



## **Classified Senate of College of the Siskiyous**

800 College Avenue Weed, CA  
96094

### **BYLAWS**

#### **BYLAW I. Quorums**

- a. A quorum shall be established as a minimum of 20% of total membership of the Classified Senate (hereafter to be known as the Senate).
- b. Lack of a quorum shall constitute discussion without action.

#### **BYLAW II. Elections**

##### **Section 1. Eligibility to Hold Office**

- a. Officers shall be elected from among the senators.
- b. Members can only accept a nomination for one Executive Board office.
- c. A senator may hold both an executive office in both the Senate and the classified union (CSEA).

##### **Section 2. Elections and Term of Office**

- a. The Executive Committee members shall be nominated and elected by the Senate body.
- b. Terms shall be one year, with a suggested minimum of two consecutive terms.
- c. Terms for the Senate Executive Committee shall be July 1 – June 30.
- d. Any officer shall automatically forfeit their office by the next meeting if they cease to be a Senate member.
- e. Any elected official of the Senate may be removed from office by a quorum vote.

##### **Section 3. Procedures for Nominations and Elections**

- a. Nominations for the Executive Committee shall be accepted from the floor at the May Senate meeting.
- b. If there is only one nomination for an office after nominations are closed at the May Senate meeting, the single nominee shall be declared elected to the office, and no balloting or other action shall be required.
- c. When there is more than one nominee for an office, an election shall be conducted at the June Senate meeting by ballot of those senators present at said meeting.

1. A plurality vote is required to elect any officer.
2. If a tie exists, the election shall be determined by lot (draw) between the tied candidates.
3. Write-in votes shall not be accepted.

#### **Section 4. Vacancies**

- a. A vacancy in the office of President shall be filled by the Vice President.
- b. In the event of a vacancy of the Vice President or Secretary, the Senate may vote to, at their option:
  1. Choose to elect a replacement according to the regular election procedure.
  2. Authorize the President to appoint a senator to fill the vacant position.
  3. Assign a temporary replacement in the case of medical or emergency leave.
  4. Decide to leave the seat vacant until the next regular election.
- c. The President may declare a vacancy if the Vice President or Secretary has been absent for more than three consecutive meetings.

### **BYLAW III. Meetings**

#### **Section 1. Frequency**

Regular meetings shall take place once a month, with the exact dates and locations determined by the Senate at the June meeting.

#### **Section 2. Special Meetings**

- a. The Senate President or a majority of the Senate may call a special meeting at any time.
- b. Notice must be sent at least 24 hours before a special meeting.

### **BYLAW IV. Committees**

#### **Section 1. Senate Representatives to Councils and Committees**

- a. The Senate shall appoint representatives to serve on all shared governance councils and committees.
  1. Classified staff serving as a resource, notetaker, or other non-voting member for these bodies will not count as a representative.
- b. The Senate will also provide representatives for other bodies that request classified representation, including Board of Trustee meetings.
- c. The number of representatives will be determined by each body as communicated to the Senate President.
- d. Representatives shall serve for a minimum of one year.
- e. Representatives serving on bodies shall make regular reports to and seek input from the Senate on matters of governance and the general welfare of the College in the fulfillment of its mission.

## **Section 2. Ad Hoc Committees**

- a. Ad hoc committees shall be established by the Senate President for a special defined task and be of short duration.
- b. The President, or designee, shall be an ex-officio member of all ad hoc committees.

## **BYLAW V. Amendments and Revisions**

- a. Any classified staff member may recommend to the Senate a proposed amendment or revision to the Bylaws by submitting a written proposal to the Senate executive committee.
- b. Proposals shall be presented to the Senate at least ten working days before being put to a vote.
- c. To be adopted, a proposal must receive a quorum vote.

## **BYLAW VII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order - Newly Revised* shall govern the Senate in all cases to which they are applicable.