

**BYLAWS OF THE CLASSIFIED COUNCIL
COLLEGE OF SOUTHERN NEVADA**

Article I: NAME

The name of this organization shall be known as the Classified Council of the College of Southern Nevada (hereinafter referred to as "Council").

Article II: PURPOSE

The Council will:

- A. serve as an advisory group to the College President;
- B. be concerned with matters of classified employee relations and provide a forum for classified employee suggestions, questions or complaints, except matters of formal appeals, hearings or disciplinary matters;
- C. receive, consider and make recommendations on matters of personnel policies and procedures; and
- D. provide a means of communication and dissemination of information to classified employees of the College

Article III: MEMBERS

Employees represented shall include those positions authorized by the State of Nevada under contract as CSN classified. Classified employee status is verified by the Office of Human Resources.

Article IV: REPRESENTATIVES

Section 1. Apportionment

- a. Classified Council shall consist of representatives who are apportioned by campus, with one (1) representative appointed for every forty (40) classified employees.
- b. All satellite sites and/or rural campuses will be represented by the Henderson Campus.

Section 2. Election

- a. The election for council representatives will be held the first full week of June, with fifty percent of the representatives elected in even-numbered years and fifty percent elected in odd-numbered years.
- b. Each representative shall serve a two-year term commencing on July 1 in the calendar year of his or her election.
- c. A call for persons interested in serving as Council representatives will be sent out in May.
- d. Any classified employee is permitted to run for any open seat, regardless of which campus that seat represents.
- e. Voting will be by ballot, distributed to all classified staff, with a plurality vote electing. If there is only one nomination for each available seat, representatives will be declared elected by acclamation.

Section 3: Duties

- a. It will be the responsibility of the Council representative to regularly attend Council meetings.
- b. A Council representative who is unable to attend a regularly scheduled must inform an officer of the Council in advance--in person, by phone or in writing.
- c. Any three (3) unexcused absences from scheduled Council meetings will be considered a resignation by the representative. Unexcused absence is defined as no contact or notification

- to an officer of the Council.
- d. Representatives are expected to keep their constituents informed of Council activities, as well as represent the classified employees and participate in events at their respective campus.
 - e. Suggestions and concerns offered by classified employees will be presented to the Council by a representative.
 - f. All representatives will be allowed time off work to attend official council meetings and activities. (See NAC 284.589 and NRS 284.155, 284.345)

Section 4. Removal from Council

Representatives who fail to perform their duties or exhibit improper or abusive behavior may be removed from Council by a 2/3 vote.

Section 5. Vacancies

- a. If a vacancy occurs with one (1) year or less of the term remaining, Council will solicit volunteers and appoint a classified employee to complete the term.
- b. If the vacancy occurs with more than one (1) year of the term remaining, an election will be held and handled under the supervision of the Office of Human Resources.

ARTICLE V: MEETINGS

- A. The Council shall meet monthly, with the date, venue and time of the meetings to be determined by the Council as needed.
- B. A majority of the fixed Council representatives shall constitute a quorum for the transaction of business.
- C. Special meetings of the Council may be called by the president or at the request of five (5) representatives with three (3) business days notice.

Article VI: OFFICERS

- A. The officers of the Council shall be a president, vice president, secretary and treasurer.
- B. After the election of representatives and before July 1, a meeting of the Council representatives for the new term will be held for the purpose of electing officers.
- C. Officers shall serve a one (1) year term commencing July 1 and ending the following June 30. Officers may serve more than one term.
- D. A vacancy in the office of president shall be filled by the vice president for the remainder of the term. A vacancy in any other office shall be filled by the Council at its next regularly scheduled meeting.

Article VII: DUTIES OF OFFICERS

Section 1. President

- a. call and conduct meetings of the Council and/or classified employees as needed;
- b. serve on, or appoint a representative to attend, administrative committees;
- c. have signature authority on appropriate documents;
- d. assist the College president on any activity/project that may require input from classified staff;
- e. circulate a proposed agenda prior to meetings;
- f. be an ex-officio member of all committees; and
- g. represent Council and staff on the President's Cabinet.

Section 2. Vice-President

- a. act as a parliamentarian at all Council meetings;

- b. perform the duties of the president during the president's absence or inability to serve;
- c. assist the president in maintaining and reporting the implementation and progress of all actions and transactions of the Council;
- d. have signature authority on appropriate documents in the absence of the president or treasurer; and
- e. coordinate the activities of the "Classified Employee of the Month" award program.

Section 3. Secretary

- a. take minutes at Council meetings, distribute minutes to representatives, distribute approved minutes to classified staff of the College;
- b. find a replacement to take minutes at the meeting if unable to perform these duties;
- c. notify all classified employees of meeting times and locations;
- d. maintain Council members' contact information and distribute as needed;
- e. hold election ballots for thirty (30) calendar days, after which time they will be destroyed;
- e. maintain Council stationery; and
- f. have signature authority on appropriate documents in the absence of the president and treasurer.

Section 4. Treasurer

- a. keep a complete record of all fund transactions received and spent by Council;
- b. submit a monthly report of all fund transactions to Council members;
- c. chair the budget committee;
- d. have signature authority on appropriate documents; and
- e. in conjunction with the Council President, send a letter of instruction to each Council member annually.

Section 5. All Officers

- a. perform other such duties as may be provided for in these bylaws or prescribed by parliamentary authority; and
- b. deliver to their successor all official materials pertaining to the office prior to the newly elected officer taking office.

Article VIII: COMMITTEES

- A. Committees consisting of Council representatives and/or classified staff will be formed in order to facilitate the functions of the Council. Each committee must have at least one (1) Council representative. Committee participation shall be on a volunteer basis or appointed by the president and approved by Council.
- B. Council committees will be formed or dissolved by a two-thirds (2/3) vote.
- C. The standing committees of Classified Council may include, but not be limited to: Fundraising, Classified Employee of the Month, Bylaws, Budget and Ethics/Conduct.

Article IX: EXECUTIVE BOARD

- A. The executive board shall consist of the elected officers and one Council representative who shall be elected at the first meeting after the election of representatives.
- B. Special meetings of the executive board may be called by the president or upon written request of three (3) members with three (3) business days notice to each member of the executive board.
- C. A majority of the executive board shall constitute a quorum for the transaction of business.
- D. Duties of the executive board shall be to transact business referred to it by the Council,

- act in emergencies between meetings and report at each meeting.
- E. The executive board shall take no action that is in conflict with these Bylaws.

Article X: PARLIAMENTARY PROCEDURE

The current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases not covered by these Bylaws.

Article XI: AMENDMENTS

- A. Any classified employee may submit written, proposed amendment(s) to the Bylaws to a Council representative. This proposal will become an action item at the next scheduled Council meeting.
- B. Council may appoint a committee to review Bylaws and submit proposed amendment(s) or a revised set of bylaws as a substitute for the existing bylaws.
- C. The proposed amendments shall be submitted to the classified employees at least thirty (30) calendar days prior to the meeting at which they will be considered.
- D. The adoption of the amendment(s) shall require a two-thirds (2/3) vote of council representatives.
- E. The amendments shall not be in conflict with the purpose of Classified Council, the CSN Bylaws or the Bylaws of the NSHE Board of Regents.