

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-1091**

**SUBJECT:** Classified Staff Council Constitution

**REFERENCE:** WV Code §18B-6-6

**ORIGINATION:** November 18, 2003

**EFFECTIVE:** June 19, 2012

**REVIEWED:** December 7, 2011

**SECTION 1. PURPOSE**

1.1 To establish the Classified Staff Council of Southern West Virginia Community and Technical College (hereinafter referred to as the Classified Staff Council), to identify representation for the Classified Staff Council, and set out election procedures for the same.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all classified employees of Southern West Virginia Community and Technical College.

2.2 All employees who are covered by the West Virginia Higher Education Policy Commission's Job Evaluation Program are eligible to participate/vote in the Classified Staff Council and its activities.

**SECTION 3. DEFINITIONS**

3.1 Classified Staff Council — An elected body whose purpose is to represent classified staff, to consider and recommend policy regarding staff welfare, and individual staff suggestions and problems.

**SECTION 4. POLICY**

4.1 Functions of the Classified Staff Council shall include, but not be limited to the following:

4.1.1 Represent classified staff interest in working hours; hiring, promotion and salary policies; representation to college and professional organizations; classified staff development; and other issues of concern which may arise involving the classified staff individually or collectively.

4.1.2 Set the agenda for all classified staff meetings and all other special purpose meetings of the Classified Staff Council.

4.1.3 Schedule and conduct elections.

4.1.4 Review and make recommendations as necessary regarding the annual performance appraisal evaluative process, instruments, etc.

4.1.5 Ensure awareness of concerns of classified staff within the college community, administration, and the Board of Governors.

- 4.1.6 Foster good morale and satisfaction of an informed classified staff.
- 4.1.7 To support and foster Southern's effort in accomplishing its mission.

## 4.2 Membership

4.2.1 The Classified Staff Council shall consist of 16 voting members representing the following geographic and primary occupational activity distribution:

- 1—Logan Campus
- 1—Williamson Campus
- 1—Boone/Lincoln Campus
- 1—Wyoming/McDowell Campus
- 1—Advisory Council of Classified Employees Representative
- 1—Classified Staff Council Chairperson
- 2—Administrative / Managerial Sector
- 2—Professional / Non-teaching Sector
- 2—Paraprofessional Sector
- 2—Secretarial / Clerical Sector
- 2—Physical Plant / Maintenance Sector

4.2.2 Each must be a member of the classified staff and shall be elected to serve a two-year term, which begins on the first day of July of each odd-numbered year. Resignations must be in writing to the Classified Staff Council Chairperson with copies to each of the other members.

4.2.3 Board of Governors representative will serve as an ex-officio, non-voting member.

## 4.3 Meetings

4.3.1 All classified employees shall meet in April of each odd-numbered year.

4.3.2 Rules of Order – The rules contained in Robert's Rules of Order shall govern the Classified Staff Council unless otherwise stated by this constitution or agreed upon by the Classified Staff Council.

4.3.3 The Classified Staff Council shall meet no less than once monthly. Any classified staff member may petition the Classified Staff Council to meet or hear proposals or complaints. At any regular or special meeting, a majority of the elected members shall constitute a quorum. All meetings are open to all Classified Staff.

4.3.4 Members of the Classified Staff Council may vote on issues either in person, by electronic means, or by written proxy if that proxy is presented to the Council Chairperson or Secretary prior to the meeting. Proxy votes shall be considered in establishing a quorum. A proxy form shall be developed by the members of the Classified Staff Council.

4.3.5 The President of the institution shall meet at least quarterly with the Classified Staff Council.

4.3.6 The Governing Board shall meet at least annually with the Classified Staff Council.

- 4.4 Committees
  - 4.4.1 Standing.
  - 4.4.2 Nominating.
  - 4.4.3 Program and Entertainment.
  - 4.4.4 Ad hoc committees shall be appointed by the Chair as the need arises to examine items of particular concern to the Classified Staff Council. Such committees may include any Classified Staff personnel but shall be chaired by a Classified Staff Representative.
- 4.5 Reporting of Council Resolutions and Decisions
  - 4.5.1 The Classified Staff Council, through the regular meetings, shall report directly to the Classified Staff body. In areas regarding the welfare of the entire college, the Classified Staff Council through its representative, shall report directly to the President.
- 4.6 Absenteeism
  - 4.6.1 Any Classified Staff Council member who misses three (3) consecutive meetings without notifying the Chairperson or Secretary of their absence and without presenting a proxy will be subject to dismissal from their elected position on the Classified Staff Council, and the individual from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed in their place.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Ratification
  - 6.1.1 The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Classified Staff members as defined in 2.1 Scope and Applicability.
- 6.2 Amendments
  - 6.2.1 The Classified Staff Council Constitution shall be amended upon two-thirds majority approval of Classified Staff.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Nominations
  - 7.1.1 During March of each odd-numbered year, ballots will be submitted to all classified staff personnel for the purpose of nominating individuals for the position of Representative to Advisory Council of Classified Employees, Chairperson to the Classified Staff Council, Classified Staff Representative to the Institutional Board of Governors and other positions to which the classified staff are represented on college councils and committees. The ballots must be returned to the staff representative at each location by 4:00 p.m. on the last working day of the week.

7.1.2 Those nominated will be contacted by Classified Staff Council members, and their willingness to serve if elected. Nominations must be confirmed in writing or email. Upon notification, nominated individuals will be given twenty-four hours in which to confirm/decline their desire to be placed in nomination; those who do not respond in writing will be omitted from the election ballot.

7.1.3 Those who are confirmed nominees will be placed on the official election ballot.

## 7.2 Election

7.2.1 Sample ballots listing all classified staff, segregated by geographic location and primary occupational activity, shall be distributed to all classified staff personnel at least two (2) weeks prior to the election. Anyone wishing to have their name stricken from the list or added, in the event it did not appear, must contact the Vice-Chairperson of the Classified Staff Council during the same week.

7.2.2 Actual ballots will be distributed in April inviting each classified staff member to vote for representation for their geographic location and primary occupational activity. Elected members shall take office on July 1, each odd-numbered year.

7.2.3 The individual receiving the highest number of votes in each geographic location and primary occupational activity shall be declared elected, based on the number of representatives allowed as established in section 4.2.

7.2.4 In the event of a resignation, the individual from the same geographic location and/or primary occupational activity who ranked next highest in the vote tally shall be appointed.

## 7.3 Election Ballots

7.3.1 The election ballot will be developed by the Classified Staff Council from the names of those nominated and confirmed. The ballots will be distributed for a final vote at the classified staff meeting as specified in section 4.3.1 for the positions of Chairperson of Classified Staff Council, Representative to the Advisory Council of Classified Employees, Classified Staff Representative to the Institutional Board of Governors, and any other positions to which staff are represented on college councils and committees.

## 7.4 Absentee Balloting

7.4.1 Absentee ballots will be pre-printed. Those who request to vote by absentee ballot must present an approved leave request form or valid reason as determined by the Vice-Chairperson or designee. The ballot must be returned to the Vice-Chairperson or designee on Friday before the scheduled election.

7.4.2 Absentee ballots will be opened at a meeting called by the Chairperson of the Classified Staff Council or by the Vice-Chair of the Classified Staff Council before the scheduled election.

7.4.3 Legitimate Excuse – Only those classified staff members who have an approved sick/annual leave request, who are required to be away from the institution on college business, or those required to remain on campus to maintain normal office operations will be permitted to vote by absentee ballot.

## 7.5 Electronic Nominations and Elections

7.5.1 Nominations and elections for the position of Representative to the Advisory Council of Classified Employees, Chairperson to the Classified Staff Council, Classified Staff Representative to the

Institutional Board of Governors and other positions to which classified staff are represented on college councils or committees may be conducted electronically as deemed appropriate and feasible by the members of the Classified Staff Council.

## 7.6 Council Officers

### 7.6.1 Titles

7.6.1.1 There shall be three officers of the Classified Staff Council.

7.6.1.1.1 Chairperson who will be elected at large by the Classified Staff.

7.6.1.1.2 Vice-Chairperson who will be elected at the first meeting of the Classified Staff Council.

7.6.1.1.3 Secretary who will be elected at the first meeting of the Classified Staff Council.

### 7.6.2 Duties

7.6.2.1 The Chairperson shall perform the following duties:

7.6.2.1.1 Preside over all Classified Staff Council meetings.

7.6.2.1.2 Represent the Classified Staff Council at the College meetings.

7.6.2.2 The Vice-Chairperson shall, in the absence or disability of the Chairperson, act in his/her stead. In addition, shall be responsible for conducting elections.

7.6.2.3 The Secretary shall perform the following duties:

7.6.2.3.1 Preserve a record of the proceedings.

7.6.2.3.2 Post minutes and other relevant materials in the library for the members of the classified staff.

7.6.2.3.3 Preserve all election records.

7.6.2.3.4 Respond, with consent of the Classified Staff Council, to all correspondence.

## **SECTION 8. CANCELLATION**

8.1 Supercedes SCI 1672, Classified Staff Council Constitution and SCI 1672.01, Classified Staff Council Constitution Appendix.

## **SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

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Board of Governors Chair	Date
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President	Date
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**Attachments:** None

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** Policy originated November 18, 2003 to supercede SCI 1672 and SCI 1672.01.

Revisions of December 13, 2006 reflect no substantial changes in procedure or documentation requirements. Revisions were made to coincide with changes in WV Code concerning meetings and membership.

Revisions of March 4, 2009 are to clarify membership representation with no substantial changes in procedures.

Revisions of December 7, 2011 are to allow for proxy voting at meetings, to address issues with excessive absenteeism, and to allow for electronic voting pertaining to nominations and elections.