

## Classified Executive Council Rules and Procedures

### Purpose:

The Classified Executive Council (hereafter referred to as "CEC") shall serve as the representative governing body of the SEIU Local 707 chapter of Santa Rosa Junior College (hereafter referred to as "the Chapter"). The CEC is responsible for developing overall Chapter strategies, which should enable the Chapter to be an effective and representative organization. The CEC shall also serve as liaison between the Chapter membership and SEIU Local 707. In addition, this Council shall advise on negotiation matters and make recommendations to the Chapter.

### Section 1:

#### CEC Member Responsibilities

We, the members of the Classified Executive Council, in recognition of the importance of our leadership in affecting the quality of work relations throughout the College, and in accepting a personal obligation to our constituents and the members we serve, commit ourselves to the highest ethical and professional conduct .

- Be part of a team committed to meeting the Chapter's needs, extending Chapter members' opportunities and enhancing the quality of job responsibilities they are offered, fostering staff excellence, and serving as stewards of the resources available to them from Sonoma County Junior College District and SEIU Local 707.
- Participate in the work of CEC for their entire term and make a commitment to resign if participation becomes impossible.
- Perform assignments, respond to communications on CEC matters, and attend CEC meetings as an active participant on a regular basis.
- Review all relevant material before meetings.
- Be aware their responsibility to all members of the Chapter. Members' representation must be exercised with as much care and concern for the least influential as the most influential member of the Chapter.
- Work with fellow CEC members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debates.
- Maintain confidentiality and recognize that deliberations of the Council in closed session are not to be released or discussed in public without the prior approval of the Council by majority vote
- Base decisions upon all available facts in each situation, vote with honest commitment to the welfare of the Chapter, unaffected by partisan bias, and abide by and uphold the final majority decision of CEC
- Refrain from individually committing SEIU, CEC or Chapter to any policy, act or agreement.
- Be informed and aware of District issues that impact the Chapter.

## **Section 2. CEC Members**

The CEC shall consist of elected officers, members of the Negotiations Team, and appointed or recruited members, in accordance with the Chapter Bylaws, to a maximum of 16:

### Officers:

- President (1)
- Vice President/Negotiator (1)
- Secretary (1)
- Communications Officer (1)

### Other Elected members:

- SRJC Representative to Local 707 Exec. Board (1)
- Negotiations Team (3-4)

### Recruited or Appointed members, who may include: (7)

- Committees Specialist
- Liaison to Classified Senate
- Representatives to Major College Standing Committees:
  - Budget Advisory
  - College Council
  - IPC
  - Classification Review
  - Steward

Other: At Large (up to 4 if standing committee representatives serve dual functions)

## **Section 3. Officers**

The officers of the Classified Executive Council shall consist of a president, vice-president, secretary, communications officer, and a CEC representative to Local 707 Executive Board.

### **3.1 Election of Officers**

- 3.1.1 An officer shall be a current Union Member.
- 3.1.2 Individuals seeking office are required to submit a brief candidacy statement of no more than 250 words to the Elections Committee
- 3.1.3 All statements of candidacy will be publicized at least 14 calendar days prior to the election.
- 3.1.4 Should an April/May election be detrimental to the continuity of negotiations, the CEC may elect to extend the term of the regularly elected officers and may postpone the election until completion of that year's negotiation. New officers will assume their duties at the first regularly scheduled CEC meeting following the election.
- 3.1.5 In the event that there are no eligible candidates for open office(s), the CEC shall have the right to reschedule the election until such time as there are eligible candidates.
- 3.1.6 In the event the election needs to be rescheduled because an officer leaves office, the CEC may appoint an interim eligible CEC member to fill the vacancy until a general election is held..

- 3.1.7 If there is no eligible CEC member to fill a vacancy, the CEC may choose to seek candidacy from the general Union membership by an applicant process.
- 3.1.8 In case of a tie vote for CEC office(s), another vote shall be taken for that specific office(s) within 14 calendar days.

### **3.2 Term of Office**

- 3.2.1 Elected officers serve for a term of two years.
- 3.2.2 Elected officers are expected to attend regular and emergency CEC meetings during the term of their office.
- 3.2.3 There is no limit on the number of consecutive terms of office.
- 3.2.4 In the event of delayed election or interim appointment, the officer(s) or appointee(s) will serve the remainder of the term of office.

### **3.3 Duties of the President**

The President of the CEC shall:

- 3.3.1 Preside at Classified Executive Council.
- 3.3.2 Co-ordinate the business of CEC with the officers and committees.
- 3.3.3 Appoint, or designate a CEC member to appoint, classified representatives to campus standing, ad hoc, and hiring committees and CEC sub- committees , with confirmation by CEC.
- 3.3.4 Schedule emergency election as needed.
- 3.3.5 Review CEC agendas and minutes prior to distribution.
- 3.3.6 Maintain awareness of the agendas and business of all standing and *ad hoc* College communities by reading the published minutes or be maintaining close contact with the representatives to those committees.
- 3.3.7 Meet monthly with the President/Superintendent of Santa Rosa Junior College.
- 3.3.8 Review the Board of Trustees general meeting agendas and Board packets and attend or designate a CEC member to attend Board of Trustee Meetings.
- 3.3.9 Serve as the chief spokesperson for SEIU/SRJC.
- 3.3.10 Perform other functions directed by the CEC.

### **3.4 Duties of the Vice-President**

The Vice-President of the CEC shall:

- 3.4.1 Assist the President as called upon.
- 3.4.2 Preside at CEC meetings in the absence of the President
- 3.4.3 Serve on the Negotiations Team.
- 3.4.4 Maintain awareness of the agendas and business of standing College committees
- 3.4.5 Attend at least one Board of Trustees meeting per year.
- 3.4.6 Perform other functions as directed by the CEC.

### **3.5 Duties of the Secretary**

The Secretary of the CEC shall:

- 3.5.1 Assist the President as called upon.
- 3.5.2 Collaborate with President to prepare agendas for CEC meetings and distribute
- 3.5.3 Take minutes of the CEC meetings and distribute final draft

- 3.5.4 Maintain attendance records of CEC meetings
- 3.5.6 Serve as a member of an SRJC standing or *ad hoc* committee
- 3.5.7 Schedule yearly calendar of CEC meetings.
- 3.5.8 Assist with the count of election ballots.
- 3.5.9 Attend at least one Board of Trustees meeting per year
- 3.5.10 Perform other duties as directed by the CEC.

### **3.6 Duties of the Communications Officer**

The Communications Officer of the CEC shall:

- 3.6.1 Assist the President as called upon
- 3.6.2 Prepare and distribute Chapter Newsletter after reviewing articles with the President and consulting with article authors about any necessary or recommended changes
- 3.6.3 Be responsible for maintaining and updating SEIU/SRJC Web page
- 3.6.4 Maintain accurate records of Chapter membership to include names, addresses, department of assignment, e-mail addresses and voicemail numbers, and Union membership status for the purpose of communicating about matters vital to Chapter members.
- 3.6.5 Prepare other materials for Chapter/Union distribution, if needed.
- 3.6.6 Serve as a member of an SRJC standing or *ad hoc* committee
- 3.6.7 Attend at least one Board of Trustees meeting per year.
- 3.6.8 Perform other duties as directed by the CEC.

### **3.7 SEIU/CEC Representative to Local 707 Executive Board**

The SEIU/CEC Representative to Local 707 Executive Board shall:

- 3.6.9 Regularly attend CEC meetings .
- 3.6.10 Report Local 707 Executive Board activities to CEC.
- 3.6.11 Attend at least one Board of Trustees meeting per year.
- 3.6.12 Perform other duties as directed by the CEC.

## **Section 4 - SEIU Negotiations Team**

The purpose of this team is to meet with the District Negotiations Team to achieve an agreement governing the wages, hours and conditions under which Chapter members work.

Election by Union members for SEIU Negotiations Team shall occur every year. In years when CEC officers are elected, the Vice President and one or two team members will be elected; in alternate years, two team members will be elected, ensuring that no team will consist of entirely new members.

- 4.1 The SEIU Negotiations Team consists of the CEC Vice-President and three or four other elected Union members.
- 4.2 The CEC will appoint and confirm, through majority vote, an individual from the elected SEIU Negotiations Team members to be the Negotiations Team Coordinator. The Negotiations Team Coordinator will coordinate the negotiations process, request data needed for negotiations, record or designate another SEIU Negotiations Team

member to record negotiation session notes, and be responsible for providing or designating another SEIU Negotiations Team member to provide the CEC with timely and thorough negotiation updates as required in 4.1.7 and through presentations directly to the CEC.

- 4.3 The CEC is responsible for providing negotiation parameters to the SEIU Negotiations Team.
- 4.4 The SEIU Negotiations Team will decide on the bargaining style that they will employ during negotiations with the District Negotiations Team subject to follow-up confirmation by a majority vote of the CEC. SEIU Negotiations Team members will be provided with training in the bargaining style that is chosen.
- 4.5 The CEC is responsible for surveying the unit members and developing the sunshine list.
- 4.6 The CEC and the SEIU Negotiations Team will exercise the utmost confidentiality with all issues related to negotiations. If a member of the CEC or the SEIU Negotiations Team breaches confidentiality with respect to negotiations they will face disciplinary action as determined by the CEC with a majority vote, or expulsion from the CEC with a two-thirds majority vote. An elected member of the CEC would need to be removed from office through a recall election.
- 4.7 The negotiations team will provide the CEC President with a complete and thorough verbal update within one business day after any negotiations team planning meeting or any meeting with the District Negotiations Team. This can be waived in the event that a regular or special CEC meeting is called within one business day and the update will be provided at the meeting. In either case written follow-up to the verbal update will be provided to the CEC within 5 business days.
- 4.8 The CEC will determine what negotiations information will be disseminated to the unit members and will review all such communications.
- 4.9 The negotiations team will not enter into any agreement with the District Negotiations Team concerning what information can or cannot be shared with the CEC. This does not preclude the negotiations team and the District Negotiations Team from discussing hypothetical issues "off the record".
- 4.10 The President of the CEC may attend negotiation team planning meetings at his/her discretion.
- 4.11 Members of the SEIU Negotiations Team will regularly attend CEC meetings.
- 4.12 Members of the SEIU Negotiations Team will regularly attend the scheduled negotiations meetings.

- 4.13 Members of the SEIU Negotiations Team will attend at least one Board of Trustees meeting per year.

### **Section 5. Appointed CEC Members**

- 5.1 To be an appointed CEC committee member, a person shall be a current Union member.
- 5.2 A request for appointment as a CEC committee member shall be in writing to the CEC President at the earliest practical date.
- 5.3 Appointments will be approved by CEC.
- 5.4 Appointed members shall:
- 5.4.1 Regularly attend CEC meetings.
  - 5.4.2 Attend at least one Board of Trustees meeting per year.
  - 5.4.3 Perform other duties as directed by the CEC.

### **5.5 Other Appointees:**

**Committees Specialist :** The Committees Specialist of the CEC shall:

- 5.5.1 Assist the President as called upon
- 5.5.2 Maintain an accurate list of classified staff serving on College standing and ad hoc committees and committee meeting calendars.
- 5.5.3 Collect reports from classified committee representative(s) of each College standing and ad hoc committee and forward a copy of each report to the CEC President.
- 5.5.4 Contact classified committee representative(s) to attend CEC meeting, as requested, for further reporting
- 5.5.5 Serve as a member of an SRJC standing or *ad hoc* committee
- 5.5.6 Regularly attend CEC meetings
- 5.5.7 Attend at least one Board of Trustees meeting per year
- 5.5.8 Perform other duties as voted upon by the CEC

**CEC Liaison to the Classified Senate:** Liaison to Classified Senate shall:

- 5.8.9 Be a current CEC member or officer
- 5.8.10 Regularly attend Classified Senate and CEC meetings
- 5.8.11 Represent SEIU/SRJC as liaison to the SRJC Classified Senate.
- 5.8.12 Make regular reports to CEC on Senate proceedings.
- 5.8.13 Perform other duties as directed by the CEC.

**SEIU Stewards:** The Steward representative to CEC:

- 5.8.14 Shall be determined by the Stewards Council.
- 5.8.15 Shall regularly report to CEC on issues affecting the Chapter, maintaining confidentiality when appropriate.
- 5.8.16 May collaborate with Negotiations Team regarding issues that are on or should be brought to the table.

### **Section 6 – Removal from CEC**

- 6.1.1 Officers are elected by vote of the general members and may be removed by recall procedures set forth in Local 707 Bylaws.
- 6.1.2 Appointed CEC members serve at the discretion of the President or designee. Appointment may be withdrawn for cause, at the direction of the President and by CEC vote.

## **Section 7 - Executive Council Meetings**

### **7.1 Regular Council Meetings**

- 7.1.1 Regular meetings of the Classified Executive Council shall be held on the second and fourth weeks of each month from July 1 to June 30 of the fiscal year.
- 7.1.2 The first 10 minutes of the Regular meetings will be open session which any Chapter member may attend and address the CEC.
- 7.1.3 Following the open session any member of CEC may request that the remainder of the meeting be moved into closed session with only CEC members attending.
- 7.1.4 Any Chapter member may request that a matter directly related to Union business be placed on the agenda of a regularly scheduled meeting of the CEC.
- 7.1.5 Requests to place items on the agenda should be made in writing to the President or Secretary no later than one day prior to the scheduled meeting. The President shall have sole discretion whether to place an item on the agenda at the time it is requested; disputed agenda items shall be brought to CEC for discussion.
- 7.1.6 CEC may place limitations on the total time to be devoted to the matter at any meeting and may limit the time allowed for any one person to speak on the matter at that meeting. Subjects requiring lengthy discussion may be tabled and placed on subsequent meeting agendas.
- 7.1.7 Minutes shall be taken of all regular CEC meetings.

### **7.2 Special Council Meetings**

- 7.2.1 Special Meetings may be called by any one of the following CEC members:
  - President
  - Vice-President

Negotiation Team Member(s)

- 7.2.2 Any special meeting called may be declared a closed session for the purposes of conducting business.
- 7.2.3 Minutes shall be taken of special meetings at which action is taken.

### **7.3 Attendance**

- 7.3.1 If any CEC member is absent for two (2) consecutive regular meetings, for reasons other than personal or family illness, vacation, or official SEIU business, and without prior notice to the President of the CEC or his/her designee, his/her position may be declared unrepresented by a two-thirds (2/3) vote of the CEC members present and voting. The President of the CEC or his/her designee shall give written notice to the absentee to present explanation to the CEC or withdraw from the seat by the next regular meeting or that seat shall be declared vacant.
- 7.3.2 A CEC member may request a leave of absence from attending CEC meetings for a period of not more than 12 weeks for the following reasons: personal or family illness or injury, military leave, jury duty, and child rearing leave.
- 7.3.3 A request for a leave of absence from attending CEC meetings will be made in writing to the President of the CEC or his/her designee. The CEC will vote to approve or deny the request at the next regular CEC meeting.
- 7.3.4 In the case of an elected CEC member requesting a leave of absence the CEC will decide if the elected position will be filled on an interim basis.
- 7.3.5 A leave of absence will not be granted more than one time in any fiscal year.
- 7.3.6 When a CEC member is on an approved leave of absence their membership will be considered suspended for the duration of the leave of absence and will not be counted toward determining a quorum.

### **7.4 Voting**

- 7.4.1 No action may be taken at a Regular or Special Meeting unless a quorum is present.
- 7.4.2 A quorum shall consist of not less than 50% of CEC members.
- 7.4.3 A motion passes when 50% + 1 of CEC members present and voting support the motion.
- 7.4.4 Members who have not regularly attended will abstain from that vote.



- 7.4.5 Emergency voting may be taken by e-mail. Hard copies of the voting must be kept on file.

### **Section 8 Representatives to College standing, *ad hoc*, and hiring committees.**

The CEC President or his/her designee shall appoint classified staff to College standing, ad hoc, and hiring committees.

Classified Representatives to campus standing, *ad hoc*, and hiring committees shall:

- 8.1 Represent CEC, inclusive of its purpose and ethics. Representatives may not obligate SEIU at these meetings without consultation with CEC.
- 8.2 Regularly attend scheduled committee meetings.
- 8.3 Maintain professional standards and conduct at committee meetings
- 8.4 Provide, on a regular basis, a copy of the assigned committee's meeting calendar and report to the CEC Committee Specialist
- 8.5 Review all relevant material before committee meetings.
- 8.6 Write a brief report summarizing the meeting to accompany the minutes of the committee within 5 working days of the last meeting.
- 8.7 Attend CEC meeting, as requested, for further reporting
- 8.8 If a representative to a committee becomes unable to serve, the President or his/her designee shall replace the representative and inform the committee chair of this decision
- 8.9 CEC President will collaborate with the Committees Specialist on appointments.

### **Section 9 – Parliamentary Procedure**

*Roberts Rules of Order, Revised*, shall provide procedures for governing this organization in all cases to which they are applicable. A copy of these rules shall be available at each meeting.

### **Section 10 – Amending CEC Rules and Procedures**

- 10.1 A copy of the proposed amendment must be sent to the secretary at least 14 calendar days prior to a regular or special CEC meeting.
- 10.2 Amendments will be distributed to CEC members and placed on the meeting agenda at the earliest practical time.
- 10.3 A majority vote of 50% plus 1 is required for an amendment of these Rules and Procedures.
- 10.4 The CEC secretary shall maintain a file of current CEC Rules and Procedures and all proposed amendments.

### **AMENDMENTS**

Section 2: Amended 7/22/04. Change maximum CEC members from 15 to 16.

Section 4: Amended 7/22/04. Rewrite of entire section.

Section 7,8,9,10,11,12: Amended 9/10/04. Amend existing Section 7, 8, and 9 of the CEC Rules and Procedures by combining them and replacing them into an expanded Section 7. In addition, renumber existing Sections 10, 11 and 12 to make them Sections 8, 9, and 10 respectively.