



De Anza College Classified Senate Bylaws and Constitution



Land Acknowledgement

As settlers in Ohlone territory, our solidarity begins with gratitude towards the original earth stewards of this land, we humbly do this work striving to be respectful custodians living in community with the original caretakers who love and respect this land, currently known as Silicon Valley. We ask for permission to do this shared governance work so that it benefits and heals seven generations forward and heals the land that De Anza College is built on and the FHDA district functions. We hope to bring alive this intention beyond symbolic words, developing genuine relationships with local indigenous people without adding more labor to them, uplifting their stories and their tenets, which are aligned to De Anza College's core values. We understand the contradiction that we work and live on occupied territory, after the massacre and genocide of California indigenous people. We understand we work in a paradigm of man-made /western defined borders. In the spirit of solidarity, we are committed to decolonize and deconstruct our shared governance, and walk without harming self or our campus community, staying true to a way of life that involves "To All My Relations."

We acknowledge the land we are on today as the traditional territory of the Muwekma Ohlone Tribe. We encourage you to reflect on that we, as settlers and as people who are not part of First Nations or Indigenous groups, are here on their land. What can we do in our own work to help people heal from the past — and to learn how not to inflict new wounds today?

Learn more at <http://www.muwekma.org/index.html>

Preamble-Opening

We, the Classified Professionals of the De Anza College, who are part of Foothill-De Anza Community College District, hereby establish the De Anza College Classified Senate.

Our mission is to support De Anza College's institutional core values, vision and goals by including Classified voices to inform the work of the campus. We bring the collective and diverse knowledge of Classified Professionals to enrich committees, policy and procedures and campus community at large. We continue to broaden that knowledge through teamwork and professional development to facilitate in bettering the campus and achieving better outcomes for our students.

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Article I. NAME

Section I.1 Name

- (a) The organization shall be known as the De Anza College Classified Senate, hereinafter referred to as the Senate.

Article II. PURPOSES

Section II.1 Purposes

- (a) To provide the classified staff with a formal representative and professional voice in determining institutional positions, policies, procedures and regulations at local and other public bodies.
- (b) To promote communication and mutual understanding among the classified staff, faculty, administration, Board of Trustees, students, and other interested person(s) having to do with the conduct, welfare and growth of the College.
- (c) To provide the President and District Superintendent with recommendations and views on matters affecting the conduct, welfare and growth of the College.
- (d) To foster professional development that is comprised of equity, leadership, and job-related skills training amongst Classified Professionals.

Article III. GENERAL MEMBERSHIP

Section III.1 Description

- (a) The general membership (hereinafter referred to as classified professionals) shall include all classified professionals of De Anza College. A classified professional is one who is hired by the Foothill-De Anza College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position.
- (b) The Senate shall represent all classified professionals who choose to participate, regardless of classification, and who are not management or certificated, as defined by Ed. Code Section 72400 and Foothill-De Anza Community College District Board Policy 2610.1. Specifically, the De Anza Senate represents all classified professional members who work on the De Anza campus; are permanent or probationary employees of the Foothill-De Anza Community College District.
- (c) In special instances the Senate may make specific interpretations as to who may be members of the electorate. It is the general intent and spirit of the Senate to represent all members of the classified professionals.
- (d) While temporary employees of the District are not formally considered classified employees, they are encouraged to bring topics of concern to the Senate at any time. The Senate can represent the concerns of this group as needed for the benefit of the College.

Section III.2 Rights

- (a) The rights of the general membership are to (1) provide recommendations for improving the functions of the college and Senate directly, (2) to participate in elections, and (3) to serve on the Senate or a committee if nominated.

Article IV. ORGANIZATION

Section IV.1 Senate Composition

- (a) The Senate consists of Classified Professionals who have been voted into office as representatives by the general membership or appointed and approved by the Senate:

(i) Senators

Established to fill lead and designee roles which represent the Senate on ongoing college and internal committees, organized by Area of Focus [the Executive Council will assign district, college and standing committees into the following areas]:

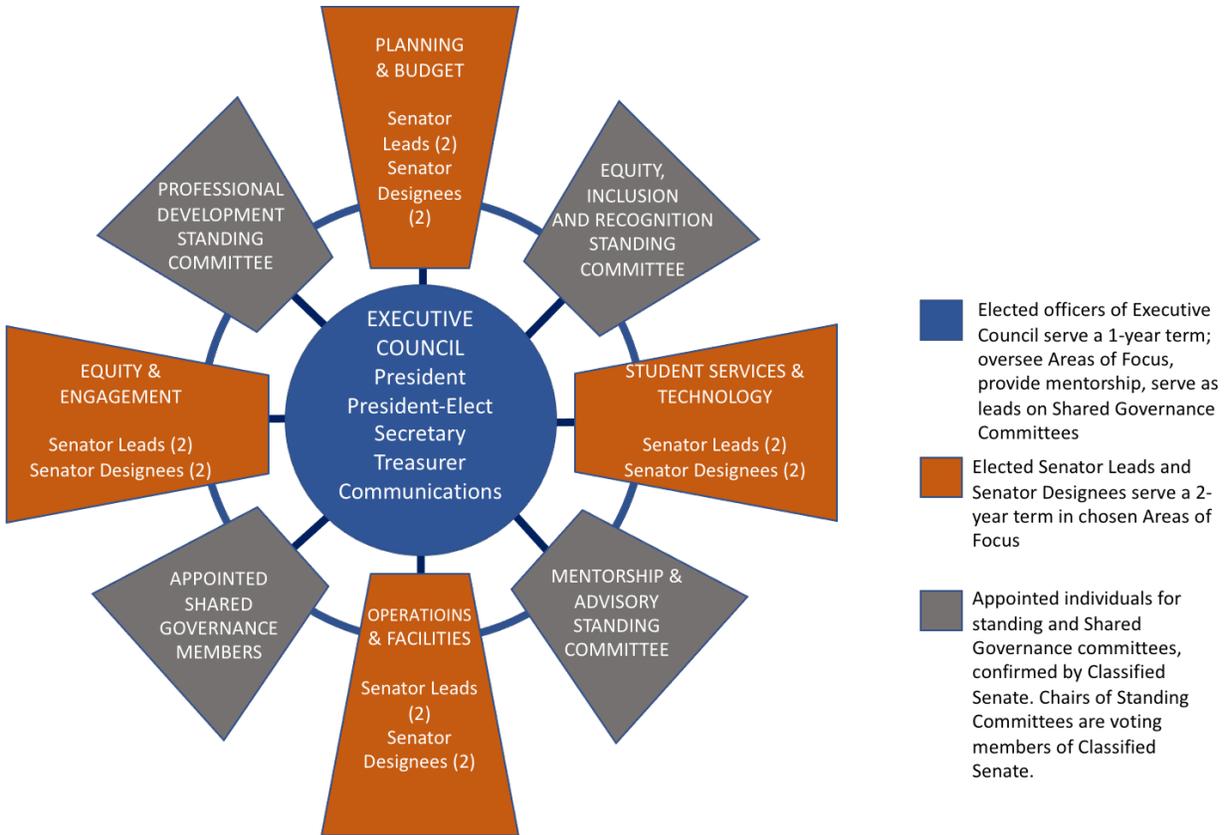
- a) Equity and Engagement
- b) Planning and Budgeting
- c) Operational and Facilities
- d) Student Services and Technology

(ii) *The Executive Council: President, President-elect, Secretary, Treasurer, Communications Officer*

(iii) *Chairs of Senate standing committees:*

- a) Professional Development Day,
- b) Equity, Inclusion and Recognition
- c) Mentorship and Advisory Group

(iv) *Advisory Representatives: Bargaining Unit(s), De Anza Student Body, De Anza Academic Senate, Equity Action Council, Board of Trustee*



Section IV.2 Senators

(a) Lead Role

- (i) *Senator Leads serve in a leadership and mentor role in their Area of Focus and report to their specified Executive Leadership member. Senator Leads should expect to serve on Classified Senate as well as at least one Shared Governance Committee or Task Force that is part of their Area of Focus. Senator Leads serve as mentors to at-large Classified Senate Shared Governance Committee members and to the Senator Designee(s) in their Area of Focus.*

There shall be two Senator Leads in each Area of Focus, for a total of eight (8) Senator Leads.

(b) Designee Role

- (i) *Senator Designees serve in a mentee role in their Area of Focus and participate in Area of Focus communication and meetings. Senator Designees can, but are not obligated, to serve on Shared Governance Committees in their Area of Focus. Senator Designees serve as back-ups to committees when a Senator Lead is unable to attend.*

There shall be two Senator Designees in each Area of Focus, or a total of eight (8) Senator Designees.

(c) Duties

- (i) Listen to and invite broad input on issues that matter to the membership.
- (ii) Attend and participate in regular Senate general meetings, assigned roles in committees, assigned shared governance representation and other activities.
- (iii) Study the governing documents of the Senate to better understand role and process.
- (iv) Report back to committees on Senate general meetings and other relevant information/activities
- (v) Report to the Senate on committee information/activities and matters relating to their area of focus.
- (vi) Find a replacement to attend Senate meetings or other meetings in their absence.
- (vii) Perform other duties as required.

(d) Term of Office

- 1) The term of office of a Senator shall be two (2) years.
- 2) A Senator shall serve no more than two (2) consecutive terms and will again become eligible for election after one year off.
- 3) If a Senator completes a term as a replacement in a vacant role, that term will not be counted as one of the two consecutive terms.

Section IV.3 The President

(a) Duties:

- (i) *Preside over meetings of the Senate and of the Executive Council and other decision-making bodies.*
- (ii) *Authorized as a spokesperson to express publicly the views of the Senate on policies, procedures and governance.*
- (iii) *Coordinate with other members of Executive Council to determine which Executive Council member will serve as a lead for the Areas of Focus.*
- (iv) *Appear or designate a representative to appear before shared governance bodies or to express the views of the Senate on policies, procedures and governance.*
- (v) *Call for agenda items for Executive Council meetings, senate meetings, general membership meetings.*
- (vi) *Plan with the executive council, and delegate to a planning committee to coordinate the Annual Senate Leadership Retreat and other leadership development and professional development and decision-making activities.*
- (vii) *Mentor those in a designated/assumed/elected Area of Focus.*
- (viii) *Serves as a liaison to Classified Professionals in an effort to help survey, measure and report on their ability to participate in Classified Senate and Shared Governance.*
- (ix) *May act in another executive role in the absence of the holder of that role.*
- (x) *Serve as Past-President and Chair of the Mentorship and Advisory Group for at least 1 year following their term of President.*
- (xi) *Perform other duties as required.*

(b) Term of Office

- (i) *The President shall serve annual terms of office from July 1 through June 30 for 1 year.*

Section IV.4 The President-elect

(a) Duties

- (i) *become the President of the Senate upon the expiration or vacancy of the incumbent President's term of office and hold an annual vote on bylaws.*
- (ii) *delegate a planning committee to initiate the election process during spring quarter.*
- (iii) *act as chair of the Bylaws Committee*
- (iv) *read and assess the Academic Senate agenda to determine if attending an Academic Senate meeting is necessary for Classified Senate.*
- (v) *mentor those in a designated/assumed/elected Area of Focus.*
- (vi) *may act in another executive role in the absence of the holder of that role.*
- (vii) *perform other duties as required by the office.*

(b) Term of Office

- (i) *The President-elect shall serve annual terms of office from July 1 through June 30 for 1 year.*

Section IV.5 The Secretary

(a) Duties

- (i) *call for agenda items for Senate meetings.*
- (ii) *prepare the minutes of Senate and Executive Council meetings or delegate to someone to take minutes in their absence.*
- (iii) *maintain and file Senate records.*
- (iv) *keep a list of Senators together with the expiration date of each Senator's term of office.*
- (v) *mentor those in a designated/assumed/elected Area of Interest.*
- (vi) *may act in another executive role in the absence of the holder of that role.*
- (vii) *perform other duties as required by the office.*

(b) Term of Office

- (i) *The Secretary shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.*

Section IV.6 The Treasurer

(a) Duties:

- (i) *accept contributions, disburse funds, maintain financial records and submit financial reports to the Senate twice during the academic year or as requested by the Executive Council.*
- (ii) *set up the budget for the Executive Council and Senate approval*
- (iii) *mentor those in a designated/assumed/elected Area of Interest.*
- (iv) *may act in another executive role in the absence of the holder of that role.*
- (v) *perform other duties as required by the office.*

(b) Term of Office

- (i) *The Treasurer shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.*

Section IV.7 The Communications Officer

(a) Duties:

- (i) maintain the Senate website.*
- (ii) Post Senate Agendas and Minutes to the Senate website*
- (iii) maintain any Senate social media presences.*
- (iv) mentor those in a designated/assumed/elected Area of Interest.*
- (v) may act in another executive role in the absence of the holder of that role.*
- (vi) Work collaboratively with the Equity, Inclusion and Recognition Committee to survey, measure and report on Classified Professional ability and interest to serve on Senate or Shared Governance.*
- (vii) perform other duties as required by the office.*

(b) Term of Office

- (i) The Communications Officer shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.*

Section IV.8 The Past Executive Lead

(a) Duties:

- (i) Serves as Chair of the Mentorship and Advisory Group for at least 1 year.*
- (ii) Selected from the pool of past Executive Council members, appointed by the current President.*

(b) Term of Office

- (i) The President shall serve annual terms of office from July 1 through June 30 for 1 year.*

Section IV.9 The DASB Mentor

(a) Description

- (i) *Established at the request of student government.*
- (ii) *The DASB Mentor is appointed by the Senate from the Senators or from the Mentorship and Advisory Group.*

(b) Duties

- (i) *The Senate Mentor to Student Representative shall:*
 - 1) Meet regularly with the student representative and sit with representative during meetings to answer any questions and clarify material if needed.
 - 2) Provide training on the purpose of the De Anza Senate and the bylaws.
 - 3) Help the student representative feel welcome and supported.
 - 4) Give encouragement to the student representative that their voice is valuable in the decision-making process of the Senate.
 - 5) Encourage the student representative to report back on any agenda items discussed with DASB, gather any committee feedback, and return to meetings with questions or feedback when needed.

Section IV.10 Advisory Representatives

(a) Description

- (i) *Appointed by their respective organization: governance group, committee, club, department, bargaining unit, etc.*

(b) Duties

- (i) *As representatives, they may cast advisory votes during Senate meetings.*

Article V. COMMITTEES

Section V.1 Establishing and Organization of Standing Committees

- (a) The Senate has the power to form standing committees on a temporary or ongoing basis to provide recommendations, policies, and procedures for a functional area.
- (b) The makeup of standing committees may be structured by mutual agreement by the Senate in a manner best suited to the performance and function of the committee members.
 - (i) *The standing committee will comprise of the Committee Chair(s) and committee members.*
- (c) Committees will use the framework of relationship building, recruitment tools, and leadership development.
- (d) Standing Committee Chair(s) shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.

Section V.2 The Professional Development Committee

- (a) This committee shall be a standing committee of the Senate to:
 - (i) *obtain and allocate funds for professional development activities sponsored by the Professional Development Committee.*
 - (ii) *conduct programs for professional development under the guidance of the Senate established annually and at the Senate Leadership Retreat.*
 - (iii) *appoint members of the committee as necessary with a minimum one-year term and with approval from most of the Senate.*
- (b) The Professional Development Chairs shall:
 - (i) *be Chairpersons for a standing committee of the Senate to represent the Senate on the campus-wide Staff Development Committee and monitor the funding from the campus-wide Staff Development Committee*
 - (ii) *Per our Resolution in Support of Our Black Colleagues and Students, a co-chair will serve with a specific focus on accountability in equity matters:*
 - 1) *uphold our promise that at least 20% of our offerings in any school year will focus on conversations leading to actionable items regarding race, inequities, and ways to eliminate institutional racism.*
 - 2) *incorporate training that ensures our Classified Professionals know who to call and how to direct students who express hunger, homelessness, mental health issues and other situational experiences.*
 - (iii) *conduct programs for professional development within guidelines established by the Senate.*
 - (iv) *appoint members as necessary to a minimum of a one-year term and with approval from a simple majority of the Senate.*
 - (v) *file with the President a schedule of committee meetings.*
 - (vi) *report its activities regularly, to the Senate.*
 - (vii) *prepare recommendations relating to its functions for review and approval by the Executive Council.*
 - (viii) *prepare a summary of committee activities for distribution to the Senate at the end of each academic year.*

Section V.3 Equity, Inclusion and Recognition Committee

- (a) This committee shall be a standing committee of the Senate to:
- (i) serve as a study group for equity related topics such as, but not limited to white fragility, facilitating meetings, cultural humility, anti-racism, and creating accessible events.*
 - (ii) advise the Senate on operationalizing equity.*
 - (iii) Work collaboratively with the Communications Officer to survey, measure and report on Classified Professional ability and interest to serve on Senate or Shared Governance.*
 - (iv) coordinate closely with the professional development day committee.*
 - (v) work closely with Senators from Equity and Engagement Area of Focus.*
 - (vi) establish a means to recognize Classified Professionals committed to Equity and Inclusion. create one or two recognition events for Classified Professionals during each academic year.*
- (b) The Committee Chair(s) shall
- (i) appoint members as necessary.*
 - (ii) prepare recommendations to the Senate.*
 - (iii) coordinate with the Senate regarding event scheduling, funding, and general needs.*

Section V.4 Mentorship and Advisory Group

- (a) This standing committee shall be a standing committee of the Senate to:
- (i) Serve in an advisory capacity on Senate history.*
 - (ii) Provide support and learning opportunities for Classified Professionals who wish to serve on Senate or Shared Governance.*
 - (iii) be open to all past elected senate officers.*
 - (iv) be available to advise and mentor current senate members.*
 - (v) consider serving as a designee on committees.*
- (b) The Committee Chair shall
- (i) be filled by the Past President role, or another appointee by the President*
 - (ii) appoint members as necessary from a pool of past elected senate officers.*
 - (iii) prepare recommendations to the Senate.*
 - (iv) serve as a liaison to Classified Professionals in an effort to help survey, measure and report on their ability to participate in Classified Senate and Shared Governance.*

Section V.5 Ad Hoc Committees

- (a) The Senate shall establish both permanent and, when appropriate, Ad Hoc committees to assist in the development and implementation of policies and procedures relating to classified professionals and to the operational and educational matters of the college.
- (b) Ad Hoc committees may be established by the President of the Senate, upon the advice and consent of the Senate. Such committees shall be formed for special purposes and shall be of short duration.

Section V.6 The Nomination and Election Committee

- (a) This committee shall be an Ad Hoc Committee formed from the general membership, who are not up for election, to receive and solicit names of candidates wishing to run for an open position on the Senate. Nominations shall be confirmed by the nominee(s).

Section V.7 Bylaws Committee

- (a) This committee shall be an Ad Hoc Committee formed from members of the Senate to review the Senate Bylaws as necessary, as determined by the Senate, for additions and/or changes.

Section V.8 FHDA Classified Professional Development Day Committee

- (a) The De Anza Senate recognizes and supports the FHDA Classified Professional Development Day committee as an independent Ad Hoc District Committee formed from members of the Classified Professionals from Foothill, De Anza, and Central Services to plan and execute the annual FHDA Classified Professional Development Day.

Article VI. MEETINGS

Section VI.1 Decision Making Processes

- (a) The consensus method (working towards at least 2/3rd majority) of decision making shall be used to encourage open communication and focus energies into working collaboratively. This method will be the default, used to formulate solutions or recommendations which do not compromise any strong conviction or need.
- (b) If consensus cannot be reached or is not applicable to the situation, then the President will co-facilitate a voting process and the Senate may elect to use alternate rules for voting which are not inconsistent with these bylaws.
- (c) Those who have been voted or appointed into Senate office, and alternates serving in the absence of a senator, shall have equal voting rights.

Section VI.2 General Membership Meetings

- (a) Direct democratic override: Final executive and legislative power of the Senate may be assumed by the body of the member electorate when it is assembled in a general meeting.
- (b) Frequency: General meetings of the member electorate shall be held a minimum of twice an academic year and shall be scheduled at such times as to encourage maximum attendance by the member electorate.
- (c) Notice: The President of the Senate shall notify the member electorate at least five working days before any general meeting. Notice of the meeting with agenda times shall be disseminated via voice mail and/or e-mail.
 - (i) *General meetings of the Senate shall be called in any one of the following ways:*
 - 1) the President of the Senate may convene a general meeting with at least five (5) working days' notice or
 - 2) a vote at a meeting of the Senate.
- (d) Quorum shall consist of at least twenty-five percent (25%) of the classified professionals.
- (e) Any motion relevant to an agenda item may be carried by a simple majority of the quorum.
- (f) A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry.
- (g) A motion proposed at a general meeting shall be presented to the Senate as a written ballot no less than five (5) working days after the general meeting and shall require a simple majority of an election quorum to carry.
- (h) Emergency meetings of the Senate may be called with two (2) weeks' notice by:
 - (i) *Twenty-five percent (25%) vote of the total membership of the Classified Professionals by signed petition to the President of Senate.*
 - (ii) *A simple majority of the quorum shall be required to carry a procedural motion, and a two-thirds (2/3) majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Senate.*

Section VI.3 Senate Meetings

- (a) Occur a minimum of twice per month during months which fully fall within the quarters of Fall, Winter or Spring.
- (b) Time and location for regular meetings will be determined at the first meeting of the newly elected Senate.
- (c) Notice: shall be publicly announced with a posted agenda to be posted at least one (1) working day prior to regular Senate meetings and at least five (5) working days prior to a general meeting, when possible, to do so.
- (d) are open to the general membership, and any member of the general membership may speak; however, they may not vote.
- (e) are open to outside speakers at the invitation of the Senate.
- (f) For regular Senate meetings a quorum shall consist of a simple majority of voting members.
- (g) Official minutes of each Senate and general Senate meeting shall be kept and distributed to:
 - (i) *all classified professionals via the Senators and/or e-mail*
 - (ii) *The Senate web site, accessible to the campus community. Minutes will be posted within five (5) working days after being approved by the Senate.*

Section VI.4 Executive Council Meetings

- (a) Shall be:
 - (i) *held as needed.*
 - (ii) *Scheduled by consensus of the Executive Council.*

Article VII. ELECTION PROCEDURE

Section VII.1 Frequency

- (a) During spring quarter an election of officers and senators whose term has expired will be held.

Section VII.2 Process

- (a) There will be a nomination period of no less than two (2) weeks. No write-in votes will be accepted during the voting process.
- (b) There will be a voting period of no less than seventy-two (72) hours.
- (c) Election to a Senate office shall be by simple majority of the votes cast.
- (d) If no candidate receives a simple majority of the votes cast, a special election shall be held to decide between the two (2) candidates receiving the highest number of votes for that office.
- (e) Announcement of the election results will be made within two (2) working days.

Section VII.3 Timeline

- (a) Half of the senators in each area of focus will serve two-year terms from odd-numbered year to odd-numbered year, and the other half in each area of focus will serve two-year terms from even-numbered year to even-numbered year.

Article VIII. CONCERNS, RESPONSIBILITIES, AND POWERS

Section VIII.1 Concerns

- (a) Recognizing the bargaining units to be responsible for items of working conditions and health and welfare of the classified staff, the Senate shall of its own determination concern itself with each or all of, but not limited to the following:
- (i) *Professional Concerns - Rights, responsibilities, etc.*
 - (ii) *Professional Standards - Minimum qualifications, job requirements, professional competence, educational needs, accreditation, etc.*
 - (iii) *Professional Personnel Policies - Recruiting, selecting, evaluating, assignments, workload, promotion, retention of competent staff, classified staff development, etc.*
 - (iv) *Academic Policies - Curriculum, admissions, records, special honors, retention of students, articulation, etc.*
 - (v) *Student Policies and Procedures - Conduct, discipline, activities, special services, general needs, registration, evaluation, fees, requirements, etc.*
 - (vi) *Educational, Business and Other Operational Expenditures - State funding, budget planning, capital outlay, general fund allocation, utilization, etc.*
 - (vii) *Staffing Needs and Support - Staff utilization, growth needs, personnel support, staff employment, etc.*
 - (viii) *Instructional, Student and Administrative Support Services -Library, audio-visual, instructional facilities, maintenance and use of campus facilities and grounds, etc.*
 - (ix) *Instructional Philosophy and Student Needs - College goals, mission, and objectives, effects upon students and staff, community relations, program evaluation, etc.*
 - (x) *Campus Decisions and Actions that Affect Students and Staff - Instructional, administrative and other actions, daily operation of the college, registration, grading, fees, etc.*
 - (xi) *District and Specific Area Long Range Planning.*
 - (xii) *Governance Committee and College Council Representation - By classified staff members.*
 - (xiii) *District Communication Activities - Procedures to enhance communication among all members of the college community.*
- (b) This section in no way limits the bargaining agent where authorized by statute. The Senate shall transfer appropriate topics of concern to the bargaining agent as necessary with or without recommendations.

Section VIII.2 Responsibilities

- (a) It shall be the responsibility of the Senate to express its views and make recommendations to the College President.
- (b) It shall be the responsibility of the Senate, after due consideration and after notification of the College President, to express to the Board of Trustees the official opinion of the classified staff. Due consideration may require the following:
 - (i) *Polling by secret ballot when determined necessary by the Senate.*
 - (ii) *Majority vote of the Classified Senate when determined necessary.*
 - (iii) *A simple majority vote of the classified staff.*
- (c) It shall be the responsibility of the Senate to express its views and recommendations to the College Council, Faculty Senate, or any other District governance body as needed. It is also the responsibility of the Senate to express its views and recommendations to local, statewide and other public bodies on behalf of the classified staff and the District.
- (d) It shall be the responsibility of the Senate to express its views and recommendations to all classified professionals in order to keep its electorate informed of its actions and current issues and to improve overall communication between the electorate and other staff members.

Section VIII.3 Powers

- (a) The Senate shall make all classified staff appointments to all committees dealing with issues of campus interest except those which are the responsibility of the bargaining agent. The Senate shall determine selection and other procedures as necessary to accomplish this responsibility.
- (b) The President and/or President-elect of the Senate shall attend, in person or by proxy, all Board of Trustee meetings. The President may delegate this duty.
- (c) The Senate shall be available to act as a consultative body to the President of the College in any matter affecting the conduct, welfare, and growth of the College and its students.
- (d) The Senate shall request and obtain information and/or recommendations on policies and procedures made by the college administration, or governance systems, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.
- (e) The Classified Senate may raise funds for special events, activities and expenses as needed to carry out the purposes of the Senate.

Section VIII.4 Limits

- (a) Any Classified Senator, Executive Council Member, Classified Professional Member, Senate Committee or any other Senate body does not have the right to incur any debt, get involved in any business, or speak to any issue under the title or implying the title of Senate in any way unless given full authority to do so by the Senate.

Section VIII.5 Autonomy

- (a) The Senate shall be distinct from any other classified organization. The President and President-elect elected to serve on the Senate may not serve concurrent terms of office on the Executive Board of the District's classified collective bargaining units.

Section VIII.6 Right to Collaborate

- (a) Nothing in these bylaws shall be construed to prevent the Senate from forming joint committees with any other Foothill-De Anza College District organization(s).

Article IX. AMENDMENTS, RECALL, AND VACANCIES

Section IX.1 Adoption

- (a) These bylaws shall take effect, upon approval, by a simple majority of the permanent and probationary classified professional of De Anza College.

Section IX.2 Amendments

- (a) These bylaws shall be amended by a simple majority of the electorate. Amendments may be proposed by ten percent (10%) of the electorate or twenty-five percent (25%) of the Senate. The proposal, when initiated by the electorate, will be filed with the required number of signatures with the Secretary of the Senate.
- (b) The Secretary will validate the signatures and their number within five (5) working days of the receipt of the proposed amendment and present the proposal to the President. The President shall call an election within fifteen (15) days of the receipt of the validated amendment and announce the results of the election within two (2) working days.

Section IX.3 Making Amendments

- (a) Additions to and/or changes in the bylaws may be affected by a simple majority vote of the Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.
 - (i) *Adopted: 1992*
 - (ii) *Revised: 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2007, 2009, 2011, 2014, 2015, 2017, 2018, 2021*

Section IX.4 Recall

- (a) Grounds for Senator Recall
 - (i) *Absences: three consecutive unexcused absences from Senate Meetings*
 - (ii) *Negligence in the duties of a Senator*
- (b) Process for Senator Recall
 - (i) *Any Senator may be removed from office by the vote of two-thirds of the full Senate membership casting a written affirmative ballot.*
 - (ii) *Any elected Senator of the Senate may be removed from office by a two-thirds (2/3) majority of votes cast within their general membership.*

(c) Grounds for Executive Council Recall

- (i) *Three consecutive unexcused absences from Senate Meetings.*
- (ii) *Negligence of duties.*

(d) Process for Executive Council Recall

- (i) *Any officer may be removed from office by the vote of two-thirds of the full Senate membership casting a written affirmative ballot.*

Section IX.5 Vacancy

(a) Senator

- (i) *A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing to the Senate President. If a vacancy occurs, it may be filled by appointment or by special election.*

(b) Executive Council

- (i) *A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing. In the event of a vacancy by the President, the President-elect shall assume the duties as the President and complete that term and fulfill their own term as President the following year. In the event of a vacancy of the President-elect, the vacancy shall be filled by simple majority vote of the Senate as an interim President-elect to complete the current term of office that year.*
- (ii) *If the current President's term is completed and the President-elect's position is vacant then the Election Committee would be directed to place both the President and President-elect positions on the ballot during a regular spring election or through a special election as determined by the Senate.*
- (iii) *A vacancy may occur through resignation or through leave of absence. Notice of such vacancy must be submitted in writing to the Senate President. In the event of a vacancy by the Secretary, Treasurer, or Communications Officer, it may be filled by appointment or by special election.*

Section IX.6 Appointments

- (a) Notice for positions eligible for appointment shall be given for at least two (2) working days.
- (b) Voting on appointments will occur no later than the 2nd Classified Senate meeting after the statement of interest is received by the Executive Council.
- (c) In all cases, the Senate shall vote to appoint an interested party to the position by consensus.
- (d) Process shall be as follows for:
 - (i) *Executive Council*
 - 1) Solicit interest from the Senate, then the general membership.
 - (ii) *Senators*
 - 1) Solicit interest from the general membership.
 - (iii) *Chairs of Committees*
 - 1) Solicit interest from the Senate and the general membership.
 - 2) The Senate shall vote to appoint an interested party to the position by consensus.

(iv) Committee or Task Force

- 1) Solicit interest from the Senate and the general membership.

(v) Administrator Hiring Committee

- 1) Solicit interest from the Senate, then the general membership.

Article X. MANAGEMENT OF FUNDS

Section X.1 General Fund

- (a) Used for special events, activities and expenses as needed to carry out the purposes of the Senate.
- (b) Contributions to the Senate can be made through:
 - 1) Monthly ongoing payroll deduction at a minimum of \$2.00/contract month.
 - 2) Writing a one-time check payable to the De Anza College Classified Senate.
- (c) Minimum contribution rate changes may be proposed by the Senate and then approved by the membership by vote during an election.
- (d) Contribution form available online via our website or by contacting the Treasurer.

Section X.2 Student Support Fund

- (a) A minimum of 50% of contributions collected will go toward the Student Support Fund.
- (b) Funds are for direct support of students and allocated at the discretion of each Senate. The fund program should be evaluated periodically to determine the use of the funds continue to be used in an equitable manner and support the needs of as many students as possible.
- (c) Funds collected during the previous quarter will be dispersed at beginning of the following quarter.
- (d) These funds should be spent in accordance with Resolutions of Support.

Definitions (IN PROGRESS)

Advisory Vote

Area of Focus

Classified – is referred to as the district wide classified body

Classified Senate – refers to the governing body of Classified professionals and employees

Executive Board – refers to the officers of classified senate

Classified Employees and Professionals- refers to classified can be used interchange in more specific cases

Consensus Method

Parliamentarian

Quorum

Simple Majority
To All My Relations