Bylaws to the Classified Council Constitution

Article I. Classified Council Representatives/Alternates

Section 1. Elections

1. The elections prescribed by Constitution Article IV, Section 4.03 of the constitution will:
   a) Fill the seats of the Council representatives/alternates whose terms have expired
   b) Be determined by secret ballot for representatives/alternates to the Council by district.
   c) Be held in July of each year.

2. The election cycle of Classified Council shall begin with the May meeting. The secretary shall undertake the nomination process using some or all of, but not limited to, the following methods:
   a) Online Web Nomination
   b) Telephone Solicitation
   c) Email
   d) Intra-Campus Mail

3. Acceptance of nomination requires reading and acknowledging Constitution Article IV section 4.06

4. Staff persons, who are nominated, may conditionally accept to serve only as an alternate if they so desire.

5. The ballot shall be prepared and finalized for presentation to the Council during its June meeting. The President will then appoint a deputy elections coordinator from among the Council members who are not on the ballot, or any other capable and willing college employee if need be to ensure fairness, accuracy and accountability. The President may assume this task provided he or she is not on the ballot.

6. The elections coordinator is to collect the ballots as they are returned by voters, compile the results and present them to the Council at its July meeting. The coordinator is required to answer questions and supply documentation regarding the way ballots were counted and the results determined if requested to do so.

7. The mailing labels for the election ballot must be obtained in cooperation with payroll and Human Resources to ensure accuracy and eligibility.

8. The double sided July 2002 ballot is to be used as a template. The July 2002 ballot is to be considered part of these bylaws.

9. Ballots can only be sent to and accepted from full time classified staff.

10. Ballots submitted by non full time classified staff are void.

11. Persons mistakenly elected who are not full time classified staff persons are to be removed from the election process and the position becomes vacant. It shall be filled in compliance with established vacancy rules.

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Section 2. Election Ties
1. A tie is considered to have occurred where the number of candidates with equal vote tallies exceeds the number of representative positions available as described in Article IV, section 4.02.

Example:
   a) Assume there are three positions and four Candidates A, B, C and D. Candidate A has 20 votes and Candidate B has 20 votes. Candidate C has 19 and Candidate D has 19. A tie only exists between Candidate C and D.

   b) Assume each Candidate has equal votes. A tie exists between all of them.

2. Election ties among representative positions are to be resolved in the following manner and in the order listed:
   a) If a candidate stipulated that they were only willing to serve as an alternate during the nomination process, they immediately become a high ranking alternate and they may necessarily bump a low ranking alternate.

   b) The candidates may agree among themselves and notify the deputy election coordinator of either their intention for one of them to act as an alternate or for one of them to remove their name from consideration altogether.

   c) A run off election between the tied candidates only and conducted only in the district concerned. The deputy election coordinator must oversee this process.

At the end of this process, the alternate positions must be determined.

3. Election ties among alternate positions are to be resolved by:
   a) Agreement among candidates vying for the alternate position
   b) The newly elected district representatives will select the alternate

4. All ties must be resolved prior to the August meeting.

Section 3. Election of Officers
At its August meeting, the Classified Council will elect by plurality, new officers from its own membership.

Section 4. Representative Vacancies / Workplace Location Changes
1. If a vacancy occurs for an officer, a new election to fill the vacated post shall be held by the Classified Council at its first meeting after the vacancy is known.

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2. If the vacancy is due to a permanent workplace location change, the status of the representative and any executive officer position held shall not change. The district they are moving to shall now enjoy the unusual situation of having one more representative than is calculated in Constitution Article IV section 4.02 paragraph 1. The location being moved from however shall now be regarded as experiencing a vacancy and must be filled in accordance to the rules already prescribed.

Article II. Meetings

Section 1. Meetings

1. Meetings of the Classified Council shall be held at least once a month at a time and place designated by the President.

Section 2. Attendance

1. If a Classified Council representative is unable to attend a meeting, he or she shall contact the campus alternate, who shall have full voting privileges, to attend in his or her place and shall notify the Secretary in advance.

2. If a Classified Council representative is absent from 4 consecutive meetings, the representative will have vacated their seat. The secretary will advise the representative of this after the third and fourth missed meeting.

Article III. Amending the Bylaws

Section 1. Amendments

1. These bylaws may be amended by a majority of those present and voting at any Classified Council meeting.

Article IV. Ratification of Bylaws

Section I. Ratification

1. These bylaws may be ratified by a majority of those present and voting at any Classified Council meeting.

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