

**WESTERN NEVADA 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 College (WNC); 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 WNC. 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 WNC policies and in consultation with the WNC Foundation.

**ARTICLE II - CLASSIFIED COUNCIL MEMBERSHIP**

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

**ARTICLE III - BOARD OF DIRECTORS**

**Section 1.** The Board of Directors (Board) shall consist of the chair, vice-chair, secretary and treasurer, as well as three other members of the Classified Council appointed by the above officers. The three appointed Board members will be selected prior to the May meeting. Appointed Board members will serve a 12-month term (May through April). The Board shall have general power to control and manage the affairs and property of the Classified Council.

**Section 2. Officers**

- a. **Officers.** The officers of the Classified Council shall be a chair, vice-chair, treasurer, and secretary.
- b. **Term of Office.** The term of office for each officer shall be one year starting May 1. Officers may serve more than one term.

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**c. Duties of Officers.**

- (1) Chair. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/> )
- (2) Vice-chair. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/> )
- (3) Treasurer. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/> )
- (4) Secretary. Shall perform duties as outlined in the Classified Council Procedures (<http://www.wnc.edu/~clasoun/> )

**Section 3. Election of Officers**

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

**Section 4. Vacancies and Removal of Officers**

- a. **Vacancy**  
The chair, with the approval of the Board, shall appoint an eligible employee to fill an officer's vacancy until a special election can be held. Upon the vacancy of the treasurer, a review of the books will be done by the Board.
- b. If the chair resigns or is removed, (if possible) vice chair steps up per procedures. However, if necessary, the Board shall appoint an eligible employee to fill the chair vacancy until a permanent chair can be appointed and confirmed.

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- c. Removal from office shall be accomplished as follows:
- (1) Failure to attend three (3) consecutive Classified Council meetings constitutes an automatic resignation from the elected position, except such absences as approved by the Board.
  - (2) A written petition signed by ten (10%) percent of the total classified employees and presented at a regular Classified Council meeting.
  - (3) The written petition will be reviewed by the Executive Board and carried forward for action at the next classified council meeting. A 2/3 majority vote of the classified employees present will be required for removal from office.

**ARTICLE IV - MEETINGS**

**Section 1.** The Classified Council shall meet monthly with the exception of August and January. The chair shall establish a regular meeting calendar for publication at the September meeting for the upcoming year.

**Section 2.** Additional meetings may be called by the Classified Council chair 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 **five** Classified Council members shall constitute a quorum.

**ARTICLE V - AWARDS**

**Section 1.** Classified Council will initiate the yearly process for Classified Employee of the Year award. Committee members shall be appointed by the Classified Council chair and perform duties as outlined Classified Council Procedures.

[\(http://www.wnc.edu/~clasoun/\)](http://www.wnc.edu/~clasoun/)

**Section 2.** Classified Council may opt to initiate recognition awards for Classified staff upon approval of the Executive Board.

**ARTICLE VI - RULES OF ORDER**

Rev. Revised May 2015

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**Section 1.** The Classified Council shall establish rules of order which are consistent with these bylaws, WNC 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 bylaws, 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.

<b>Bylaws</b>	<b>Adopted:</b>	<b>February 8, 1984</b>
	<b>Revised:</b>	<b>June 1, 1994</b>
		<b>April 19, 1995</b>
		<b>January 29, 1996</b>
		<b>May 2, 2001</b>
		<b>March 30, 2004</b>
		<b>April 7, 2006</b>
		<b>May 15, 2009</b>
		<b>February 12, 2013 (Approved College Council)</b>
		<b>May 5, 2015 (Approved College Council)</b>