



GROSSMONT COLLEGE

CLASSIFIED SENATE

Constitution & Bylaws

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BYLAWS

BYLAW 1 - QUORUM

1.1 A quorum shall consist of a simple majority of voting members of the Executive Board or a simple majority of those in attendance at General Senate meetings. All elected executive officers are voting members of the executive board. A simple majority in these by-laws is half plus one. An office vacancy shall not be counted towards the total number in quorum.

1.2 Election by written ballot shall require a simple majority of those voting to carry the issue.

BYLAW 2 - TERMS OF OFFICE

2.1 All Officers shall serve two annual terms of office from July 1 through June 30.

2.2 All Officers may serve no more than three (3) consecutive terms in the same office.

2.3 Standing committee chairs shall serve annual terms of office from July 1 through June 30.

BYLAW 3 - PROCEDURE OF OPERATION OF MEETINGS

3.1 The time and place of regular meetings of the Executive Board will be determined at the first meeting of the newly elected Executive Board.

3.2 Special Executive Board meetings may be called by the President or a majority of the voting members of the Executive Board.

3.3 Members of the electorate may attend any Executive Board meeting and may speak with the consent of the President or a board majority of the quorum; however, they may not vote. A majority of the quorum or the President, with the approval of the majority of the quorum, may invite any person to attend and speak at an Executive Board meeting.

3.4 Minutes and agendas of regular General Executive Board meetings will be distributed to the Executive Board members and posted. Agendas will be posted at least one working day prior to regular General Executive Board Meetings. **? approved?** Minutes will be posted within five working days after the meeting to the Senate website.

3.1 Meetings

- 3.1.1.** Final executive and legislative power of the Senate may be assumed by the body of the electorate when it is assembled in an Annual Organizational Meeting.
- 3.5.2** General meetings of the Senate shall be scheduled at such times to ensure maximum attendance by the electorate. It shall be a goal of the officers to encourage attendance by staff at all Classified Senate hosted events.
- 3.5.3** The President shall notify the electorate at least five (5) working days prior to any Senate General Executive Board meeting. Call for agenda items shall be requested no less than one week before the event.
- 3.5.4** A Senate General Executive Board meeting of the electorate shall be convened within five (5) working days in any one of the following ways:
- a) by the President
 - b) majority of the Executive Board by:
 - i. petition to the President
 - ii. vote at a meeting of the Executive Board
 - c) ten percent of the electorate by signed petition to the President.
- 3.5.5** Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a General Senate meeting requires a simple majority vote of the quorum to carry. A substantive motion proposed at a General Senate meeting shall be presented to the Senate as a written ballot no less than fifteen (15) working days after the General Senate meeting, and shall require a simple majority of those voting.

BYLAW 4 - ELECTIONS

- 4.1 Election of Officers** - *this is confusing when you look at the language in the constitution. ?there a difference between officers and senators?*
- 4.1.1** Elections of officers shall be conducted during the June Executive Senate meeting. New officers will assume roles and the office will begin July 1st in person or online.
- 4.1.2** Election to a Senate office shall be by a simple majority. If no candidate for a Senate office receives a simple majority of the votes cast, a special election shall be held to decide between the two candidates receiving the highest number of votes for that office. This special election shall be held no less than two (2) working days after its announcement to the Senate.
- 4.1.3** Nominations: A **district-wide** *-change to Grossmont* nominating committee will be composed of Senate Executive Board Officers or designee.
- 4.1.4** Voting procedures: The Officers shall be elected by majority vote to serve for a period of two years. Election to executive positions on the board shall stand in place after consensus of the Senate Executive board if no contentment is made or not more than one candidate is in running.
- a) President takes office in an odd year, and serves a two year term. Treasurer, Secretary, Vice President, Members at Large, and Senators take office in an odd year.
 - b) President Elect takes office in an even year to facilitate organizational understanding, and familiarity with Presidential duties for one year prior to assuming the full duties of the office.
- 4.1.5** Vacancies:
- a) The Senate President may declare a vacancy when a Senate Executive Board member has been absent from more than four (consistent with 4.2.4) consecutive meetings.
 - b) When an **Executive Office** vacancy is declared, the replacement is filled by a majority vote of the Senate Executive Board.
 - c) When a **Site Office** vacancy is declared, the replacement is filled at the site by election or draft. *- what does this mean?*

4.1.6 Removal from Office:

- a) Any appointee may be removed from their position by a two-thirds majority vote of the Senate Executive Board.

- b) Any elected official of the Senate may be removed from office by a two-thirds majority of votes cast within the electorate.

BYLAW 5 – AMENDMENTS TO BY LAWS/CONSTITUTION

- 5.1** Additions and/or changes to the Bylaws or Constitution may be effected by a simple majority vote of the Senate Executive Board and ratification by a simple majority (see definition of simple majority) at the next General Senate Meeting following the proposal.

- 5.2** The proposed changes must be presented a minimum of two (2) weeks before the meeting where the vote will take place.

- 5.3** A general Senate meeting is defined as any gathering of the classified staff called by the Senate Executive Board of the Grossmont College with purpose of organizational activities, or the intent of revising or updating the Constitution & By-Laws of the Grossmont College Classified Senate. Meetings, as defined, include but are not limited to: ‘Meet and Greet’, ‘Organizational Meetings’ ‘General Membership Meetings’, or Classified Staff Appreciation Day

- 5.4** Revised bylaws will be distributed within 30 days to all members as amendments are implemented and posted to the Grossmont College Classified Senate website.

BYLAW 6 – CLASSIFIED SENATE CODE OF ETHICS STATEMENT

- 6.1** The Senate recognizes its responsibility and obligation to the classified membership it serves and is committed to conduct its business with honesty, integrity, and professionalism in the performance of the operations and functions necessary to achieve its established mission and vision as described in the Senate Constitution. To that end, the Senate is committed to accountability and transparency.

- 6.2** The Senate Code of Ethics applies to all employees of the Senate Executive Board. Executive Board members of the Senate share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Grossmont College Senate and its membership. Executive Board members of the Senate shall conform their conduct to the following Standards of Ethics:
 - Equitable access to participatory governance for all classified employees
 - Advocating for all classified employees with impartiality

- Make every effort to ensure the stance taken at the site, or Districtwide, represents the consensus of the majority of the Senate Executive Board
- Professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

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