



*Together We Can Make a Difference*

Classified Senate Bylaws and Constitution

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## Land Acknowledgement

As De Anza College employees we recognize De Anza College is located on unceded Ohlone indigenous territory. Classified Senate members invite the campus community to recognize this area as the original homeland of the Muwekma Ohlone Tribe of the San Francisco Tribe. Muwekma meaning “the people” and they have been stewarding these areas from San Francisco to the South Bay to Alameda County for 12,000 years through cultural keeping and ceremonial keeping and land stewarding. Geographically, we recognize De Anza College sits on the crux of Raymatush to the peninsula and Thamien tribal lands.

Due to intermarriage between Puichon/San Jose and Cupertino Thámien, it continued a diversify local indigenous peoples, in this territory of the ancestral unceded tribal lands of the Muwekma Ohlone people who were missionized in Missions Santa Clara, San Francisco and San Jose. The Muwekma Ohlone are the legal successors of the sovereign, federally recognized, Verona Band of Alameda County. This land was and continues to be of great importance to their Tribe and other familial Indian descendants of the Verona Band.

We understand we do this work with the contradiction that we are in occupied unceded territory after the massacre and genocide of indigenous peoples, with western definitions of political borders. The Muwekma and other first nations peoples have survived a history of land stealing, violence, cultural erasure, lies, exclusion, boarding schools, and displacement making them homeless in their homeland. Our solidarity begins with acknowledging the truth, learning more and continues with our actions. We are in gratitude towards the original stewards of this Ohlone land and strive to be respectful to the land, currently known as Silicon Valley.

We ask for grace to do this shared governance work so that it benefits and heals seven generations forward in this campus community we are building here at De Anza College and the communities we belong to in our everyday life. We hope to bring alive this intention beyond symbolic words, developing genuine relationships with our local indigenous communities, our colleagues and our students without adding more labor to them. Instead, we strive to uplift their history, heritage and sovereign rights.

Thus, we are committed to decolonize and deconstruct harmful narratives, in our work and in our shared governance, and walk without harming ourselves or our campus community, staying true to a way of life that involves "To All My Relations."

We are also committed to learn cultural humility, giving life to social justice inside and outside the classroom, centering first nation peoples, through relationship building and aligning Muwekma’s vision to “make things right for [their] people and dance for [their] children” with De Anza College's core values

- The Muwekma tribe is currently calling for action and requests that you
- Sign the “Restore Muwekma” Letter
- Sign the “Restore the Homeland” Letter - regain federally recognized tribal status
- Call your Representative
- Donate Funds

Learn more at [muwekma.org](http://muwekma.org).

We also invite you to take time to learn about surrounding first nation peoples, the Amah Mutsun, the Raymatush, The Esselen, and The Tamien.

## 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 inform campus and district vision, develop leadership, build committees, create policy and procedures, and enrich campus community relations. We continue to broaden that knowledge through shared governance, teamwork, and professional development. As our campus and district evolves, this can then facilitate the growth of our membership, improve our campus, and district, and eventually achieve better outcomes for our students.

## Article I. NAME AND DEFINITIONS

### Section I.1 Name

- (a) Senate: The organization shall be known as the De Anza College Classified Senate, henceforth called the Senate.
- (b) Classified: In the context of the Classified Senate at De Anza College, the term 'classified' refers to non-teaching staff members who are employed by the Foothill-De Anza Community College District and are represented by the classified bargaining unit. These staff members are typically responsible for administrative, technical, or support duties, and may include positions such as office and administrative support staff, custodial and maintenance staff, instructional aides, dining services staff and other similar positions.
- (c) Classified Professionals: employees will be referred to as Classified Professionals and will make up the general membership (please see Article 3, Section 3.1) and goes beyond the definition provided in Ed Code which says a classified professional is hired by the Foothill-De Anza College District as part of the "classified service" (Ed. Code 88003) to fill a permanent classified position.
- (d) Classified Leaders: Classified professionals in internal standing committees, and in external leadership capacities will be referred to as Classified Leaders.
- (e) Officers: When referring to Officers, it means, executive team, (See Article 4.1)
- (f) Senate members: classified elected positions in areas of focus who are Leads and Designees, appointed positions in internal and ad hoc committees and are Appointed Shared Governance Members.

## Article II. PURPOSES

### Section II.1 Purposes

- (a) To provide the classified staff with representation and voice foremost in matters that impact Classified Professionals and in determining institutional positions, policies, procedures, and regulations at the College and or FHDA District.
- (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 and or FHDA District.
- (c) To provide the President and District Superintendent with recommendations and views on matters affecting the conduct, welfare, and growth of the College and or FHDA District.
- (d) To foster professional development comprising of equity, leadership, as well as creative and or innovative and other 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 employees of De Anza College.
- (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 professionals who work on the De Anza campus; are permanent, probationary, part time and hourly employees of the Foothill-De Anza Community College District

- (c) In special instances, the Senate may make specific interpretations as to who may be electorate members. It is the general intent and spirit of the Senate to represent all members of the classified professionals.
- (d) While temporary employees of the FHDA 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 and Responsibilities

- (a) The rights and responsibilities of the general membership are to participate in the Senate activities to provide recommendations for improving the interests and functions of the Senate, the college, and FHDA district, to serve on the Senate, Shared Governance committees and other campus leadership opportunities that have a sphere of influence and serve the interests of Classified Professionals
- (b) Participate in shared governance and leadership committees (non-shared governance) using the college engagement policy of 4 hours a week allotted by Campus policy.

## 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 Team: President, President-elect, Secretary, Treasurer, Communications Officer
    - a) Appointed Shared Governance Members
    - b) Professional Development, (ongoing committee), dedicated to the ongoing development of our membership in skills, culture, history, and analysis
    - c) Professional Development Day (event committee) dedicated to planning our annual signature event.
    - d) Equity, Inclusion and Recognition, and
    - e) Mentorship and Advisory Group
    - f) Ad Hoc committees created to advance the interests of the Senate.



- Elected officers of Executive Council serve a 1-year term; oversee Areas of Focus, provide mentorship, serve as leads on Shared Governance Committees
- Elected Senator Leads and Senator Designees serve a 2-year term in chosen Areas of Focus
- Appointed individuals for standing and Shared Governance committees, confirmed by Classified Senate. Chairs of Standing Committees are voting members of Classified Senate.

## Section IV.2 Senators in Area of Focus

### (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 and at least one Shared Governance Committee that may be part of their Area of Focus or another area of work. Senator Leads serve as mentors to the Senator Designee(s) in their Area of Focus, and to at-large Classified Senate Shared Governance Committee members and to the Senator Designee(s) in their Area of Focus.
- (ii) There shall be two Senator Leads in each Area of Focus, for eight (8) Senator Leads.

### (b) Designee Role

- (i) Senator Designees serve in their Area of Focus and participate in Area of Focus activities. 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 and can be mentored towards their leadership development.
- (ii) There shall be two Senator Designees in each Area of Focus, or 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

- (i) The term of office of a Senator shall be two (2) years.
- (ii) A Senator shall serve no more than two (2) consecutive terms and will again become eligible for election after one year off.
- (iii) 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) The president will be held by the president elect in the previous year.
- (ii) Preside over meetings of the Senate and of the Executive team and other decision-making bodies in Shared Governance.
- (iii) Coordinate with other Executive team members to appoint a senate member to be a lead role or a committee Chair especially in absence of designees for the Areas of Focus.
- (iv) Appear or designate a representative to appear before shared governance bodies or Call for agenda items for Executive team meetings, senate meetings, general membership meetings.
- (v) Plan with the executive team, and delegate to a planning committee to coordinate the Annual Senate Leadership Retreat, other leadership development, professional development, community building and decision-making activities.
- (vi) Mentor Senate members. Serves as a liaison to Classified Professionals to help assess, identify, and develop their ability to participate in Classified Senate and campus wide Shared Governance.
- (vii) May act in another executive role in the absence of executive team members.
- (viii) perform other duties as required by the executive team, the senate and the membership.

#### (b) Term of Office

- (i) The President shall serve annual terms of office from July 1 through June 30 for 1 year.
- (ii) In the event this person does not fulfil a 1 year term, the vacancy can prompt the appointment of another classified member to fill this role for the remaining of the term.

### Section IV.4 The President-elect

#### (a) Duties

- (i) The president elect will automatically become the President in the forthcoming year.
- (ii) And or will become president n upon the expiration or vacancy of the current President's term of office.
- (iii) The President elect will become president
- (iv) act as chair of the Bylaws Committee and chair a planning committee to gather feedback on the bylaws and hold an annual vote on bylaws.
- (v) delegate a planning committee to initiate the election process during the Fall quarter.
- (vi) mentor Senate members.
- (vii) May act in another executive role in the absence of executive team members perform other duties as required by the executive team, the senate, and the membership.

#### (b) Term of Office

- (i) The President-Elect shall serve annual terms of office from July 1 through June 30 for 1 year.
- (ii) In the event this person does not fulfil a 1 year term, the vacancy can prompt the appointment of another classified member to fill this role for the remaining of the term.

### 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, file and archive Senate records for historical documentation and context and structural updates
- (iv) Keep a list of active Senators together with the expiration date of each Senator's term of office.
- (v) Mentor Senate members.
- (vi) May act in another executive role in the absence of executive team members.
- (vii) Perform other duties as required by the executive team, the senate and the membership.

(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.
- (ii) In the event this person does not fulfil a 1 year term, the vacancy can prompt the appointment of another classified member to fill this role for the remaining of the term.

## Section IV.6 The Treasurer

(a) Duties:

- (i) Accept contributions, disburse funds, maintain monthly financial records, and submit monthly financial reports to the Senate twice during the academic year or as requested by the Executive Council.
- (ii) Set up the anticipated and expected budget for the Executive Council and Senate approval
- (iii) Complete necessary forms for payment.
- (iv) Documents payroll deduction rosters.
- (v) Writes and or updates policies of operational budgets- Voluntary Dues and B Budget.
- (vi) Provides a budget report
- (vii) Provides fundraising ideas and leads fundraising activities (as needed and per capacity).
- (viii) mentor Senate members.
- (ix) May act in another executive role in the absence of executive team members.
- (x) perform other duties as required by the executive team, the senate and the membership.

(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.
- (ii) In the event this person does not fulfil a 1 year term, the vacancy can prompt the appointment of another classified member to fill this role for the remaining of the term.

## Section IV.7 The Communications Officer

(a) Duties:

- (i) Prepares and sends out communication to the Senate and campus community at large.
- (ii) maintains Senate online presence. (I.e. online, intranet, social media-if any). Specifically, Posts Senate Agendas and Minutes to the Senate website
- (iii) Support the communications of the executive team, senators, standing committees and our liaison representatives in shared governance which can include (emails, intranet, basic graphic design, online presence)

- (iv) May act in another executive team role in the absence of executive team members
- (v) May act in another executive role in the absence of executive team members.
- (vi) Perform other duties as required by the executive team, the senate and the membership.

(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.
- (ii) In the event this person does not fulfil a 1 year term, the vacancy can prompt the appointment of another classified member to fill this role for the remaining of the term.

#### Section IV.8 Past Team Members

(a) The executive team members are the president, secretary, communications, and treasurer,

(b) Duties:

- a. Any executive team member, serve as Chair of the Mentorship and Advisory Group for at least 1 year.
- b. Selected from the pool of past Executive team members, appointed by the current President and /or can be nominated by classified members.

(c) Term of Office

- a. The President shall serve annual terms of office from July 1 through June 30 for 1 year.

#### Section IV.9 The DASG Mentor

(a) Description

- (i) Established at the request of student government to ensure student success in shared governance.
- (ii) The DASG Mentor is appointed by the Senate from the Senators, including executive team members, or from the Mentorship and Advisory Group.
- (iii) Please note: Student appointments typically happen in early Fall quarter. It is the responsibility of the DASG vice-president to make those assignments/appointments of roles. the Classified Senate executive team is to check in with DASG Vice President in the Fall.

(b) Duties

- (i) The Senate Mentor to Student Representative shall:
- (ii) Follow the following tool- [Best Practices for Student Voices in Shared Governance](#)
- (iii) Meet regularly with the student representative in between Senate meetings and sit with representative during meetings to answer any questions and clarify material if needed.
- (iv) Provide training on the purpose of the De Anza Senate and the bylaws
- (v) Help the student representative feel welcome and supported.
- (vi) Encourage the student representative by making space for their voice to be heard and to make an impact on the Senate's decision-making process.
- (vii) Encourage the student representative to report back on any agenda items discussed with DASG, gather any committee feedback, and return to meetings with questions or feedback when needed.

(c) Term of Office

- (i) The Mentor shall serve annual terms of office from July 1 through June 30 for 1 year.
- (ii) A debrief meeting should be held among mentee and mentor and or DASG leaders and Classified Senate executive team members.

## Article V. COMMITTEES

### Section V.1 Establishing and Organization of Standing Committees

#### (a) Description

- (i) The Senate can form standing committees on a temporary or ongoing basis to provide recommendations, policies, and procedures for a functional area.
- (ii) The makeup of standing committees may be structured by mutual agreement by the Senate in a manner best suited to the capacity and function of the committee members.
- (iii) The standing committee will be comprised of the Committee Chair(s) and committee members.
- (iv) Committees will use the framework of relationship building, recruitment tools, and leadership development.
- (v) Previous committee members and or the Senate executive team are to onboard incoming chairs and or committee members.
- (vi) Establish a digital folder/hub (intranet like canvas or sharepoint, etc) to document for historical context and structural updates.

#### (b) Term of Office

- (i) 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) conduct professional development programs under the guidance of the Senate established annually at the Senate Leadership Retreat or ongoing as needed.
- (ii) Partner with Office of Professional Development.

#### (b) Duties

- (i) Chairpersons for this standing committee represent the Senate on the campus- wide Staff Development Committee and monitor the funding from the campus-wide Staff Development Committee.
- (ii) provide updates at Senate meetings.
- (iii) Fundraise and allocate funds for committee activities. Prepare recommendations relating to its functions for review and approval by the Executive team ideally in the summer leadership retreat or ongoing as needed.
- (iv) Prepare a reflection at the end of each academic year. - copy and paste for all committees
- (v) 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:
- (vi) 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.
- (vii) Incorporate training that ensures our Classified Professionals learn current on campus and off campus resources to direct students who express hunger, homelessness, mental health issues and other situational experiences.
- (viii) partner with Senate standing committees and areas of focus

- (c) Term of Office
  - (i) appoint Chairs and members as necessary to a minimum of a one-year term and with approval from a simple majority of the Senate
- (d) The Committee Chair(s) shall
  - (i) be appointed by the current President and it can be filled by a classified member who has had previous experience with shared governance
  - (ii) appoint members, as necessary, from a pool of past elected senate officers or another classified professional with previous experience in shared governance
  - (iii) prepare recommendations to the Senate.
  - (iv) coordinate with the Senate regarding event scheduling, funding, and general needs.

### Section V.3 Equity, Inclusion and Recognition Committee

- (a) This committee shall be a standing committee of the Senate to:
  - (i) conducts educational programs that centers equity, inclusion, diversity, justice and accessibility (I.e. related topics such as, but not limited to white fragility, facilitating meetings, cultural humility, anti-racism, creating accessible communication, spaces and events)
  - (ii) work with the Office of Equity, Equity Action Council, and Office of Professional Development
- (b) Duties
  - (i) fundraise and allocate funds for committee activities.
  - (ii) advise the Senate on operationalizing equity within the Senate in the interest of Classified professionals
  - (iii) partner with Senate standing committees and areas of focus-
  - (iv) 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.
- (c) Term of Office
  - (i) appoint Chairs and members as necessary to a minimum of a one-year term and with approval from a simple majority of the Senate.
- (d) The Committee Chair(s) shall
  - (i) be appointed by the current President and it can be filled by a classified member who has had previous experience with shared governance
  - (ii) appoint members, as necessary, from a pool of past elected senate officers or another classified professional with previous experience in shared governance
  - (iii) prepare recommendations to the Senate.
  - (iv) 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 for the Senate
  - (ii) Share Senate history and institutional memory of the Senate's role at De Anza College, FHDA District, and community (if applicable).
  - (iii) Provide support and learning opportunities for Classified Professionals who wish to serve in the Senate or in another area within Shared Governance.

- (iv) be available to all past elected senate officers, current officers and members of internal standing and ad hoc committees
  - (v) attend standing and ad hoc committees in mentoring and advisory role to provide mentoring and advisory.
  - (vi) Work with incoming leadership to plan and coordinate onboarding and training activities.
  - (vii) partner with Senate standing committees and areas of focus-
- (b) Term of Office
- (i) appoint Chairs and members as necessary to a minimum of a one-year term and with approval from a simple majority of the Senate.
- (c) The Committee Chair(s) shall
- (i) be appointed by the current President and it can be filled by a classified member who has had previous experience with shared governance
  - (ii) appoint members, as necessary, from a pool of past elected senate officers or another classified professional with previous experience in shared governance
  - (iii) prepare recommendations to the Senate.
  - (iv) coordinate with the Senate regarding event scheduling, funding, and general needs.

#### Section V.5 Ad Hoc Committees

- (a) The Officers and the Senate shall establish Ad Hoc committees, when appropriate, that supports the interests of classified professionals. The President of the Senate shall establish Ad Hoc committees, upon the advice and consent of the Officers and the Senate. Such committees shall be formed for special purposes and shall be of short duration. (See Article 7 regarding voting.)

#### Section V.6 The Elections Committee

- (b) 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.
- (c) There should be a Pass the Torch process that includes the previous year's committee and the incoming new committee members in the Fall quarter. Nominations shall be confirmed by the nominee(s).
- (d) fundraise and allocate funds for committee activities.

#### 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.
- (b) There should be a Pass the Torch process that includes the previous year's committee and the incoming new committee members.
- (c) Ideally make changes that can better serve the needs of the incoming leadership by having the Senate approval in May/June of each academic year that can be applied towards the next academic year in July.
- (d) fundraise and allocate funds for committee activities.

#### Section V.8 FHDA Classified Professional Development Day Committee

- (a) This committee shall be an Ad Hoc Committee formed from the general membership, to join the event planning and production of the annual FHDA Classified Professional Development Day.
- (b) Collaboration will take place with an independent Ad Hoc District wide committee. This district wide committee is formed from members of the Classified Professionals from Foothill, De Anza, and Central Services
- (c) fundraise and allocate funds for committee activities and also check with the respective Senate Treasurers in each area (De Anza, Foothill, Central Services) regarding available budget in the Fall quarter to prepare for the planning
- (d) There should be a Pass the Torch process that includes the previous year's committee and the incoming new committee members in the Fall quarter so planning can start in the Winter quarter.

## Article VI. MEETINGS

### Section VI.1 Voting and Decision 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 consistent with these bylaws.
- (c) Those who have been voted or appointed into Senate office, and alternates serving in a senator's absence, 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 at least ( ) an academic year and scheduled 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:
    - a) the President of the Senate may convene a general meeting with at least five (5) working days' notice or
    - b) 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 at least once per month during months which fully fall within 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.
  - (iii) Senate Meetings are only for senators (although all of classified membership is always invited. General meetings are for all of classified professionals.

### Section VI.4 Executive Council Meetings

- (a) Shall be:
  - (i) held as needed.
  - (ii) Scheduled by consensus of the Executive Council.
  - (iii) Attended by executive team members and or Officers.
  - (iv) The executive team is made up of the President, President Elect, secretary, and treasurer (See [Article IV.1](#)).

## 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, 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.
- (iv) It shall be the Senate's responsibility 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.
- (v) It shall be the responsibility of the Senate to express its views and recommendations to all classified professionals 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 campus interest issues except those responsible for 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 for its purposes.

### 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, 2023

### 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 (2/3) 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 Executive Council member may be removed from office by a two-thirds (2/3) majority vote of the full Senate membership casting a written affirmative ballot. Procedures for Recalled Member Notice: Notice of the recall vote must be provided to the affected individual at least two (2) weeks in advance of the vote.
- (e) Voting: The recall vote must be conducted by secret ballot, and the vote count must be made public.
- (f) Replacements: If a Senator or Executive Council member is recalled, the replacement process shall follow the procedures outlined in Article IX, Section IX.
- (g) Reinstatement: Any Senator or Executive Council member who is recalled may not be eligible for reinstatement to their previous position for a period of one year, unless otherwise specified in the bylaws or other governing documents.
- (h) Appeal: Any Senator or Executive Council member who is recalled may appeal the decision to the Senate within seven (7) calendar days of the recall vote. The appeal must be submitted in writing to the Senate President, and the Senate must vote to accept or reject the appeal within fourteen (14) calendar days of receipt of the appeal.

### Section IX.5 Vacancy and Replacement Process

- (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.
  - (ii) 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 to the senate President
  - (ii) 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.
  - (iii) 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.
  - (iv) 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.
  - (v) 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 Appointment Process and Procedures for Vacancies (or in general)?

- (a) The Classified Senate shall appoint members to serve in positions as required to carry out the purposes of the Senate. The appointments shall be made through an open, transparent, and consistent process that ensures that appointees have the qualifications and support necessary to succeed in their roles.
- (b) Notice for positions eligible for appointment shall be given for at least two (2) working days.
- (c) Voting on appointments will occur no later than the 2nd Classified Senate meeting after the statement of interest is received by the Executive Council.
- (d) In all cases, the Senate shall vote to appoint an interested party to the position by consensus.
  - (i) Process shall be as follows for:
    - i. Executive Council
    - ii. Solicit interest from the Senate, then the general membership.
  - (ii) Senators
    - i. Solicit interest from the general membership.
  - (iii) Chairs of Committees
    - i. Solicit interest from the Senate and the general membership.
    - ii. The Senate shall vote to appoint an interested party to the position by consensus.
  - (iv) Committee or Task Force
    - i. Solicit interest from the Senate and the general membership.
  - (v) Administrator Hiring Committee
    - i. Solicit interest from the Senate, then the general membership.

#### Section IX.6 Compliance of Laws

- (a) Should any portion of this document violate any local, state, or federal law, regulation or code, that

portion of the bylaw will become null and void. However, the remainder of this document will remain in full force. Laws, regulations, and codes from the highest-ranking authority shall take precedence over all other documents and will be adhered to by the Classified Senate body.

- (b) If any portion of this Constitution is found to be in violation of local, state, or federal laws, it will be the responsibility of the Senate to amend that portion to attain compliance rather than to declare void the Constitution. The Senate shall use the amendment procedures in this article to carry out this responsibility.

## Article X. MANAGEMENT OF FUNDS

### Section X.1 General Fund

- (a) The General Fund shall be used for special events, activities, and expenses as needed to carry out the purposes of the Senate. The purposes of the General Fund shall be defined in the Senate's mission statement, and a list of eligible expenses shall be maintained and can be periodically reviewed by the Senate.
- (b) Contributions to the Senate can be made through:
  - (c) Monthly ongoing payroll deduction at a minimum of \$2.00 per contract month.
  - (d) Writing a one-time check payable to the De Anza College Classified Senate.
  - (e) The Senate may propose changes to the minimum contribution rate, which shall be approved by the membership by vote during an election.
  - (f) A contribution form shall be available online via our website or by contacting the Treasurer.

### Section X.2 Student Support Fund

- (a) A minimum of 50% of the contributions collected will go toward the Student Support Fund.
- (b) The Student Support Fund shall be used to provide direct support to students in accordance with the Senate's mission statement. The Senate shall establish clear guidelines for how the funds shall be allocated, evaluated, and disbursed to ensure that they are used in an equitable manner and that they support the needs of as many students as possible. The Senate shall periodically review the guidelines to ensure that they are effective in meeting the needs of students.
- (c) The Senate shall maintain detailed records of all contributions and expenditures related to the Student Support Fund. These funds should be spent in accordance with Resolutions of Support.

### Section X.3 Financial Oversight

- (a) The Senate shall establish procedures for financial oversight, including audits and reporting requirements, to ensure that all funds are being managed responsibly and transparently. These procedures shall be designed to comply with all applicable laws and regulations.

### Section X.4. Tax Implications

- (a) The Senate shall ensure that all financial activities comply with applicable tax laws and regulations. The Treasurer shall maintain records of all contributions and expenditures and shall file any necessary tax forms on behalf of the Senate.

## Definitions

1. **Advisory Vote:** Within the context of the De Anza College Classified Senate, an advisory vote is a type of vote taken by the Senate that is non-binding and does not have the force of law or regulation. It is meant to serve as a recommendation or guidance on a particular matter, rather than a final decision. An advisory vote may be used to provide input or feedback on a proposed policy or decision, without having the authority to make a final decision or take action. The results of an advisory vote may be considered by decision-makers when making a final decision, but they are not required to follow the recommendation of the advisory vote.
2. **Area of Focus:** An area of focus refers to a particular topic or issue that the Classified Senate has identified as a priority for attention and action. It serves as a guiding framework for the Senate's work and initiatives, helping to ensure that resources and efforts are directed towards key areas of concern. The areas of focus may be identified by the Senate based on input from its members, the administration, or other stakeholders, and may be periodically reviewed and updated as needed to reflect changing needs and priorities.
3. **Classified Senate:** In the context of De Anza College, the term 'Classified Senate' refers to the official governing body comprised of classified professionals and employees who are employed by the Foothill-De Anza Community College District and represented by the classified bargaining unit. The Classified Senate is responsible for representing the interests of classified staff members and providing a formal representative and professional voice in determining institutional positions, policies, procedures, and regulations at local and other public bodies. The Senate's responsibilities include promoting communication and mutual understanding among staff, faculty, administration, Board of Trustees, students, and other interested parties, fostering professional development, and providing the President and Chancellor with recommendations and views on matters affecting the conduct, welfare, and growth of the College
4. **Executive Board:** Executive Board refers to the elected officers of the Classified Senate who are responsible for the day-to-day operation and management of the Senate, including but not limited to the President, Vice President, Secretary, Treasurer, and ?????(who else is in the executive board) They are responsible for implementing the decisions and policies of the Senate, setting the agenda for Senate meetings, and serving as liaisons between the Senate and other campus groups and individuals.
5. **Classified Employees and Professionals:** refers to employees who work in positions that are not considered faculty or management positions, and who are covered by the collective bargaining agreement between the district and the classified bargaining unit. This term can be used interchangeably depending on the context.
6. **Consensus Method -** In the context of the Classified Senate, the consensus method is used to promote collaboration and inclusivity among members, and to ensure that decisions are made in the best interest of the entire classified staff. It is a valuable tool for building trust and fostering a positive work environment.
7. **Parliamentarian Quorum:** Parliamentarian - refers to an expert in parliamentary rules and procedures who advises the presiding officer and members of the Classified Senate on the proper conduct of meetings and adherence to the bylaws. The parliamentarian does not have voting rights in the Senate meetings.
8. **Simple Majority:** refers to the minimum number of votes required for a decision to be made by a group or organization. It is determined by calculating more than half of the total number of votes cast. In the context of the Classified Senate, a simple majority vote means that a decision or action

will be taken if more than half of the voting members are in favor of it. For example, if there are 20 voting members, a simple majority would be 11 or more votes in favor of the decision or action.

9. "To All My Relations" is a phrase commonly used in indigenous cultures as a way to acknowledge the interconnectedness of all living things and to express respect and gratitude for the natural world. In the context of the Classified Senate, the phrase may be used as a reminder of the importance of working collaboratively and respectfully with all members of the college community, including staff, faculty, students, and administration, to achieve common goals and promote the well-being of the college and its surrounding community.