government leadership, and/or other external affiliated organizations. The Senate fosters an environment for critical thinking, debate, effective communication, creativity, diversity, ethical decision-making, and transparency.

# **Constitution**

## **ARTICLE 1: ORGANIZATION**

### **Section 1. Name of Organization**

The name of this organization shall be the Santa Clarita Community College District Classified Senate (hereinafter referred to as the “Classified Senate”).

### **Section 2. Membership of the Classified Senate**

Membership shall be automatic for all regular Classified employees, both probationary and permanent, including permanent part-time and Confidential Classified employees (hereinafter referred to collectively as the “Classified membership,” and individually as “Classified professionals”).

Short-term employees and Classified management positions shall not be included in the Membership of the Classified Senate.

### **Section 3. Campuses**

The Classified Senate shall consist of one council representing each main campus site of Classified professionals:

- A. Valencia Campus
- B. Canyon Country Campus
- C. Online Campus

## **ARTICLE 2: PURPOSE**

The organization is formed to:

- A. Support and improve the College through the collective actions and contributions of the Classified membership.
- B. Facilitate communication among the Classified Senate membership, and with the Board of Trustees, administration, faculty, students, and the college community.
- C. Represent the Classified membership on District matters that are not under the purview of collective bargaining or the Classified Union.
- D. Ensure the Classified membership is afforded equitable opportunities to participate in the planning and decision-making processes of the College, including the development, review, and evaluation of District board policies,

administrative procedures, and in matters directly impacting Classified professionals.

- E. Make recommendations and reports on behalf of the Classified membership to the Board of Trustees, Administration, and other internal organizations and groups on topics deemed outside the scope of collective bargaining.
- F. Facilitate the participation of Classified professionals in areas of collegial-consultation within the governance structure;
  - 1. Appoint Classified professionals to committees, as designated via the delegation agreement with the Classified Union where applicable.
  - 2. Establish Classified Senate standing and ad-hoc committees as needed.
  - 3. Collaborate with the Classified Union to regularly review and ensure equitable representation of the Classified membership.
  - 4. Accept leadership responsibilities on behalf of the Classified membership in all areas outside collective bargaining.
- G. Provide a forum for Classified professionals to share their needs, interests, ideas, and perspectives on all matters related to the operations of the Santa Clarita Community College District outside of collective bargaining.
- H. Evaluate, disseminate, and discuss operating procedures, plans, guides, and other District or stakeholder group proposed actions.
- I. Promote the involvement of the Classified membership in professional opportunities outside of the purview of the Classified Union.

### **ARTICLE 3: COMMITTEES**

The Classified Senate President shall be empowered to form Classified Senate Standing and Ad Hoc committees, including but not limited to:

- A. Nominations and Elections Committee
- B. Constitution and Bylaws Committee
- C. Fundraising Committee
- D. Ad Hoc committees

### **ARTICLE 4: Officers And Members of the Board and Executive Board**

#### **Section 1: Senate Executive Officers.**

Executive Officers are elected by the membership, per the election procedures outlined in Article 5 of this Constitution. These Officers include:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Officer

### **Section 2: Non-Executive Officers**

Non-Executive Officer positions are appointed per the procedures outlined in Article 5 Section 2 of this Constitution. These Officers Include:

1. President Emeritus
2. Union Liaison
3. Senators

### **Section 3: The Senate Board and Executive Board**

The Senate Board shall consist of all Senate Officers, both Executive and Non-Executive, as defined in Sections 1 and 2 of this Article.

The Executive Board shall consist of only the elected Executive Officers, as defined in Section 1 of this Article.

## **ARTICLE 5: ELECTIONS AND APPOINTMENTS**

### **Section 1. Election Rules and Procedures**

- A. Elections for Officers shall be held in accordance with the specific provisions of the Bylaws of this Constitution.
- B. The Nominations and Elections Committee shall be formed to provide oversight, secure ethical vote-casting, and perform counting of ballots during any contested elections. The Nominations and Elections committee shall be formed in accordance with the specific provisions of the Bylaws of this Constitution.
- C. To be elected to any Executive Officer position, a candidate must receive a majority vote of the electorate present during the meeting in which votes are cast in a contested election.
  1. In the event that a candidate is running unopposed by the nomination deadline, that candidate shall automatically be declared the officer-elect for that position.

2. Any officer position unfilled by the end of election meeting, or vacated post-election, shall be filled by appointment of the Classified Senate President until the next election cycle for that position.
3. There shall be no absentee or by-proxy voting permitted in any election.

## **Section 2. Appointment Procedures**

- A. Non-Executive Officers serve under the purview of the Executive Board. The President Emeritus is the only Officer whose appointment is automatic upon relinquishing authority as a Senate President. All other Non-Executive officers shall be appointed by the Classified Senate President.
- B. The ceremonial swearing-in of Executive Officers shall occur at the next General meeting following the meeting in which the election was held.
- C. All newly elected Executive Officers(s), including those running unopposed, shall assume office, attain all powers of their elected office(s), and may conduct the business of the Classified Senate in their new role(s) following the adjournment of the Classified Senate meeting in which the election for such office was held, and the election result(s) are confirmed.
- D. Additional election policies and procedures are set forth and shall be carried out in accordance with the Bylaws of this Constitution.

## **ARTICLE 6: MEETINGS**

### **Section 1: General Meetings**

- A. A General Meeting is an open meeting of the Classified Senate in which any interested parties/persons including those enrolled as students of the District may attend.
- B. The Classified Senate shall adopt a schedule of meeting times for each calendar year. Barring extenuating circumstances, the Classified Senate shall host no fewer than six (6) General meetings per year.
- C. Those interested in speaking at a Senate meeting may do so when recognized by the President, or when acknowledged by alternate Officers that the Classified Senate President has delegated to assist in facilitating the meeting.
- D. Members may submit requests to add a discussion item to a Classified Senate Agenda. Members interested in adding an agenda item must contact the Executive Board via e-mail or other written notification fourteen (14) calendar in advance of the intended Classified Senate meeting.
- E. The Board shall evaluate all agenda item requests and determine the appropriateness of the topics. Upon making a determination, the Board shall



notify the requesting member of its decision and, if added to the agenda, when the item will appear on the docket and the amount of time allotted for the item.

- F. Non-members may request to address the membership. Non-members must notify the Executive Board no less than seventy-two (72) hours prior to the open meeting at which they wish to address the membership, and may be allotted a reasonable opportunity to address the Senate, such as a two (2) minute window to address the membership during the open forum. Special exceptions for longer-format presentations may be made by the Executive Board, such as for keynote or guest speakers or Board Member introductions. However, in general, the principle time allotted for Classified Senate meetings should be prioritized for Classified member presentations and discussions. Non-members requesting a special exception, and in turn, their own agenda item, shall notify the Classified Senate Executive Board not less than fourteen (14) calendar days in advance of the meeting in which the presentation is intended. Classified professionals presentations will be given priority consideration if there is conflict of time.
- G. Attendees who are disruptive, or who otherwise speak out of turn and/or are not recognized by the hosting officer/s may be removed or muted during any meeting. The removal and/or muting of attendees is at the discretion of the Classified Senate President, or any delegated officer assisting in facilitation of the meeting, but should be reserved for instances of overtly disruptive behavior, and is not intended to censor civil disagreement of perspectives.

## **Section 2: Special Meetings**

- A. The Classified Senate President may call a Special Meeting of the Classified Senate.
- B. Unless otherwise noted, Special Meetings that are not joint meetings with other representative organizations, will follow the same operating procedures as a General Meeting, as listed in Article 7 Section 1, with the exception that these meetings may be closed to non-members.
- C. A Special Meeting that is jointly held with another representative organization, such as a Classified Union and Classified Senate meeting, will operate at the discretion of the organization's leadership facilitating the meeting, in order to allow for flexibility to reconcile differences in standard meeting operating procedures between the two organizations.

## **Section 3: Board and Executive Board Meetings**

- A. The Classified Senate President may call for a Board or Executive Board meeting at their discretion. Ideally, these meetings will be planned with enough regularity and advanced notice to ensure that the majority of Senate Officers can attend.
- B. It is expected that Classified Senate Officers will communicate with one-another regularly, to prepare the agenda and to work-on or review other projects as needed.
- C. The Classified Senate President may call an Emergency Senate Board or Executive Board meeting as needed. These unplanned meetings shall be reserved for time-sensitive action items.

## **ARTICLE 7: AMENDMENTS**

### **Section 1: Constitutional Amendments**

Amendments to this Constitution shall be approved only at a General or Special Meeting open to all members of the Classified Senate and must be ratified by a two-thirds (2/3) vote of the Classified membership present. The Executive Board reserves the right to reformat or correct spelling or technical errors, so long as such changes do not change the meaning and intent of the Constitution.

### **Section 2: Amendments to the Bylaws**

Amendments to the Bylaws shall be approved only at a General or Special Meeting open to all members of the Classified Senate and must be ratified by a two-thirds (2/3) vote of the Classified membership present. The Executive Board reserves the right to reformat or correct spelling or technical errors, so long as such changes do not change the meaning and intent of the Bylaws.

### **Section 3: Notice Requirements**

Any proposed changes to the Constitution or Bylaws shall be issued to the Executive Board no less than fourteen (14) calendar days prior to the next General or Special meeting, and in accordance with Article 7 subsection D. The Executive Board will notify the membership by attaching the proposed language and sending out the agenda with this item included no later than seventy-two (72) hours in advance of the meeting where action is to be taken.

# **Classified Senate Bylaws**

## **ARTICLE 1: Bylaws**

These Bylaws shall be adopted by a two-thirds (2/3) vote cast by the Classified Senate membership present at a General or Special Senate meeting open to all members. These Bylaws provide procedural details and additional information needed to carry out the business of the Classified Senate.

## **ARTICLE 2: The Executive Board, The Board, and Terms of Office**

### **Section 1: Composition of the Boards**

#### **1. The Executive Board:**

The Executive Board shall consist of five (5) Executive Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Officer

#### **2. The Board:**

The Board shall consist of the Executive Board (above) and the following Non-Executive Officers:

1. The President Emeritus
2. Union Liaison
3. Senators

### **Section 2. Officers of the Classified Senate:**

The Executive Officers of the Classified Senate shall consist of the five (5) Elected Officers listed in Article 2, Section 1. The Non-Executive Officers of the Classified Senate shall include the President Emeritus, Union Liaison and any Senators.

## **ARTICLE 3: Officers Roles and Responsibilities**

### **Section 1. The President Shall:**

- A. Serve as an official representative of, and advocate for, the membership in all functions of the College as outlined in Article 2 of the Constitution.
- B. Lead the Classified Senate in fulfilling its purpose and mission;

- C. Be accountable for Classified Senate administration, and responsible for final reports and recommendations;
- D. Have general authority to administer, oversee, and maintain the affairs of the Classified Senate during meetings and at all other times;
- E. Serve as coordinator of Classified Senate committee chairs and as ex-officio member of all committees, have charge of referral/appointment processes.
- F. Set the agenda for all meetings of the Classified Senate and the general membership in accordance with Article 6 of the Constitution.
- G. Interface with other collegial governing entities as needed, and serve as the primary point of contact between the Classified Senate and the District.
- H. Delegate responsibilities to other Classified Senate Officers, as needed, including but not limited to, representation of the Classified Senate's interests.

**Section 2. The Vice President shall:**

- A. Assume the duties of the President during the President's absence, at the request of the President or, in the event that the President is unable to complete the term of office, and for the remainder of the unexpired term;
- B. Assist the President in coordinating appointments, and conducting orientations and training, and informational sessions, for all appointees and/or representatives of any standing, ad hoc, collegial consultation and/or other committee under the purview of the Classified Senate;
- C. Chair the Nominating and Elections Committees and serve as Chief Election Officer for all elections conducted by the Classified Senate;
- D. Assist with the organization of meeting agendas, and maintain the order and moderation of meetings; and
- E. Perform other duties as may be deemed necessary, as delegated by the Classified Senate President, or assigned by the Classified Senate Executive Board within the terms and limits of these Bylaws.

**Section 3. The Secretary shall:**

- A. Act as the official recorder of the Classified Senate, take attendance at General and Special meetings, take notes and/or minutes as needed, and provide summaries of General open meetings.
- B. Update the Classified Senate webpage, post meeting agendas, summaries, and other documents in a timely manner.
- C. Perform research and provide resources as reasonably necessary to support the Classified Senate in its purpose and mission.

- D. Share meeting slides and/or presentations, provide any necessary documentation, and maintain meeting recordings, including all records related to any voting actions.
- E. Organize correspondence and disseminate notifications, reminders of appointments, meeting times, and live video conference links.
- F. Serves secondary to the Vice President in fulfilling any and all duties of any vacant officer positions, and in the absence of the President and Vice President, the Secretary shall serve as the acting President of the Classified Senate. In the absence of the Vice President, the Secretary will also chair the Elections and Nominations Committee.
- G. Assists in managing and editing any social media accounts or related publicity in coordination with the Public Information Officer.
- H. Perform other duties as may be deemed necessary and/or as delegated by the Classified Senate President within the terms and limits of these bylaws.

**Section 4. The Treasurer shall:**

- A. Be the official custodian of any and all Classified Senate financial accounts;
- B. Maintain any and all financial records and report the status of such records to the Classified Senate on a regular basis;
- C. Advise the Executive Board on the financial status and stability of any and all Classified Senate budgets.
- D. Prepare, submit, and manage the processes for financial disbursement and reimbursements to and from any and all Classified Senate accounts;
- E. Assist the Classified Senate President in preparing any and all Budget requests, including but not limited to completion of budgetary items within Program Review, and prepare any and all necessary financial documentation required in conducting Classified Senate business.
- F. Serves secondary to the Secretary in fulfilling any and all duties of any vacant officer positions, and in the absence of the President, Vice President, and Secretary, the Treasurer shall serve as the acting President of the Classified Senate.
- G. Perform other duties as may be deemed necessary and as delegated by the Senate President, or as assigned by the Classified Senate, within the terms and limits of these bylaws.

**Section 5. The Public Relations Officer shall:**

- A. Be the official historian of the Classified Senate.
- B. Maintain a communications presence for the Classified Senate.
- C. Assume the duties of the Treasurer in their absence.

- D. Represent the Classified Senate at events and forums. Examples may include providing introductions, helping to write speeches, or otherwise serving as a professional representative of the Senate at public-facing activities and functions.
- E. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate Executive Board within the terms and limits of these Bylaws.

**Section 6. The President Emeritus shall:**

- A. Automatically be appointed at the conclusion of his/her current presidential term and/or at the time of replacement in office.
- B. Serve their successor and the Executive Board in an advisory capacity.
- C. Help guide the new President and also vote on matters presented within Board closed sessions whereby a tie-breaking vote is necessary.
- D. Serve voluntarily for as long as their successor holds the office, or until replaced by a new President Emeritus.

**Section 7. The Union Liaison shall:**

- A. Help coordinate joint Classified Union and Classified Senate activities, meetings, and events.
- B. Coordinate with the Classified Union Leadership to assure fluid and accurate communication.
- C. Help assure that the actions of the Union and Senate are properly delineated and executed per any Union-Senate agreements.
- D. Attend both Senate and Union meetings regularly.

**Section 8. All Senators shall:**

- A. Duly and professionally represent the perspectives of their departments, organizations, campuses, and collegial associations to facilitate and support communication between the Classified Senate and all other areas of the college.
- B. Assist the President in recruitment and outreach efforts, engage with fellow Classified professionals to better understand their perspectives, and share the purpose and principles of the Classified Senate.
- C. Represent the Classified Senate as Classified leaders on any appointed committees, and disseminate information back to the Classified Senate Executive Board and to members at open meetings.

- D. Mentor non-senator Classified appointees to committees as needed, and serve as a contact person for any questions and concerns from the Classified membership.
- E. Participate in Classified Senate events and activities, including regularly attending Board meetings and general meetings of the Senate, and promotes Classified professionals' social engagement and community building.
- F. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate within the terms and limits of these bylaws.

## **ARTICLE 4: Terms of Office**

### **Section 1. Terms of Office**

- A. All Senate Executive Officers shall serve for a minimum term of two years, and take office following the adjournment of the election meeting, which shall take place within the first three months of the applicable calendar year. Ideally, nominations will be opened at the January meeting of even years, and the election will take place at the following February open meeting. The Classified President may determine the exact meeting date for the election meeting, so long as nominations are open for no less than 14 days, and notice of the election is clearly communicated to membership. The election meeting shall occur no later than the end of the third month (March) in a General or Special meeting.
- B. All Non-Executive officers will serve an indefinite term, and may choose to hold their office until either they resign or are dismissed as described in Article 6 of the Bylaws. It is suggested that each new administration review the appointed non-executive officer positions and determine if there is a need to extend or revoke their terms.
- C. No officer shall hold more than one Senate office concurrently. However, an officer may inherit the responsibilities of another officer temporarily during a vacancy as described in Article 3 of the Bylaws. For example, in the absence of a Vice President, the Secretary will assume their duties as an Acting Vice-President until the vacancy is filled by appointment or election.

### **Section 2. Vacancies**

- A. Vacancies may be filled by any Classified member, as stipulated in Article 6 of the Constitution.
- B. A vacancy in an unexpired term of an Executive Officer. Vacancies will be filled by appointment from the Classified Senate President, and that officer shall hold that office until the next regularly scheduled election for that position.

## **ARTICLE 5: Meetings, Attendance, and Non-Election or Amendment Voting**

### **Section 1: Meetings**

- A. The time and place of Senate Meetings shall be determined by the Senate President.
- B. The Executive Board may elect to meet, as needed, thirty minutes prior to a General Meetings to prepare presentations, discuss logistics, prepare technology and/or arrange the room set-up.
- C. Should a question arise relating to meeting operations or procedures, the Executive board shall refer to the Constitution and Bylaws of the Classified Senate.
- D. Although the Roberts Rules of Order may serve as a reference to the Classified Senate in determining best practices, such rules are not binding upon the Classified Senate.

### **Section 2: Attendance**

Any member of the Classified Senate Executive Board unable to attend a General meeting shall contact the President or Vice President prior to the meeting to explain their absence. It is expected that all Board Officers attend all General and Special meetings regularly.

### **Section 3: Motion Voting**

To ratify any motions or actions whereby a vote is required, and which are not subject to specific processes as outlined in either the Condition or Bylaws, it shall require a simple majority (50%+1) vote in the affirmative. Neither proxy nor absentee voting is permitted.

## **ARTICLE 6: Officer Dismissal, Recalls, and Resignations**

### **Section 1: Dismissal of Elected Executive Officers by the Executive Board:**

- A. Executive Officers dismissals should only occur in rare instances, whereby there is a pattern of dereliction of duty or disruptive behavior.
- B. Executive Classified Senate Officers with excessive absences from either General or Special meetings, without an acceptable explanation and timely notification, may also be considered for dismissal from office by the Senate Executive Board.
- C. Prior to dismissal of any officer by the Executive Board, the President will first issue a warning to the Officer. If the pattern of behavior continues, the President will next ask for that Officer to consider resigning. If the Officer



refuses to resign, the Officer may be removed with a majority (3 of 5) of the Executive Board voting in agreement during a Special Meeting. If the President is to be removed, this action must take place via the Recall process in section 3 of this Article.

### **Section 2: Dismissal of Non-Executive Officers by the Executive Board:**

- A. Any Non-Executive Officer may be dismissed by the Classified Senate President revoking their, or their predecessor's, appointment.
- B. As with the Executive Board Officers, Non-Executive Officers may be dismissed by (3 of the 5) voting Executive officers voting for their dismissal in a closed Executive Board meeting.
- C. To preserve collegiality, the President of the Senate should consider speaking with the Non-Executive Officers about any concerns prior to formal action being taken, and as appropriate, give appointees a warning or the option of resignation.

### **Section 3: Recall:**

- A. Any Board Officer, including the President, may be recalled by the general Classified membership.
- B. A member wishing to initiate a recall should first attempt to describe their concerns to the Executive Board, and attempt to reconcile the matter collegially. If the matter cannot be reconciled, a Classified member may initiate an officer recall by securing the signatures of at least 1/3 of the current Classified member or 100 Classified members (whichever is lesser) supporting this action on a Recall petition.
- C. A "Recall Petition" can be created by the initiator, but must include the Officer's Name in plain sight, and a paragraph or more explaining the charges for the recall prior to collecting signatures on the same form. Member signatures must be both printed and signed. The petition must be specific to each officer being recalled, and recalling more than one officer will require separately signed petitions.
- D. A copy of the completed Recall Petition will need to be sent to the Classified Senate Executive Board not less than one week (7 days) prior to the next General or Special Meeting, so that the Recall item can be added to the Agenda.
- E. Any charged officer will be allowed to make the closing remarks prior to a vote at the same meeting in which the recall is being discussed. The passage of an officer recall requires a two-thirds ( $\frac{2}{3}$  [66%+1]) majority vote from the membership in attendance at the meeting.

- F. Should the President be recalled, the Vice-President will assume the duties of the office at the moment of ratification. Any other Officer recalled shall immediately vacate their position following a ratification vote for a recall, and their position will be filled via the process outlined in the Bylaws Article 4 Section 2.

#### **Section 4: Resignation:**

Any Classified Senate Officer may resign at any time, with notice given to the President of the Senate with as much advance notice as possible. Procedures for filling the vacancy made are outlined in Article: 4, Section: 2 of the Bylaws. In the event of Presidential resignation, the president should notify the Executive Board as a whole with as much notice as possible. The Vice President will immediately assume the position of President at the time of resignation, and shall inform the membership at the next General or Special meeting if not before of the change. Resigning Classified Senate Presidents should consider drafting a written notice of their resignation to the membership to smooth the transition and to defray speculations about the circumstances.

### **ARTICLE 7: Committees**

#### **Section 1. Committee Appointments**

##### **A. District Committee Appointments:**

Should the Classified Senate, through mutual agreement with the Classified Union, be delegated the authority to appoint members to District Committees, including non-bargaining collegial consultation committees, these appointments will be made by the Classified Senate President. Committee appointments are generally made for one-year renewable terms, however, the President may, at their discretion revoke any such appointment as they see fit.

##### **B. Classified Senate Committee Appointments:**

Appointments to the Classified Senate standing or ad hoc committees will be made by the Classified Senate President. These appointments are for indefinite terms, however, the President may, at their discretion revoke any such appointment as they see fit.

#### **Section 2. Committee Member Responsibility**

- A. It shall be the duty of each Senate-appointed committee member to receive and analyze referred matters, to prepare resolutions or amendments, and to make

reports and recommendations through appropriate channels to the Classified Senate.

- B. Classified Senate-appointed committee members may be called upon to prepare or present oral or written reports on committee activities upon request.

## **ARTICLE 8: Elections**

### **Section 1. Nominations**

- A. The Nomination and Elections Committee shall present a slate of candidates to the Senate upon receipt from the Executive Board and upon the acceptance of all candidates.
- B. The Nominations and Elections Committee will be chaired by the Vice President, however, the non-chair members shall not be Executive Officers nor shall they be candidates in the election. The Vice President shall serve in the facilitation role, but shall not count or certify ballots themselves.
- C. The Nominations and Elections Committee create the ballots in a randomized order within each Officer category.
- D. Any member may make nominations, including self-nomination, at any Senate meeting in which the President has declared the nomination period open. Furthermore, nominations may be made to the Executive Board in writing, but it is the duty of the nominator to ensure there is enough time to confirm the candidate prior to the nomination window closing.
- E. It is recommended that any written nominations be accompanied by a letter from the proposed candidate attesting to their acceptance of the nomination.
- F. The President of the Senate will announce the nomination period at either a General or Special Senate meeting, or, may choose to notify the membership via an email to all members. It is good practice for the President to also announce a call for volunteers to serve on the nominations and elections committee during this same time (typically composed of 2-3 members).
- G. The nomination window for candidates shall last for a period not less than 14 days.

### **Section 2. Time of Elections**

Elections shall be held in even years, (every two years), and no later than March of the second year following the prior election.

### **Section 3. Forum for Elections and Notice of Elections**

- A. Any Executive Officer position that is contested by two (2) or more candidates, shall be elected only during a General or Special Meeting open to all members.
- B. Election shall be conducted by in-person ballots or by electronic poll-voting during the election meeting, whichever best aligns with the meeting format.
- C. Notice of the election shall be noted in the agenda of the meeting and provided to the Classified membership not less than 72-hours prior to the election date.

#### **Section 4. Structure and Procedures of Elections**

- A. Elections shall follow the structure and procedures set forth by the Nomination and Elections Committee and approved by the Senate Executive Board.
- B. The Nomination and Elections Committee shall tally all ballots cast and be responsible for certifying and announcing the results of any election. An official sign-in document shall accompany all official results to prevent any member from voting twice, or, in the case of electronic voting, the Committee will set forth a similar vetting process to assure that only true members are voting, and each member is only voting once (e.g. an independent review of the database of the electronic voting).

#### **Section 5. Eligibility - Executive Officer Positions**

Nominations for Senate Executive Officer positions shall be open to any “member,” as defined by Article 3, Section 2 of the Constitution.

#### **Section 6: Ties and Run-Off Elections**

- A. In the event that three or more candidates run for the same officer position, and no one candidate receives greater than 50% of the vote during the regular election process, the two candidates with the highest vote tallies shall enter into a run-off election. Run-off elections shall occur immediately following the split outcome, until a majority vote for a single candidate is achieved.
- B. In the event of a 50-50 tie vote between two candidates, voting for the contested position will be repeated. If, after this second balloting, the result remains a tie, the election committee shall oversee a fair-chance selection process, such as a coin toss to decide the winner.

### **ARTICLE 9: Special Executive Action Without A Meeting**

- A. The Senate Executive Officer Board may take action(s) that are within its powers and responsibilities as required or needed without a formal meeting. Because the General Senate meetings occur approximately once per month,

circumstances may arise that require executive decisions or actions. In such cases, the President will first call upon the Executive Board for a vote on the matter. If the situation is deemed an emergency, the President may approve items unilaterally. If the President approves or agrees to items on an emergency basis, they will inform the Executive board and review the matter with them at the next earliest convenience/meeting.

- B. Any signed agreements taken on behalf of the Classified Senate shall be disclosed at the next General or Special meeting open to the entire membership. If a member objects to these actions, the member may motion to overrule the executive action which requires a  $\frac{2}{3}$  (66%+1) majority vote of the members present.

## **ARTICLE 10: Quorums**

### **Section 1. All Voting Actions Require a Quorum.**

- A. Executive Board: A quorum of the Executive Board is 3 of the 5 Executive Officers.
- B. Senate Board: A quorum of the Senate Board is 4 Officers
- C. Special or Open General Meeting: A quorum of the Senate membership shall be no less than six (6) members.
- D. Classified Senate Committees: A quorum of any Classified Senate committee shall be no less than (2) two members.

## **ARTICLE 11: Amendments**

### **Section 1. Amendments to Bylaws**

Amendments to these Bylaws shall be approved only at a General or Special Meeting open to all members of the Classified Senate and must be ratified by a two-thirds (2/3) vote of the Classified membership present. The Executive Board reserves the right to reformat or correct spelling or technical errors, so long as such changes do not change the meaning and intent of the Bylaws.

## **ARTICLE 12: Conference(s)**

### **Section 1. Attendance**

- A. Any member of the Executive Board may be authorized to attend annual conferences or related Senate gatherings with the approval of the President and Treasurer.

- B. Notice of intent to attend any events as a representative of the Classified Senate in Section 1: A of this Article must be provided within a reasonable amount of time to secure accommodations and process the request.

### **Section 2. Reimbursement of Related Expenses**

Any and all receipts for expenses related to attendance at any pre-approved conference or event shall be delivered to the Senate Treasurer within five (5) business days following the final event date. Any unauthorized or unrelated expenditures shall not be reimbursed.

### **Section 3. Reporting Requirements**

Members that have attended any conference or event with the approval of the Classified Senate Executive Board shall provide a report on the attended event at the first Executive Board meeting following the conclusion of the conference or event. All such reports shall be of reasonable scope and provide sufficient detail appropriate to the complexity and length of the conference or event attended.