

**Cañada College
Classified Senate**

BYLAWS

Bylaw I – Quorums

- Section 1. A quorum shall consist of at least ten percent of the membership for a general meeting.
- Section 2. Voting by written or online ballot shall require a simple majority of votes cast to carry the issue. Members will only be allowed to vote once.

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 April 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 simple majority of votes cast by at least one-third of the 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 simple majority of votes cast by at least one-third of the membership.