

**COLLEGE OF SOUTHERN NEVADA
CLASSIFIED COUNCIL**

STANDING RULES

The Standing Rules shall be reviewed and adopted annually by a 2/3 vote of fixed Council representatives at their meeting in July.

Classified Council Funds

Monies from fundraising events sponsored by Council will be deposited into the main account. Each area representative is required to actively participate in fundraisers on his/her campus. All expenditures other than those covered by the bylaws or annual budget must be approved by a majority vote of Council members.

Human Resources Liaison

A classified employee from the Office of Human Resources shall be appointed by the Council president to serve as a liaison to Council. The H.R. Liaison will be expected to attend all monthly Council meetings, but will not be entitled to vote.

Election of Council Representatives

- A. The Human Resources liaison and at least one Council member will count all ballots.
- B. Only Council members not affected by the results of the election are eligible to count ballots.
- C. If there is just one nomination for each available seat, representatives will be elected by acclamation.
- D. All election ballots will be held by the Council secretary for thirty (30) calendar days, after which time ballots will be destroyed.

Classified Employee of the Month

Criteria

To qualify for this award, nominee must be a classified employee at CSN for one (1) year or more. A candidate can only be awarded once each calendar year (January–December). Nominations must include the nominator's signature.

Nomination/Selection Process

- A. Classified Council will send a memorandum and nomination form monthly to staff, faculty and administration soliciting nominations for the award.
- B. All nominees will be eligible for three (3) months or until awarded, whichever comes first.
- C. Nomination forms can be resubmitted after the three (3) months of eligibility expire.
- D. Voting for the nominees shall be done by Council representatives.
- E. For the term(s) of their office, all elected and appointed members of the Classified Council are: 1) not eligible to be a recipient of the Classified Employee of the Month Award and, 2) not eligible to nominate other employees for this award.
- F. The Council Vice-President will announce the winner at each monthly meeting and notify the College President's office of the winner for notification to the College.
- G. The monthly award winner will receive a Classified Employee of the Month Certificate, a designated parking space at his/her respective campus, and \$200 to be received on the last day of the awarded month.
- H. Perpetual recognition plaques will be on display at all three campuses.

President's Classified Employee of the Year Award

Criteria

To qualify for the award, an employee must be a full-time classified employee and have an employment record of three (3) years or more continuous service with CSN. The employee's latest two (2) annual evaluation ratings contained in Human Resource's personnel files must be "standard" or above.

Nomination/Selection Process.

All nominations and voting shall be under the supervision of the CAPE/Awards Committee.

Amendments

The standing rules may be amended at any regular Council meeting, by a 2/3 vote of all Council representatives, with at least 15 days' notice.

Adopted 2/2008

Amended 4/2008

Reviewed and adopted 11/08

Reviewed and adopted 8/09