

# Cañada College Classified Senate

## BYLAWS

### Bylaw I – Quorums

- Section 1. A quorum shall consist of at least twenty percent of the membership for a general meeting.
- Section 2. Elections by written ballot shall require a simple majority of those voting to carry the issue. Written ballot may include email.

### Bylaw II – Procedure and Operation of Meetings

- Section 1. The time and place of regular meetings will be determined at the first meeting of the academic year. Meetings shall be held monthly during the academic year.
- Section 2. Special meetings may be called by the President or a majority of the voting members.
- Section 3. The President shall publish by the third week of each semester a schedule of meetings of the Cañada College Classified Senate. The meeting notice with agenda items will be distributed within 5 days prior to the meeting.
- Section 4. Minutes and agenda of general meetings will be posted in a central location and distributed via email.
- A. Any motion relevant to an agenda item may be carried by a simple majority of the quorum.

### Bylaw III – Terms of Office

- Section 1. The President and Treasurer shall serve two-year terms of office from June 1 through May 31. The Vice President, Secretary, and Activities Coordinators shall serve annual terms of office from June 1 through May 31.

### Bylaw IV – Elections

- Section 1. Elections shall be conducted in May each year.
- Section 2. Election to a Classified Senate office shall be by a simple majority of votes cast. No candidate can run for two offices simultaneously.

Section 3. Vacancies

The President or Vice President may declare a vacancy when an Executive Committee member has been absent for more than three consecutive meetings or upon resignation. The Executive Committee will call a special election. Above rules apply.

Section 4. Removal from Office

Any elected official of the Cañada College Classified Senate may be removed from office by a two-thirds majority vote of the general membership.

**Bylaw V – Financial Support**

The officers may seek contributions from the general membership to be used for operating expenses. Funding for events or expenses, including normal operations, will primarily be derived from fund-raising. Alternative funding, such as donations and grants, may be solicited with the approval of the membership.

**Bylaw VI – Amendments**

Additions to and/or changes in the Bylaws may be effected by a one-third vote of the membership.