

MERCED COLLEGE
CLASSIFIED SENATE

Bylaws

Ratified June 16, 2014

Bylaw I. Senate Membership

Section 1. The Classified Senate in accordance with its Constitution shall be an established organization promoting the interests of the classified staff at Merced College. Members of the Classified Senate shall be elected, the electorate being defined as those employees who are classified staff of the College District. All classified Senate members shall follow the “Institutional Code of Ethics” BP/AP 3050, Appendix 1, attached to these Bylaws.

Section 2. Thirteen senators shall be elected, eleven from geographical and numerically balanced areas, designated sectors, and two senators at large. Geographical areas will be reviewed and adjusted by a senate committee and ratified by the senate once a year prior to the annual election.

Section 3. All senators shall serve two-year terms. Terms shall begin on the day of the last general meeting of the academic year (May). Approximately one-half of the membership of the senate shall be elected each spring semester by the elections process outlined in Bylaw III Elections.

A. Duties and responsibilities of Senators and Senators At-Large (Alternates)

1. Attend regular Senate meetings and sign roll sheet
2. Serve on at least one shared governance committee, sign roll sheet, report back to Senate at the Senate meeting.
3. Ratify all appointments made by the Senate President.
4. Poll Constituencies on items designated by the Senate.
5. Report constituencies’ concerns to the Senate.
6. Perform other duties as required.

Sector 1 Los Baños

Sector 2 Custodial

Sector 3 Grounds, Maintenance, and Transportation

Sector 4 Admissions & Records, Cooperative Education/Job Opportunity Services, Counseling Area, Disabled Student Program & Services, EOPS, and Online Education

Sector 5 Business & Fiscal Services, Economic Work-Force Development, Grants & Institutional Research, Institutional Advancement (MC Foundation), Instruction, Technology & Institutional Research, International Students, Student Personnel, Tutorial Center, Science Math & Engineering Area, and Mini Corp

Sector 6 CalWORKs Student Support Services, Career Center, Financial Aid, Office of Relations with Schools, Student Fees, and Transfer Center

Sector 7 Managers

- Sector 8 Audio Visual, Learning Resources Center/Library, Business & Public Safety Area, Computer Lab, English Area, Allied Health Area, Agriculture Area, and Industrial Technology Area
- Sector 9 Campus Police/Security, Information Technology Services, Mail Room, Purchasing and Warehouse, and Reprographics (Print Services)
- Sector 10 Business Resource Center (BRC), Community Services, Noncredit Program, Child Development Center
- Sector 11 Bookstore, Human Resources, Payroll, Student Success, Theater, Veterans Resource Center, Student Health Services, Arts, Fine & Performing Arts, Athletics & Life Fitness Area, Social Science & Humanities Area

Section 4. Vacancies and Recalls

A. Recalls

1. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast within his/her area.
2. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Senate.

B. Vacancies

1. A Senator will notify the Senate of his/her resignation in writing.
2. The resignation will be publicly accepted at the next scheduled Senate meeting.
3. In the event of a vacancy of the senate, the Classified Senate may, at their option:
 - a. Choose to elect a replacement according to the regular election procedure;
 - b. Authorize the president to appoint a classified staff member to fill the vacant senate position;
 - c. Decide to leave the seat vacant until the next regular election;

Section 5. Duties and responsibilities of the classified senators shall include, but not be limited to, Article II of the Classified Senate Constitution.

Bylaw II. Executive Committee (officers)

Section 1. The Executive Committee shall be comprised of the President, Vice President, and Secretary/Treasurer.

Section 2. Elections and Term of Office
The Executive Committee members shall be nominated and elected by the Senate body during the first meeting at which the newly elected Senators assume office in May (see Bylaw 1, Section 3). Terms shall be one year, with a limit of two consecutive terms.

Section 3. Duties and responsibilities

- A. Duties of the President shall include, but not be limited to, the following:
1. Serve as official representative of the Classified Senate in all venues.
 2. Be responsible for all required reports and recommendations.

3. Chair and facilitate all regular Senate meetings.
 4. Administer and maintain the affairs of the Classified Senate between meetings.
 5. Serve as ex-officio member of all Senate committees.
 6. Chair of Executive Committee.
 7. Serve on college committees requiring the Classified Senate President and other committees as time allows.
 8. Meet regularly with the Superintendent/President.
 9. Prepare and present retiree resolutions.
- B. Duties of Vice President
1. Assume duties of President during the President's absence, at the request of the President or for the unexpired term in the event the President cannot serve.
 2. Serve as coordinator of committee chairs.
 3. Report on current status of committees activities to Executive Committee and Senate in the absence of the Committee Chair.
 4. Chair of the Nominations Committee and Chief Election Officer for all Senate elections.
 5. Perform those duties delegated by the President.
- C. Duties of the Secretary/Treasurer
1. Assume duties of president in absence of President and Vice President in regards to facilitating meetings.
 2. Serve as official documentarian/historian of Classified Senate.
 3. Shall be responsible for finances of the Classified Senate and all reports pertaining thereto.
 4. Be responsible for Senate correspondence and the dissemination of information to all classified senators and staff.
 5. Assume responsibility of recording all minutes of Classified Senate and Executive Committee and distribution of such.
 6. Monitor legislative information pertaining to college finances in general, and classified staff in particular, and report on same to the Senate.
 7. Be responsible for attendance roll and all records of the Classified Senate.
 8. Monitor and amend geographical employee roster via the Personnel Office twice a year: immediately prior to annual elections, and 6 months thereafter.
 9. Perform other duties as necessary. as delegated by the President or assigned by the Classified Senate.

Section 4. Executive Committee Functions

- A. The Executive Committee shall meet the week prior to the Senate meetings.
- B. The duties of the Executive Committee shall include, but not be limited to:
 1. Develop agenda for Classified Senate meetings.
 2. Review report/request from all other sources to determine if they should be placed on the agenda.
 3. Call special meetings of the Senate if necessary.
 4. Authorize and approve expenditures.

Section 5. Vacancies and Removal from Office

- A. Vacancies shall be consistent with Bylaw 1.4.B.1. and B.2.

- B. A member of the Executive Council may be removed from office consistent with Bylaw 1.4.A.2.

Bylaw III. Elections

Election procedures shall be developed by the Classified Senate for yearly elections as outlined in the Constitution and Bylaws guidelines. An Elections Committee shall be appointed each year by the vice-president, chief election officer, and shall carry out the responsibilities and procedures in “Guidelines for Elections,” Appendix 3, attached to these Bylaws.

Bylaw IV. Meetings

- Section 1. Meetings shall be open to the public and governed by Robert’s Rules of Order as stated in Article VIII of the Constitution.
- Section 2. Meetings shall take place once a month from August to May inclusive pursuant to Article VI of the Constitution. Meetings shall be set on an academic calendar in conjunction with the Board of Trustee meeting to optimize flow of information.
- Section 3. A quorum shall be established as 51% of the Senate body. A lack of a quorum shall constitute discussion without action.
- Section 4. “Code of Conduct for Senate meetings,” Appendix 2, attached to these Bylaws.
- Section 5. A Classified Senate agenda shall consist of, but not be limited to:
- A. Agenda Approval
 - B. Approval of Minutes
 - C. Public Comments
 - D. Communications
 - E. Old Business
 - F. New Business
 - G. Executive Committee Reports
 - H. Committee Reports
 - I. Other
 - Code of Conduct

Bylaw V. Committees

“Committees,” Appendix 4, attached to these Bylaws

- Section 1. Standing Committees of the Senate
- A. Standing Committees shall be permanent and established or dissolved by the Executive committee and ratified by the Senate.
 - B. The Executive Committee shall establish the purpose of each Standing Committee, which will be clearly stated in the minutes.
 - C. The Senate President shall appoint the Standing Committee Chairs. Committee members shall not be limited to members of the Senate. A minimum number on any one standing committee shall be three.

- D. Committee membership shall not exceed the duration of the president's term. Any appointee can be removed by a simple majority vote of the Executive Committee.
- E. Standing committees shall meet a minimum of four (4) times a year unless otherwise specified by the Executive Committee and ratified by the Senate.
- F. The Chair shall report committee activities at the regularly scheduled Senate meeting and to the Vice President of the Senate upon request by the same.
- G. Standing committees include but are not limited to:
 - 1. Appointments Committee.
 - a. Recommended Representative to Hiring Committees
 - b. Bylaws and Constitution Committee
 - c. Shared Governance Committees
 - 2. Classified Staff Development
 - 3. Classified Employee of the Year Committee

Section 2. Ad Hoc Committees

Ad hoc committees shall be established by the President for special purposes and be of short duration. The president shall be an ex officio member of all committees, except the Nominating Committee.

- A. Ad Hoc Committees include but are not limited to:
 - 1. Nominating Committee
 - 2. Bylaws and Constitution Committee
 - 3. Recommended Representative to Hiring Committee

Section 3. Campus-Wide College Committees

- A. Requests and recommendations for classified staff appointments on campus-wide college governance committees may be made to the Appointments Committee or the Classified Senate President who will submit said request and recommendation to the Appointment Committee for approval.
- B. The Appointments Committee shall make Committee member appointments unless unable to do so due to time constraints. In such circumstances, the Classified Senate President may make the appointment.

Bylaw VI. Amendments

Section 1. Recommendations

Suggestions for amendment to these bylaws can be made by submitting a written request to the Executive Committee a minimum of 10 days prior to the next Senate meeting. The Executive Committee shall place all amendments recommendations on the next Senate agenda for discussion. Amendments to the bylaws shall be made with a simple majority vote of a Senate quorum.

Section 2. Action

Upon no action by the Senate on a suggested bylaw amendment, the amendment may be resubmitted as an agenda item upon receipt by the President of a petition with 15 classified staff signatures.

APPENDIX



BOARD POLICY 3050

INSTITUTIONAL CODE OF ETHICS

Reference: Accreditation Standard III.A.1.d

The District shall have and uphold a written code of professional ethics for all of its employees.

See Administrative Procedure 3050

ADMINISTRATIVE PROCEDURE 3050 – Institutional Code of Ethics

Reference: Accreditation Standard III.A.1.d

The statement on professional ethics that follows sets forth those general standards of integrity and professionalism that serve as a reminder of the variety of duties and responsibilities assumed by all members of the campus community. These standards are intended as an ethical guide for professionals; they do not supersede already established laws or contractual agreements.

Guided by a deep conviction of the value and dignity of all members of the campus community, and the advancement of knowledge, all employees of the campus community recognize the special responsibility placed upon them. We hold before us the best ethical and professional standards of our assignments. We strive to:

1. Promote student access and success.
2. Promote democratic principles and good citizenship.
3. Demonstrate respect for others as individuals, and assume responsibility for our own behavior.
4. Show due respect for the diverse opinions, values and traditions of others.
5. Be honest, open, fair, and trustworthy in our treatment of others.
6. Promote conditions of free inquiry, and further public understanding of academic freedom.
7. Avoid exploitation, harassment, or discriminatory treatment of others.
8. Maintain impartiality and confidentiality in evaluative activities involving students and colleagues.
9. Actively partner with the community to respond to cultural, educational, technical, and economic needs.
10. Observe the stated regulations of the institution.
11. Accept our share of responsibility for the governance of our institution.
12. Utilize responsible risk-taking to create our preferred future as stated in our strategic plan.
13. Avoid creating the impression of speaking or acting for the college when expressing personal opinions or acting as private citizens.
14. Recognize the effect of our decisions upon the program or the institution and give due notice of our intentions when considering the interruption or termination of our service.

Adopted 2/7/12

Classified Senate

Code of Conduct

1. Be punctual, respect time limits for agenda items, and plan to stay for the entire meeting.
2. “3 Knock” rule if any member deviates from the agenda (this is when a person politely knocks on the table to provide an audio indicator that the speaker is going off track from the agenda topic being discussed)
3. Communicate openly and directly. One person speaks at a time.
4. Be courteous, listen attentively, and be respectful of other points of view.
5. Participate fully in the group exchange, and not engage in sideline conversations, cross talk, or distracting behaviors.
6. Stay on task and not divert attention to other unrelated topics.
7. Strive for consensus in decision-making. Respect the decision, even if it is not your preference.
8. “Parking Lot” for out of scope ideas and discussions:
 - a. Topics are placed for consideration on the next meeting agenda because they are not appropriate for the meeting at hand.
 - b. Discussions are off topic and if time allows can be discussed under the topic “Other.”

Guidelines for Elections

A. General Election Procedures

1. The Classified staff shall elect Senators from each Sector.
2. Elections shall be conducted during the spring semester of each school year.
3. Elections and balloting for Senators, Senators At-Large, and Senate officers shall be under the supervision of the Elections Committee.
4. Elections shall be completed prior to April 30 each year.

B. Election of Segment Senators

1. Each spring prior to March 1, the Elections Committee will direct that an election for Senators be held in each sector needing representation on the following year.
2. Election as a sector Senator shall be by a simple majority of all ballots received from that sector's members.
3. During the May meeting, the Senators-elect shall be installed.
4. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast within his/her area. (Section 4.A.1.)
5. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Senate. (Section 4.A.2.)

C. Election of Senators At-Large

1. Senators At-Large shall be elected by written ballot of all full and part-time classified staff.
2. Nominations shall come from the Elections Committee or from any Senator during the March Senate meeting.
3. Election as a Senator At-Large shall be by a simple majority of all written ballots received from the classified staff as a whole.
4. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast within his/her area. (Section 4.A.1.)
5. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Senate. (Section 4.A.2.)

D. Confirmation of Vice President

1. After the installation of the Senators-Elect in May, the newly constituted Senate shall confirm the Vice President as President. The President-Elect will begin the duties of President as of August 1.
2. A majority of written ballots cast by the Senators present shall confirm the President-Elect.
3. The results of the vote shall be announced immediately.

E. Election of the Executive Committee

1. Any Senator of the Classified Senate shall be eligible for election as an officer.

2. After installation of the Senators-Elect in the May meeting, the newly constituted Senate shall elect its new officers.
3. Election and balloting for officers will be under the supervision of the Elections Committee.
4. Nominations are presented by the Elections Committee or accepted from the floor.
5. Election to a Senate office shall be by a simple majority of Senators present.
6. The result of the vote shall be announced immediately.
7. Any elected official of the Classified Senate may be removed from office by a 2/3 majority of votes cast within his/her area. (Section 4.A.1.)
8. Any elected official of the Classified Senate may be removed from office by a 2/3 vote of no confidence by the members of the Classified Senate. (Section 4.A.2.)

Committees

A. Formation of Senate Committees

1. Committees formed will have a purpose related to the Constitution of the Senate.
2. Committees formed will state the following upon their formation:
 - a. The purpose
 - b. The time involved
 - c. The authority
 - d. The length of time the committee will exist
 - e. The way reporting is to be done
 - f. The number and source of members
 - g. The duties of the chair of the committee and of the committee members
 - h. The type of committee (standing, ad hoc, task force, etc.)

B. Term of Office

1. The term of office for all committee appointments is one year except for committees where the established District committee policy dictates that the committee member will serve more than one year (e.g., Budget Development Committee).

C. Appointments Committee

1. Make classified appointment for:
 - a. New and vacant positions on Classified Senate standing committee
 - b. Shared Governance committees
2. Vice-President of Classified Senate and two Senate members
3. The Classified Senate Appointments Committee shall carefully observe the following instructions in making its nominations and appointments to committees:
 - a. Responsibility for serving on committees shall be spread amongst a wide variety of classified members
 - c. When possible, all members of a committee shall not be completely changed from one year to the next
 - d. All effort will be made to avoid having a classified member chair more than one committee at the same time
 - e. Classified chairs and co-chairs of committees will serve one year terms

D. Classified Staff Development

1. The Classified Staff Development Committee promotes unity for the classified staff by providing training for personal and professional enrichment during our annual event held during spring break.
2. Event consists of:
 - a. Continental breakfast
 - b. Workshops
 - c. Games
 - d. Lunch

e. Raffles

E. Classified Employee of the Year Committee

1. Requests nominations from classified employees, administrators, managers, and supervisors.
2. Create a voting system and send it out by e-mail
3. Collect data and determine winner
4. Winner receives a certificate and award
5. All nominees receive a certificate

F. Nomination & Election Committee

1. To impartially solicit and receive nominations of candidates and conduct elections to fill the positions of sector Senators and Senators At-Large
2. To impartially solicit and receive nominations of candidates from the Senators and conduct the election of officers

G. Constitution/Bylaws Committee

1. Receive proposals for changes to the Constitution or Bylaws
2. Review the proposals for change with the Executive Committee
3. Prepare a written recommendation on the proposal to the President of the Senate
4. Request the proposal be placed on the Senate agenda for discussion and appropriate action as outlined in the Classified Senate Constitution
5. Send out written ballots to all Senators concerning the proposed change
6. Announce the results at the next Senate meeting following the proposal
7. Proposals for changes to the Constitution or Bylaws can be made to this Committee throughout the year
8. At least once a year this Committee will review the entire document and make recommendation if needed

H. Recommended Representative to Hiring Committees

1. Send out e-mails to classified employees for volunteers to serve on a hiring committee and include the process we are using. Add the following note: We hope this process will give everyone who would like to serve a fair opportunity to serve on a hiring committee.
2. Follow the following process for determining a Senate representative
 - a. Request comes from Human Resources to Senate
 - b. Senate send out the request Classified Senate-all
 - c. Volunteer return their names to Senate Committee
 - d. A Senate committee comes together
 - e. A blind drawing chooses the name of the representative
 - f. A Classified Senate-all e-mail will be sent to thank volunteers
 - g. A specific e-mail will be sent to the chosen representative letting them know they were chosen and sent forward to Human Resources

I. Budget Committee

1. The Budget Committee shall be a standing committee of the Classified Senate to obtain and allocate funds for operational expenses of the Classified Senate
 - a. Fundraising
 - b. Volunteer donations

J. Task Force Committee

1. The Classified Senate shall establish, when appropriate, Task Force 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. Task Force Committees may be established by the President of the Classified Senate, upon the advice and consent of the Executive Committee. Such committees shall be formed for special purposes and shall be of short duration.