

# Grossmont-Cuyamaca Community College District

## Classified Senates Coordinating Council Bylaws

### Article 1: NAME

The name of this organization shall be the Classified Senates Coordinating Council, (which herein after may be referred to as the CSCC), and is organized under authority of Title 5, Reg. 51024.

### Article 2: PURPOSE

The primary purpose of this organization is to facilitate communication among the separate and autonomous classified senates, to coordinate appointments to districtwide governance committees, to promote and support the mission of the district, and to provide a structure to develop and articulate issues that have districtwide implications for classified in non-negotiated areas.

### Article 3: MEMBERSHIP & RIGHTS

#### 3.1 Membership and Rights

- 3.1a Membership of the Classified Senates Coordinating Council shall be the presidents and one elected/appointed representative of the classified senates at each site within the District.
- 3.1b Classified Senates Coordinating Council members have the right to:
  - 3.1b.2 Attend CSCC meetings
  - 3.1b.3 Vote on matters that have districtwide ramifications

### Article 4: GOVERNING BODY

#### 4.1 Structure of the Classified Senates Coordinating Council:

- 4.1a The Classified Senates Coordinating Council voting membership shall be apportioned to the classified senates as follows: Grossmont College, two votes; Cuyamaca College, two votes; and District Services, two votes.

#### 4.2 Terms of Office:

- 4.2a Membership in the Classified Senates Coordinating Council shall coincide with the terms of office determined by the various senates for their elected councils.
- 4.2b There is no limit to the number of consecutive terms an individuals may be a members of the Classified Senates Coordinating Council, provided that they are elected by their own site senate.

#### 4.3 Classified Senates Coordinating Council Chair:

- 4.3a Minimum term of office of chair is one year.
- 4.3b Election of chair shall be completed no later than June 30 of each year.
- 4.3c The Classified Senates Coordinating Council shall nominate and elect among themselves a chair. The voting will be by consensus or secret ballot. The chair may be re-elected to the office for an unlimited number of terms, providing he/she is duly elected to the executive council at the local senate level.
- 4.3d The Classified Senates Coordinating Council with a vote of no-confidence may remove the chair with a simple majority vote.

#### **4.4 Responsibilities of Classified Senates Coordinating Council Chair:**

- 4.4a** Attend all meetings of the Classified Senates Coordinating Council.
- 4.4b** Serve as liaison to the Chancellor in matters pertaining to Classified Senates.
- 4.4c** Work with Senate presidents to make appointments to districtwide committees, councils and Governing Board.
- 4.4d** Set the agenda of the Classified Senates Coordinating Council meetings.

### **Article 5: AMENDMENTS TO BY-LAWS**

#### **5.1 Amendments to the by-laws may be initiated in the following manner:**

- 5.1a** By a simple majority of the Classified Senates Coordinating Council.
- 5.1b** By a petition presented to the Classified Senates Coordinating Council, and signed by a minimum of 20 percent (rounded to the nearest whole number) of the district's Classified Senate membership.

#### **5.2 Voting and ratification procedure**

- 5.2a** Voting shall be done by consensus or secret ballot in the same manner as the election of Classified Senates Coordinating Council Chair.
- 5.2b** These bylaws shall be declared ratified and accepted by a favorable vote of a two-thirds majority of the votes cast in each Classified Senate within the district.

### **Article 6: OPERATING STRUCTURE**

#### **6.1 Meetings**

- 6.1a** The Classified Senates Coordinating Council shall meet monthly or more often as necessary.
- 6.1b** The meeting time shall be established by consensus of council members.
- 6.1c** The meeting schedule shall attempt to carry over from one year to the next, so that CSCC members and their supervisors are aware of the time commitment and can schedule accordingly.
- 6.1d** At a regularly-scheduled meeting of the Classified Senates Coordinating Council, business may be conducted by those CSCC members in attendance.
- 6.1e** At any special meeting of the Classified Senates Coordinating Council, a simple majority (quorum) must be present to conduct business.
- 6.1f** Site meeting place shall be established by consensus of council members.
- 6.1g** A regular meeting with the CSCC and the Chancellor will be scheduled as needed.

## 6.2 Meeting Agenda

- 6.2a** An agenda for each regularly scheduled classified Senates Coordinating Council meeting shall be posted no later than three business days prior to the meeting.
- 6.2b** The Classified Senates Coordinating Council chair is responsible for setting the agenda at CSCC meetings.
- 6.2c** Proposals submitted to the CSCC as an agenda item may not be refused and shall be considered for consensus.

## 6.3 Voting Procedures

- 6.3a** In order to expedite the work of the CSCC, all issues shall be decided by consensus. (Consensus is hereby defined as: all members may not agree, but they do agree to support the majority decision once made.)
  - 6.3a.2** Any CSCC member may at any time request a formal vote - either voice vote or secret ballot. Results of such votes shall be recorded in the minutes.
- 6.3b** A vote is required for all recommendations expressed to the District Administration.
- 6.3c** Any recommendation in writing to the administration shall be signed by both the Classified Senates Coordinating Council chair and the designated recorder of minutes for that meeting.
- 6.3d** Only Classified Senates Coordinating Council members may vote on issues brought before the CSCC.

## 6.4 Minutes

- 6.4a** Minutes of each meeting shall be recorded and distributed to the Classified Senates Coordinating Council
  - 6.4a.2** Minutes shall be the responsibility of the Chair.
  - 6.4a.3** Approved minutes shall be posted.

## 6.5 Committees

- 6.5a** Committees may be created and charged by the Classified Senates Coordinating Council on a permanent or ad hoc basis.
  - 6.5a.2** Each committee shall be responsible for reporting its activities to the Classified Senates Coordinating Council at one of its meetings each semester, either in person or in writing to the CSCC chair in time for the next CSCC Council meeting.
- 6.5b** Districtwide committee and council seats shall be solicited and filled by CSCC.
- 6.5c** All appointments will be reviewed by the CSCC on an annual basis.
- 6.5d** Each CSCC-appointed Committee or Council member shall be responsible for reporting back to the CSCC proceeding each meeting, either in person or in writing to the CSCC chair in time for the next CSDD council meeting.

## CODE OF ETHICS

The CSCC 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 purpose as described in Article 2 of the Council Bylaws. To that end, the CSCC is committed to accountability and transparency.

This Code of Ethics applies to all members of the CSCC. Members of the CSCC share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the Classified Senates and their memberships. Members of the CSCC shall conform their conduct to the following Standards of Ethics:

- Provide equitable access to participatory governance for all classified employees
- Advocate for all classified employees with impartiality
- Ensure the stance taken represents the consensus
- Exhibit professionalism that builds confidence and trust in both the classified leadership and classified membership that serve this District

*Drafted February 11, 2016*