

**WESTERN NEVADA COMMUNITY COLLEGE
CLASSIFIED COUNCIL BYLAWS**

ARTICLE I - PURPOSE

Section 1. The purpose of the Classified Council shall be to represent and serve as an advocate for all classified employees of Western Nevada Community College (WNCC); to stimulate professional improvement and job-related training of classified employees; to receive, consider, and make recommendations to the college president relating to classified employees; and to provide a means for dissemination of policies, procedures, and other information to the classified employees of WNCC. The Classified Council shall also solicit and receive funds in support of their activities in accordance with the Nevada System of Higher Education (NSHE) and WNCC policies and in consultation with the WNCC Foundation.

ARTICLE II - REPRESENTATIVES

Section 1. The Classified Council shall consist of the classified employees at WNCC.

ARTICLE III - OFFICERS

Section 1. Officers. The officers of the Classified Council shall be a chairperson, a vice-chairperson, a treasurer, and a secretary/recorder.

Section 2. Term of Office. The term of office for each officer shall be one year starting July 1. Officers may serve more than one term.

Section 3. Duties of Officers.

- (a) Chairperson. The chairperson shall preside at all meetings of the Classified Council; serve as a tie-breaker for all votes taken by the Classified Council requiring a majority; serve as liaison between the Classified Council and the college president and/or other college groups; represent the Classified Council on the College Council; and appoint members to Classified Council committees. Such committee

appointments shall be subject to approval by the Classified Council. The chairperson shall recommend to the president the names of Classified Council members for consideration to serve on college committees or groups. The chairperson shall appoint members to fill officer vacancies as necessary. Such officer vacancies shall be subject to approval by the Classified Council.

- (b) Vice-chairperson. The vice-chairperson shall perform all the duties of the Classified Council chairperson in his/her absence. The vice-chairperson shall assume the duties of chairperson upon the chairperson's resignation. The vice-chairperson will assist the chairperson as necessary.
- (c) Treasurer. The treasurer shall review monthly financial transactions affecting the Classified Council's accounts and report at each meeting to the Classified Council on revenues and expenses in the Classified Council's accounts.
- (d) Secretary/recorder. The secretary/recorder shall keep a summary record of all matters considered and recommended by the Classified Council; shall record all votes taken by the Classified Council; and shall transmit such records to Classified Council members, the college president, and others as directed by the Classified Council.

Section 4. Election of Officers

- (a) An election committee shall be formed each year and shall consist of three members appointed by the Classified Council chairperson.
- (b) The election committee shall solicit nominations for officers each April and complete the election process by June.
- (c) A majority vote of those voting shall be necessary for election of officers.

ARTICLE IV - MEETINGS

Section 1. The Classified Council shall meet monthly. The chairperson shall establish a regular meeting calendar at the July meeting for the upcoming year.

Section 2. Additional meetings may be called by the Classified Council chairperson or upon petition of one-third of Classified Council members. Classified Council members shall be notified five working days prior to any additional meeting.

Section 3. A meeting with a minimum of eight Classified Council members shall constitute a quorum.

ARTICLE V - AWARDS

Section 1. Classified Employee Appreciation Award. The Classified Council shall receive nominations for recipients of a Classified Employee Appreciation Award. Nominations may be made by executive faculty, administrative faculty, academic faculty, students and classified staff of WNCC or by the general public. All WNCC classified employees are eligible to vote for and receive this award.

Section 2. Special Commendations and Recognition. The Classified Council of WNCC may, at its discretion, recognize and commend other individuals and groups within the WNCC community. This form of recognition shall be for extraordinary service that represents achievements above and beyond the expected norm, and must be accepted and approved by a vote of the Classified Council. Nominations may be made by executive faculty, administrative faculty, academic faculty, and classified staff of WNCC or by the general public.

ARTICLE VI - RULES OF ORDER

Section 1. The Classified Council shall establish rules of order which are consistent with these bylaws, WNCC bylaws, and the NSHE code and shall be governed by them.

Section 2. Parliamentary Procedure: Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by these by laws, or by special rules of procedures adopted by Classified Council.

ARTICLE VII - BYLAWS ADOPTION AND AMENDMENTS

Section 1. Adoption of Classified Council bylaws shall be affirmed by a majority of the Classified Council membership and approved by the college president.

Section 2. Amendments to the Classified Council bylaws shall be affirmed by a majority of the Classified Council membership and approved by the college president.

Certified by:

_____ Date: _____

Erich Holcombe, Chair, Classified Council of Western Nevada Community College

Approved by:

_____ Date: _____

Carol Lucey, President, Western Nevada Community College

Bylaws	Adopted:	February 8, 1984
	Revised:	June 1, 1994
		April 19, 1995
		January 29, 1996
		May 2, 2001
		March 30, 2004
		April 7, 2006