CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
DISTRICT SERVICES CLASSIFIED SENATE
CONSTITUTION AND BYLAWS

PART I: CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the Chabot-Las Positas Community College District Services Classified Senate.

ARTICLE II: PURPOSE AND AUTHORITY

The Classified Senate shall represent permanent classified professionals assigned to District Services, including confidential and supervisory personnel, on non-collective bargaining matters that have or may have a significant effect on classified professionals.

The Classified Senate is organized to:

(a) participate in and enhance the shared governance structure at Chabot-Las Positas Community College District Services;

(b) select from its membership representatives to serve on governance and district committees;

(c) provide a centralized means of communication between classified professionals and the district community;

(d) articulate the professionalism of classified professionals so that it is properly recognized and valued;

(e) provide an opportunity to develop individual leadership among classified professionals and increase the professional standards of its members;

(f) promote and support activities that develop or increase the skills, productivity, and professionalism of classified professionals;

(g) represent the various needs, concerns, and viewpoints of classified professionals on matters not related to union negotiation or collective bargaining.

Consistent with AP 2510, the Senate may provide input and recommendations on classified professional participation in governance structures, technology systems, professional development, program review, planning and budget development, accreditation, staffing, facilities planning, and other district policies, procedures, or related matters affecting classified professionals.

ARTICLE III: MEMBERSHIP AND VOTING RIGHTS

Section 1: Membership

The Classified Senate membership shall include all permanent full-time and permanent part-time classified professionals, including confidential and supervisory personnel, assigned to District Services.

Membership shall not include temporary, hourly, short-term, student, professional expert, or other non-permanent employees.

Section 2: Voting Rights

Each member of the Classified Senate shall have one full vote.

ARTICLE IV: GOVERNING COUNCIL

Section 1: Composition of the Governing Council

The Governing Council of the Classified Senate shall consist of four officers and five Senators. The Past-President and the highest-ranking District Services union officer, if applicable, shall serve as non-voting advisory members.

1. President (elected)
2. Vice President (elected)
3. Activities Coordinator (elected)
4. Treasurer (elected)
5. Senator - Payroll and Human Resources (elected)
6. Senator - Accounting and Purchasing (elected)
7. Senator - Educational Services & Student Success (elected)
8. Senator - Chancellor's Office, PRMG, and ITS (elected)
9. Senator - Facilities, Bond, Maintenance and Operations (elected)
10. Classified Senate Past-President (advisory)
11. District Union Officer (advisory)

Section 2: Senators

The Governing Council shall have one Senator from each of the following representative areas:

(a) Payroll and Human Resources;

(b) Accounting and Purchasing;

(c) Educational Services & Student Success;

(d) Chancellor's Office, Public Relations, Marketing and Government Relations (PRMG), and Information Technology Services (ITS);

(e) Facilities, Bond, Maintenance and Operations.

Section 3: Responsibilities of the Governing Council

1. The Governing Council shall serve as a liaison to the Chancellor, district and college committees, and the Board of Trustees.

2. The Governing Council shall solicit members to fill vacancies on district committees.

3. The Governing Council shall approve expenditures of the Classified Senate and report expenditures to the Senate.

4. The Governing Council shall assist in implementing Senate decisions and policies.

5. The Governing Council shall prepare action items for presentation to the Classified Senate general meeting. When possible, voting on a significant action item shall take place at a meeting subsequent to the one at which it was introduced, unless the item is urgent and requires immediate resolution.

ARTICLE V: AMENDMENTS AND RATIFICATION

Any voting member of the Classified Senate may submit a proposed amendment to the Constitution and Bylaws in writing to the Governing Council.

Proposed amendments shall be shared with the membership for review before a vote. When practical, amendments shall be introduced at one regular meeting and brought back for action at a subsequent meeting.

Amendments shall be approved by a two-thirds vote of voting members who respond to the call to vote, whether voting occurs during a meeting or by electronic method.

PART II: BYLAWS

ARTICLE I: DUTIES OF OFFICERS AND SENATORS

Section 1: President

The President shall preside at and prepare agendas for all meetings of the Classified Senate and the Governing Council. The President shall act as the liaison to classified professionals, district administrators, college administrators, the Chancellor, the Board of Trustees, and other constituent groups where appropriate.

The President or designee shall attend Board of Trustees meetings, Chancellor's Council meetings, and other meetings where Senate representation is appropriate. The President shall review budget matters of the Classified Senate and meet with the Chancellor on a schedule to be determined.

Section 2: Vice President

The Vice President shall serve as an advisor to the President and help ensure appropriate communication to Senate members. The Vice President shall assume the duties of the President in the President's absence.

If the office of President becomes vacant, the Vice President shall assume the office and fulfill its duties for the remainder of the term. The vacancy of Vice President shall then be addressed through the vacancy process in these Bylaws.

Section 3: Treasurer

The Treasurer shall oversee the Classified Senate budget, including recordkeeping and review of financial reports. The Treasurer shall report briefly on Senate finances at regular Senate meetings when needed.

Section 4: Activities Coordinator

The Activities Coordinator shall serve as an advisor to the Governing Council and coordinate Senate activities, professional development events, and other ongoing Senate activities, subject to Senate and Governing Council direction.

Section 5: Senators

Senators shall attend regular Senate and Governing Council meetings, maintain communication with their representative areas, encourage participation in shared governance, and report matters of concern or interest to the Governing Council.

Senators shall help welcome new classified professionals in their representative areas and provide a brief explanation of the role of the Classified Senate. If the Activities Coordinator position remains unfilled, the Senators shall share the responsibilities of the Activities Coordinator.

Section 6: Election Committee

The Election Committee shall solicit nominations for Governing Council officers and Senators, confirm candidate acceptance, prepare ballots, coordinate voting, count votes, and report election results to the Classified Senate.

ARTICLE II: TERMS OF OFFICE

A term of office shall be for one year, beginning July 1 and ending June 30.

The President, Vice President, Treasurer, Activities Coordinator, and Senators may serve more than two consecutive terms if nominated and elected through the regular election process.

All members of the Classified Senate shall be eligible to serve as an officer or Senator on the Governing Council. The President and Vice President may not serve concurrent terms of office on the Executive Board of the district's classified collective bargaining unit.

ARTICLE III: ELECTIONS, APPOINTMENTS, AND VACANCIES

Section 1: Election Committee

A committee of three volunteers shall be responsible for soliciting nominations for Governing Council vacancies and for the yearly election of President, Vice President, Activities Coordinator, Treasurer, and Senators. This committee shall convene in February. If there are no volunteers, the President shall appoint an Election Committee.

Members of the Election Committee may not count ballots for any position for which they are a candidate. A nominee must accept the nomination before being placed on the ballot.

Section 2: Election Procedures

1. The Election Committee shall establish the nomination timeline, voting timeline, voting method, and deadline for ballots.
2. The President, Vice President, Activities Coordinator, Treasurer, and Senators shall be elected by secret ballot or secure electronic ballot.
3. The candidate receiving the most valid votes cast shall be elected. In the event of a tie, a run-off election shall be held between the tied candidates.
4. If only one eligible candidate accepts nomination for a position, the candidate may be elected by acclamation or placed on the ballot for confirmation, as determined by the Election Committee.

Section 3: Special Elections and Appointments

1. A vacancy may occur following elections, through resignation, leave of absence, or declaration of vacancy.
2. The Governing Council may appoint, by consensus, an eligible member to serve on an interim basis until the position is filled through a regular or special election.
3. An officer or Senator may request a leave of absence from office if the absence is related to an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
4. Upon an elected official's unexcused absence from three Classified Senate or Governing Council meetings in any one semester, the position may be declared vacant.

5. If an elected position remains unfilled, nomination, appointment, or election may be completed at a regular Classified Senate meeting.

ARTICLE IV: MEETINGS AND VOTING

Section 1: Governing Council Meetings

The Governing Council shall meet monthly, with the day, time, and modality determined by the Governing Council.

Section 2: Classified Senate Meetings

The Classified Senate shall hold regular general meetings for all members on a schedule established by the Governing Council. Meetings may be held in person, online, or in hybrid format. When scheduling conflicts arise, an alternate meeting time may be determined by the Governing Council.

Section 3: Voting

Votes may be taken during meetings or by electronic method. A deadline shall be established for each vote, and votes must be cast before the deadline to be counted.

Unless otherwise specified in the Constitution and Bylaws, Senate action shall be approved by a simple majority of voting members who respond to the call to vote.

ARTICLE V: COMMITTEES AND REPRESENTATIVE APPOINTMENTS

Section 1: Committee Appointments

After soliciting volunteers and nominations, the Classified Senate President, with notification to the Governing Council, shall select members to serve on specific district and college committees where Classified Senate representation is requested.

Section 2: Senate Committees and Workgroups

The Senate may establish standing committees, ad hoc committees, or workgroups to support Senate priorities, including elections, Constitution and Bylaws review, professional development, committee reporting, program review, and classified engagement.

Section 3: Committee Reporting

Senate representatives serving on district committees shall provide regular updates to the Senate, focusing on items that may affect District Services classified professionals.

ARTICLE VI: REFERENDA, RECOMMENDATIONS, AND SENATE POSITIONS

Referenda concern matters that affect district policy and/or a wide range of classified areas. The Classified Senate shall determine a referendum issue, and the Governing Council shall conduct the referendum.

Referenda shall require a majority vote of valid ballots cast. Written or electronic ballots may include pro and con statements when appropriate.

The Senate may issue recommendations, responses, or positions on matters within the Senate's shared governance role. Significant recommendations should be placed on a regular meeting agenda for discussion and action when practical.

ARTICLE VII: PROFESSIONAL DEVELOPMENT AND SENATE ACTIVITIES

The Senate may support professional development planning, activities, and communication for District Services classified professionals. The Senate may develop procedures for identifying professional development needs, prioritizing opportunities, and evaluating outcomes.

The Activities Coordinator, or the Senators if the Activities Coordinator position is vacant, shall assist with planning and coordination of Senate activities.

ARTICLE VIII: PARLIAMENTARY PROCEDURE

Meetings shall generally follow Robert's Rules of Order unless otherwise modified by this Constitution and Bylaws or by Senate-approved procedures.

ARTICLE IX: REVIEW OF CONSTITUTION AND BYLAWS

The Constitution and Bylaws shall be reviewed at least every five years, or sooner when needed due to changes in district structure, district policy, state law, Senate operations, or representative needs.

The Governing Council may establish a Constitution and Bylaws Committee to review the document and recommend revisions.

First Draft for Review presented September 2026
Second Draft for Review presented October 2026
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