



Last Ratified: November 12, 2021

Past Ratification: June 29, 1990



**Peralta Community  
College District**

# CLASSIFIED SENATE OF COLLEGE OF ALAMEDA

## CONSTITUTION

### ARTICLE I: NAME

The name of this organization shall be the Classified Senate of College of Alameda (CSCOA).

### ARTICLE II: PURPOSE

The Classified Senate shall represent classified employee in the College of Alameda governance system and is intended to provide:

1. a body representing the various needs, concerns, and viewpoints of the classified staff not related to SEIU 1021 Union negotiations matters.
2. a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the share governance process.
3. a body through which the professionalism of classified staff is articulated and valued.
4. an opportunity for enhancing the democratic process of informed decision-making at College of Alameda (COA).
5. an opportunity to develop individual leadership contribution and development among the classified staff.

### ARTICLES III: MEMBERSHIP, DUTIES AND RESPONSIBILITIES

#### Section 1: Membership

The Classified Senate shall consist of all (non-management) permanent full-time, part-time, and hourly/temporary classified employees employed/assigned at COA.

#### Section 2: Duties and Responsibilities

1. The Classified Senate shall:
  - a. establish principles, make recommendations, set policies and take action on behalf of the classified staff.
  - b. collect, evaluate and disseminate information of interest to the classified staff.



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- c. review all policies affecting classified staff, not related to SEIU 1021 Union activities.
  - d. undertake research studies.
  - e. extend invitations.
  - f. respond to queries and/or requests.
  - g. request information.
1. The Classified Senate may request and obtain any information and/or recommendations made by the college administration to the Board of Trustees in time to effectively consider the issues in those recommendations.
  2. The Executive Committee of the Classified Senate may select a member to appear before the Board of Trustees to express the views of the Classified Senate.

## ARTICLE IV OFFICERS, ELECTORATE AND ELECTIONS

### Section 1: Officers

- I. The governing body of the Classified Senate shall be the Executive Committee which shall consist of the following elected officers: President, Vice President, Secretary, Treasurer and Senators; one elected representative from the Office of Instruction, Student Services, Child Care, Maintenance and Grounds; and one representative elected from the Classified Senate at large.
2. The President and Vice President of the Classified Senate shall be members of the full-time classified staff.

### Section 2: Electorate

Those eligible to vote in the election for officers and representatives shall be those eligible for membership in the Classified Senate (Article III, Section 1.).

### Section 3: Elections

1. The Executive Committee shall appoint a nominating committee to receive and solicit name of candidates and supervise the election of officers and representatives. Nominations shall be by written petition and the nominee shall accept in writing.
2. Officers and representatives shall be elected by secret ballot.
3. Officers and representatives shall be elected by a simple majority of the valid votes cast by eligible voters of the members of the Classified Senate.
4. Elections shall be held in **May**.

5. Limit Terms: No Officer or Representative shall serve more than two consecutive terms in the same office

#### **Section 4: Special Elections and Appointments**

1. A vacancy may occur through resignation, through leave of absence, or by declaration (see 3. below).
  - A. A vacancy resulting from resignation or declaration shall be filled by appointment by the Classified Senate President and a majority vote by the Executive Committee
  - B. A vacancy resulting from a leave of absence shall be a temporary vacancy and may be filled by an appointment (for the duration of the absence) made by the President and a majority vote of the Executive Committee.
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 quarter or more, a replacement may be appointed.
3. Upon an elected official's unexcused absence (absence without prior notice to the President) from three Council or Executive Committee meetings, in any one quarter, the position will be declared vacant.

#### **Section 5: Officer and Representative Terms and Duties**

1. President
  - A. Term of office shall be for two years (starting, July 1 through June 30)
  - B. The President shall be the spokesperson for the concerns of the Classified Senate to College and District administration, the faculty, the staff, the Board of Trustees and to the public.
  - C. The duties of the President shall include but not be limited to:
    - i. the procurement of information and recommendations being sent to the Board of Trustees by the College and District Administration
    - ii. convening and presiding over Classified Senate meetings.
    - iii. representing (or providing for a designate to represent) the Classified Senate at District Administrative meetings.
    - iv. Appoint, with the advice and consent of the executive committee, College-wide and Senate Standing and Ad Hoc Committees.
2. Vice President
  - A. Term of office shall be for two years (starting July 1 through June 30)



- B. The Vice President shall assume the duties of the President in the President's absence.
- C. The Vice President shall keep the Classified Senate apprised of Standing Committee and Ad Hoc Committee actions.
- D. The Vice President shall be responsible for orientation of new classified employees.

3. Secretary

- A. Term of office shall be for two years (starting July 1 through June 30)
- B. The Secretary shall be responsible for:
  - i. preparing, publishing and distributing the minutes of all Classified Senate and Executive Committee meetings within 5 working days.
  - ii. publishing and distributing the agenda of official meetings at least two days prior to the meetings.
  - iii. acting as correspondence secretary, when so directed.
  - iv. maintaining and filing all Classified Senate records
  - v. acting as president in the absence of the President and Vice President.
  - vi. acting as Parliamentarian
  - vii. other duties as may be agreed to by the Secretary, officers, and representatives

4. Treasurer

- A. Term of office shall be for two years (starting July 1 through June 30)
- B. The Treasurer shall be responsible for:
  - i. collecting monies, disbursing funds, maintaining financial records, and submitting financial reports to the Classified Senate during the fiscal year, as requested by the Executive Committee, but not less than once per quarter.
  - ii. submitting an annual budget for the Executive Committee and Classified Senate approval
  - iii. acting as President in the absence of the President, Vice President, and Secretary.
  - iv. performing other duties as may be required by the office.



5. Classified Senators.

- A. Term of office shall be for two years (starting July 1 through June 30)
- B. Senators shall be responsible for:
  - i. attending regular Executive Committee meetings.
  - ii. ratifying all appointments made by the President of the Classified Senate.
  - iii. holding informational meetings for their constituencies at least once each quarter.
  - iv. polling their constituencies on items designated by the Executive Committee.
  - v. reporting to the Executive Committee on matters from their area which are part of the Classified Senate's concern.
  - vi. posting and sharing minutes of Executive Committee meetings for members in the area(s) represented.
  - vii. performing other duties as may be required by the office.

## ARTICLE V GOVERNANCE

### Section 1: Meetings

1. The Executive Committee shall meet a minimum of twice a month.
2. The Classified Senate shall meet a minimum of once a month. Regular and special meetings shall be held in accordance with the Brown Act.
3. Announcements of Executive and Council meetings shall be publicly posted.
4. A quorum for purposes of Executive Committee meetings and voting shall consist of at least 51%. Decisions will be made by a simple majority vote.
5. Official minutes of each Classified Senate meeting shall be kept and distributed to all members of the Senate within five (5) working days after meeting.
6. Unless otherwise provided for in this constitution, all meetings shall be conducted in accordance with Robert's Rules of Order (revised).



## Section 2: Agenda

1. The secretary shall be responsible for publishing and distributing the agenda to members of the Classified Senate, at least two days prior to a meeting.

2. Items for the agenda from the membership must be submitted to the secretary seven (7) days preceding the Classified Senate meeting.

## Senate 3: Committees

1. The Classified Senate shall establish both standing (permanent) and, when appropriate, Ad Hoc (of short duration) Committees to assist in the development and implementation of policies and procedures relating to classified staff and to the operational matters of the college, where it does not conflict with SEIU 1021 Union activities.

2. Attendance requirements for Classified Senate appointees will be the same as those applied to elected officials (see Article IV. 4.3).

3. Each Committee Chair shall:

a. report to the Vice President after each of its meetings.

b. prepare recommendations relating to its functions for review and approval by the Executive Committee

c. perform other duties as determined by the Executive Committee.

d. prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic quarter.

4. Standing Committees.

A. The Nominating Committee: see Article IV Section 3.

B. The Staff Development Committee shall obtain and allocate funds and conduct programs for staff development within guidelines established by Classified Senate.

C. The Sunshine Committee shall give recognition to Classified Senate Members for achievements including retirements and Classified Employee of the Year: it shall also acknowledge illness, family crisis or loss involving Council members.

## ARTICLE VI AMENDMENTS

1. An amendment to the constitution of the Classified Senate may be proposed either by the Executive Committee or by written petition signed by ten (10) percent of the Classified Senate membership. The officers shall thereupon publicize the proposed amendment to the Classified Senate in writing. After giving members written notice of the date, time and place thereof, the Classified Senate shall conduct one or more hearings no sooner than one



week and not later than two weeks from the date of publication of the proposed amendment. The Classified Senate shall record and publish minutes of the said hearings (s).

2. Action on proposed amendments must be taken within two weeks of the final hearing. A majority of valid votes cast by eligible members of the Classified Senate (as defined under Article III sec. 1) is necessary for an amendment to take effect.

## ARTICLE VII RATIFICATION

The procedures for adoption and ratification of this Constitution shall be the same as those for amending the Constitution, in that the Constitutions to be distributed to all eligible voters, hearings(s) held, and a vote by secret ballot cast.





**Ratification: 11/12/ 2021**

**AY2021 OFFICERS**

**Classified President:** Kawanna Rollins  
**Vice President:** Kawanna Rollins  
**Secretary:** Vacant  
**Treasurer:** Caitlin Gardner  
**Classified Senator:** Anna O’Neal, Lashawn Brumfield, Chevonn Herbert

**ELECTED OFFICERS OF AY2022**

**Classified President:** Louie Martinez y McFarland  
**Vice President:** Kawanna Rollins  
**Secretary:** Shawn Foster  
**Treasurer:** Selwyn Montgomery  
**Classified Senator:** Wendy Odath, Anna O’Neal, Lashawn Brumfield, Chevonn Herbert, Muriel Montague

**Last Ratified June 29, 1990**



**Classified Constitution Committee**

Jeffery Devers, Chair  
Denise Harteau  
Victoire Pratt  
Edward Guy  
Opal Ponds-Mason  
Don Kechely

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**Peralta Community  
College District**

**Classified Senate Executive Board**

Tom Southworth, President

Alice Marez, Vice President

Gloria Edgar, Treasurer

Berta Odoms, Secretary



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