# **PERALTA CLASSIFIED SENATE**

# **CONSTITUTION**

# MISSION STATEMENT

**It shall be the mission of the Peralta Classified Senate (PCS) to enhance the decision-making process by participating in the shared governance of the Peralta Community College District (PCCD).** The Peralta Classified Senate will bring a pragmatic, collaborative, frontline perspective, in order to bridge policy making and procedural implementation, and promote professional growth and development. In keeping with the PCCD mission statement, we will, through direct participation in district-wide governance, increase understanding, communication, and transparency, and raise the quality of service, thus improving students’ educational experience in support of student success.

# PREAMBLE

We, the classified staff of the PCCD, do hereby establish the Peralta Classified Senate in order to promote participation of classified colleagues at the campus and district level and to enhance our professional growth and development in the pursuit of fostering student success.

# ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the Peralta Classified Senate, hereinafter referred to as the PCS.

# ARTICLE II - PURPOSE & SCOPE OF RESPONSIBILITY

## Section 1: Purpose

**It shall be the function of the PCS to participate in the PCCD governance system to actively collect, evaluate and disseminate information to the classified staff and to represent the collective interests of the classified staff before any governing body.**

The PCS is organized to:

1. Provide a means through which the classified staff will coordinate with our Chancellor and faculty to ensure opportunities for input from classified staff regarding college and district business and classified representation on college and district committees, thus assisting in the shared governance process;

2. Provide a body representing the needs, concerns and experience of the classified staff, unrelated to union negotiation matters;

3. Articulate the professionalism and expertise of the classified staff so that it is properly recognized and valued;

4. Provide an opportunity for enhancing the democratic process of governance within the Peralta Community College District;

5. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;

6. Promote and support activities that develop new competencies , increase skills, productivity and professionalism of the classified staff; advocate and promote the interests of the classified staff in the development and formulation of policy and practice related, but not limited to;:

 Selection and retention of administration

 In-service education and training

 Facilities and services

 Finance and budget

 Inclusion and Collaboration among Faculty, Administrators, Students, and Classified Staff

## Section 2: Scope of Responsibility

1. The PCS shall:

a. Establish principles, make recommendations and take action on behalf of the district-wide classified staff;

b. Collect, evaluate and disseminate information of interest to the district-wide classified staff;

c. Consider recommendations on policies and procedures put forth by administration and/or shared governance committees, and submit amendments or revisions that are based on evidence and professional perspectives;

d. When applicable, make known the Classified Senate's position on recommendations made to the Chancellor and/or Board of Trustees;

2. The PCS Executive Committee will select an alternate to appear before the Board of Trustees to express the views of the Peralta Classified Senate on issues relating to policy, procedures or governance if the designee is unable to attend.

# ARTICLE III – ORGANIZATION

## Section 1: Membership

1. Eligibility: PCS membership shall be comprised of three senators from each college senate and the District Administrative Center up to a total of fifteen senate members.

2. Senators: The PCS is comprised of the aggregate of President, Vice President, and designated alternate from each of the five campus classified senates. PCS Senators are official voting members at general meetings. A PCS senator in good standing is defined in the Bylaws- article ?, section ?. Senators are expected to regularly attend the general PCS meetings. For the purpose of maintaining District-wide representation, the PCS reserves the right to appoint replacement Senate alternates in collaboration with the respective campus senate officers, should a Senator fall out of good standing.

Should a campus senate be determined by the PCS to be inactive, a Senate Reformation Ad-Hoc sub-committee will be formed according to Article VI, section 2.

A senate may be deemed inactive for reasons including:

A. Lack of PCS representation for three or more consecutive PCS general meetings.

B. A determination by the PCS that a campus senate is no longer active.

3. Officers: A candidate for PCS Officer must be an eligible PCS senator in good standing. Election of the Senate Officers shall be by a simple majority vote of the Senators. Officers are selected under Bylaws–article V, sections 2 and 3.

## Section 2: Composition of the Executive Committee

The executive power of the PCS shall be vested in an Executive Committee which is composed as follows:

1. The president, vice president, secretary, treasurer, and parliamentarian.

2. The past president of the PCS, ex officio, as a non-voting advisor to the Executive Committee for a period of up to six months that follows the previous election.

3. A Non-voting representative from each of the two collective bargaining units SEIU Local 1021and IUOE Local 39 to serve in an advisory roles.

## Section 3: Autonomy

The PCS shall be distinct from any other classified organization. Members elected to serve on the Executive Committee may not serve concurrent terms of office as President and Vice President of the District’s classified collective bargaining unit(s).

## Section 4: Representation

The PCS shall seek full representation on all college committees and councils deemed relevant for its purposes by the Executive Committee. The appointments to those committees and councils must be ratified by the Executive Committee.

## Section 5: Committees

The Executive Committee, representing the PCS, shall have the power to form committees and to provide for their membership.

# ARTICLE IV - DUTIES & RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS/OFFICERS

The Senators shall elect a President, Vice President, Secretary, Parliamentarian, and Treasurer as outlined in the Bylaws–article V, sections 2 and 3.

The PCS President shall conduct meetings out of which decisions and recommendations shall be made. The PCS President is authorized to publicly express the Peralta Classified Senate’s position on issues and recommendations relating to governance. The PCS President, Vice President, or the President’s designee may appear before the Board of Trustees to express the views of the PCS on policies, procedures and governance.

## Section 1: Executive Committee Functions

The duties of the Executive Committee shall include, but are not limited to:

1. Developing the agenda for PCS meetings.

2. Written reports and course of action will be presented for consideration to be placed on PCS agenda.

3. Accepting requests from all other shared governance stakeholders for consideration of placement on the PCS agenda.

4. Calling special meetings of the PCS if necessary.

5. Authorizing and approving expenditures.

## Section 2: Senators

The PCS Senators shall:

1. Consistently attend regular PCS meetings.

2. Shall cast their vote when resolutions are put before the PCS.

3. Advise their respective constituencies regarding PCS issues and activities

4. Bring issues of their respective constituencies to the attention of the PCS.

5. Perform other duties as required by their office.

## Section 3: President

The President shall:

1. Preside at meetings of the PCS and of the Executive Committee.

2. Have the power to form a sub-committee(s) and or Ad-Hoc committee(s) subject to the consent of the Executive Committee.

3. Serve, appoint, or remove a designee as a PCS representative to PCCD governance committees.

4. With PCS Executive Board approval, deliver a report at the Board of Trustees meetings or designate a representative, as appropriate.

5. Establish an annual schedule of meetings for the PCS, standing committees, and the Executive Committee.

6. Publish an agenda for all Executive Committee and PCS meetings.

7. Maintain PCS records for the next elected President.

8. Perform other duties as may be required by the office.

## Section 4: Vice President

The Vice President shall:

1. Act as President in the absence of the President.

2. Become President of the PCS in the event of early termination of the officer.

3. Assist the President in coordinating the reports and recommendations of all PCS committees for presentation to the Executive Committee.

4. Serve as alternate to PCCD governance committees.

5. Perform other duties as required by the office.

## Section 5: Secretary

The Secretary shall:

1. Consistently attend all PCS meetings.

2. Assume the duties of President in the absence of the President and Vice President in regards to facilitating meetings.

3. Be responsible for correspondence from the Executive Committee, PCS, and the general membership.

4. Distribute information to the PCS body, including notices of meetings and minutes.

5. Distribute special reports as directed by the President or Executive Committee.

6. Record all minutes of the PCS and Executive Committee meetings.

7. Keep an attendance roster for all PCS meetings.

## Section 6: Parliamentarian

The Parliamentarian shall:

1. Consistently attend all meetings called by the President.

2. Advise members on parliamentary procedures as requested or deemed essential.

## Section 7: Treasurer

The Treasurer shall:

1. Consistently attend all PCS meetings

2. Set up and maintain the budget for the Executive Committee with PCS approval.

3. Collect proceeds from fundraising efforts, order the disbursement of funds as directed by Executive Officers, maintain financial records, and submit financial reports to the PCS during regular meetings.

4. Perform other duties as may be required by the office.

# ARTICLE V – MEETINGS

The Executive Committee shall meet quarterly, at a minimum and establish a regular schedule of meetings with the Chancellor.

Official minutes of General PCS meetings shall be posted and made available upon request.

# ARTICLE VI – COMMITTEES

## Section 1: Standing Committees

The Standing Committee appointments shall be made by President with the consent of the Executive Committee. Examples of Standing Committees to be adopted may include: fund raising, professional development, staff relations, etc.

## Section 2: Ad Hoc Committees

Ad Hoc committees may be established by the President of the PCS, upon the advice and consent of the Executive Committee. Such committees shall be formed for special purposes and shall be of short duration.

## Section 3: Committee Chair Responsibilities

Each Committee Chair shall:

1. File with the President of the PCS a schedule of committee meetings.

2. Report its activities at regularly scheduled PCS meetings.

3. Prepare recommendations relating to its functions for review and approval by the Executive Committee.

4. Perform other duties as determined by the Executive Committee.

# ARTICLE VII – PARLIAMENTARY AUTHORITY/ GOVERNING RULES

## Section 1: Parliamentary Authority

The consensus method of decision making shall be used to elicit open communication and channel energies into working together. This method will be used to formulate solutions or recommendations which do not compromise any strong conviction or need.

In the event that consensus is not applicable to the situation, or cannot be reached, the PCS may elect to use other rules for voting which are not inconsistent with the bylaws.

## Section 2: Governing Rules

The rules contained in the current edition of Roberts Rules of Order, newly revised or an approved adaptation, shall govern the Executive Committee and PCS in all cases to which they are applicable wherein they are not inconsistent with PCS bylaws and any special rules of order the PCS may adopt.

# ARTICLE VIII – RECOMMENDATIONS TO THE SENATE

Recommendations to the Senate may be submitted in writing to the President or any Executive Committee representative by any classified staff member no later than 7 working days prior to the regular PCS meeting. Recommendations shall include rationale and supportive information which will enable the Executive Committee to give full and serious consideration to the recommendations. Classified employees may appear at any PCS meeting to voice their opinion on a recommendation. The Executive Committee reserves the right to request any further supportive information on a recommendation.

# ARTICLE IX – MULTI-CAMPUS ORGANIZATIONS

Nothing in this constitution shall be construed to prevent the PCS from forming a joint committee with any other Peralta Community College District organization(s).

# ARTICLE X – ADOPTION/ AMENDMENTS

## Section 1: Adoption

This Constitution takes effect ??? April, 1, 2019??? subsequent to approval at General Session, by a vote of two-thirds of the quorum of the PCS electorate of the PCCD.

## Section 2: Amendments/Revisions to the Constitution

A proposal for amendments/revisions to the PCS constitution may be initiated by any PCS senator. Major revisions to the constitution may warrant the creation of an Ad-Hoc committee. Proposed amendments/revisions must be approved by the PCS by a vote of two-thirds quorum of the PCS electorate.

# PERALTA CLASSIFIED SENATE

# BYLAWS

# *Revised: February 21, 2019*

# I. Classified Senate Funding

Activities of the Peralta Classified Senate that do not meet the criteria of the General Fund Budgets, or any Professional Development funds, shall be covered through specific fundraising activities.

# II. Quorum

## Section 1: Executive Committee Meetings

A quorum shall consist of a simple majority of the Senate Officers for regular Executive Committee meetings.

## Section 2: General Meetings of the PCS

A quorum for PCS general meetings shall consist of a simple majority of the total number of PCS senators as specified in the PCS Constitution, Article III, Section 1.

# III. Term of Office

## Section 1: Executive Committee Members

The term of office for Executive Committee members shall be two (2) years, from July 1 to June 30. Executive Officers may serve no more than two (2) consecutive terms in the same office.

## Section 2: Senators

The term of office for PCS Senators shall be two (2) years. A PCS Senator shall serve no more than two (2) consecutive terms and will again become eligible for election after one year. From each district site’s Classified Senate, the standing President and Vice President fill the PCS senator positions, in addition to an appointed alternate.

## Section 3: Standing Committee Chairs

Standing Committee (Fundraising, Nominating, Staff Development and Staff Relations, etc.) chairs shall serve up to a one-year term of office beginning July 1 and ending June 30th.

# IV. Procedure and Operation of Meetings

## Section 1: Time/Location

The time and place of regular monthly PCS meetings shall be held on the third Thursday of each month from 3pm to 4:30pm in the District Boardroom unless otherwise arranged by the Executive Committee. The time and place of the Executive Committee meetings will be determined at the first PCS general meeting. The PCS Secretary shall publish a schedule of meetings by the third meeting of the fiscal year.

## Section 2: Special Meetings

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

## Section 3: Attendance

Any member of the community may attend general PCS meetings and may speak with the consent of the President or a majority of the quorum; however, they may not vote.

## Section 4: Distribution of Minutes

Minutes and agendas of PCS general meetings will be distributed to Senators and will be available to be posted on the PCS Website. Minutes will be posted within five working days after the meeting (at which they were approved and adopted). Agendas will be posted at least three working days prior to a general meeting.

## Section 5: General Meetings

General Meetings of the PCS Senate:

1. General PCS meetings are to be scheduled on a monthly basis year round unless holidays, closures, emergencies or other unforeseen events inhibit a meeting to occur.

2. General meetings of the PCS shall be scheduled at such times as to assure maximum attendance by senators.

3. Senators and the general membership shall be notified at least three working days prior to any general meeting. Notice of meetings with agenda items shall be distributed via electronic mail.

4. General PCS meetings shall be called in any one of the following ways:

a. The President of the PCS may convene a general meeting with at least three working days’ notice.

b. A simple majority of the Executive Committee may convene a general meeting with at least three working days’ notice by:

(1) Petition to the President of the PCS.

(2) Vote at a meeting of the Executive Committee.

(3) Thirty percent of the PCS senators may convene a general meeting with at least five working days’ notice by signed petition to the President of the PCS.

(4) Any motion relevant to an agenda item may be carried by a simple majority of the quorum. A procedural motion proposed at a general meeting requires a simple majority vote of the quorum to carry. A substantive motion (a formal resolution) made at a general meeting shall be presented to the PCS in writing no less than five working days after the general meeting, and shall require a simple majority at a subsequent meeting with quorum to carry.

## Section 6: Emergency Meetings

Emergency meetings of the PCS may be called on twenty-four hours’ notice by:

1. The President of the PCS, or

2. The approval of a two-thirds majority vote of the Executive Committee, or

3. The approval of a simple majority vote of PCS Senators by signed petition to the PCS President.

# V. Elections and Vacancies

## Section 1: Electorate

Those eligible to vote in the election for PCS Officers shall be those eligible for membership in the PCS (Constitution: Article III, section 1).

## Section 2: Nominations/Voting of Officers

Nominations of PCS Officer(s) shall be by a secret paper ballot. Contested Officer positions shall be voted upon by a secret paper ballot. The nominee who carries the most votes wins the respective officer position. In the case of a tie, a subsequent vote is conducted. Should a second tie occur, the Executive Committee will determine a tie-breaking event (e.g., drawing straws, campaign speech).

In the case of an uncontested nominee, the nominee must receive a minimum of twenty-five percent of the quorum votes. Should a nominee receive less than twenty-five percent, then a subsequent vote will be conducted. Should the subsequent vote result in less than twenty-five percent, then the officer position will remain vacant.

## Section 3: Schedule of Elections

Elections for the PCS Executive Committee shall be conducted biannually during the month of June. Each election coincides with the outcome of the work site senate elections held in the spring semester which determines the three PCS Senators from each site.

## Section 4: Resignations

Resignations shall be submitted, in writing, to the PCS President and Vice President.

## Section 5: Vacancies and Appointments

A vacancy may occur through resignation, through leave of absence, or falling out of good standing. A voluntary vacancy will be submitted in writing to the PCS President and Vice President. A vacancy resulting from a leave of absence shall be a temporary vacancy and may be filled by an interim appointment as described below:

1. The PCS executive committee may appoint a senator in consultation with the local senate’s executive body.

2. An officer may request a leave of absence from his/her office if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed for the duration of the absence.

3. Upon an officer’s unexcused absence (absence without prior notice to the President) from three Senate or Executive Committee meetings, in any one semester, the position will be declared vacant.

4. In the event of a vacancy in the office of the President, the Vice President assumes the office of President.

5. In the event of a vacancy in the office of Vice President, Secretary, Treasurer, or Parliamentarian, the following procedures will be undertaken:

a. Should only one person be interested in the vacancy, his/her name will be nominated to the position from among the Executive Committee members at their regular meeting and presented to the Senators for final approval;

b. Should there be more than one person from the Executive Committee who is interested in the vacancy, those names will be presented to the Senators for election;

c. Should no one be interested in serving in the vacant office, the President may declare the position as officially vacant.

## Section 6: Removal/Recall from Office

1. A PCS Officer of the executive committee may be removed from his/her position by a majority vote of the Senate.

2. Any Senator of the PCS may be removed from office by a written petition of a majority vote cast within their local senate that meets quorum or if the senator falls out of good standing.