

**CLASSIFIED EMPLOYEES’
ADVISORY COUNCIL
BYLAWS**

Revised October 2022

CEAC Bylaws
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ARTICLE I: NAME

The committee shall be known as the Classified Employees' Advisory Council (hereafter referred to as CEAC).

ARTICLE II: ORGANIZATION

Section 1 The committee shall be under the jurisdiction and direction of the Littleton Public Schools (hereafter known as LPS) Human Resources Department, through its authorized representative, the Director of Human Resources, and shall be advisory in nature.

Section 2 The committee shall be governed by these Bylaws and by applicable Board of Education policies. In any area of conflict, Board policies shall control.

ARTICLE III: MISSION

The mission is to provide classified employees a voice for their questions, ideas, and concerns on matters such as, but not limited to, the following:

- Assistance in contributing better service to the school district and community
- Examining ways to improve job satisfaction
- Valuing classified employees and recognizing their professional status within the district
- Recognition of classified employees' contributions to the District's mission
- Functioning as an information resource for all classified employee groups
- Serves as a liaison between classified employees and Board of Education

ARTICLE IV: MEMBERSHIP

Section 1 **Membership:** Membership in CEAC shall be open to only classified employees representing various departments in LPS.

Section 2 Members shall be eligible to vote on all matters coming before the committee, to serve on committees, and to hold office.

Section 3 Members attending CEAC meetings are considered to be doing LPS District work, and are not required to make up missed time from their jobs. Members are not to be docked pay due to time absent from their job to attend CEAC meetings. Absences shall be cleared through the member's immediate supervisor before the day of the meeting and arrangements made for coverage, if needed.

Section 4 Members shall be determined by their supervisor in consultation with HR Director to represent department/level/employee group. Each supervisor or administrator shall be responsible for creating a process to rotate their members. The committee shall strive to maintain membership of approximately 20 representative members.

ARTICLE V: LEADERSHIP

Section 1 **Leadership**

- A. The Director of Human Resources will facilitate the CEAC meetings. A Human Resources member will be responsible for taking the minutes of each meeting and distributing them to all classified employees.
- B. There will be a co-facilitator for the committee. The co-facilitator will serve a two-year term.

ARTICLE VI: MEETINGS

Section 1 Monthly meetings of CEAC shall be held during the school year. Notice of the meeting, an agenda, and other pertinent information shall be emailed to the members prior to the date of the meeting.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1 **Nominations and Elections**

- A. The CEAC committee members will be responsible for nominating and electing their co-facilitator. Co-facilitator shall represent different departments, when possible.
- B. Each year, one co-facilitator will be elected, by the committee members, to succeed the outgoing facilitator. This election is to be held at the last meeting of the school year.

ARTICLE VIII: CO-FACILITATOR DUTIES

Section 1 **Duties**

- A. Should the Board of Education agenda items warrant attendance/presence of the CEAC, the co-facilitator will solicit CEAC membership's attendance.
- B. Assist in preparing information and agenda items for CEAC meetings.

- C. Secure CEAC representation for all standing and special committees.
- D. Plan and conduct the end-of-year election for a new co-facilitator.
- E. Act as liaison to the membership in addressing questions and issues.
- F. Perform such other duties as requested by membership.

ARTICLE IX: COMMITTEES AND DUTIES

Section 1 **Standing Committees** shall be: Insurance, Meet and Confer, Calendar and Wellness. The CEAC will supply representation to these committees. These representatives shall keep the members apprised of progress and committee decisions at CEAC meetings and/or through written communication.

A. Insurance Committee

- 1) Shall be composed of two volunteers from the CEAC council or from the classified membership at large. In case of more than two volunteers, the CEAC council shall make the determination from among those volunteering.
- 2) Shall attend and participate in all district committee meetings.
- 3) Will represent classified employees and the insurance committee at informational meetings and district forums.

B. Meet and Confer Committee on salary, benefits, and working conditions.

- 1) The Meet and Confer process shall be open to all regular CEAC members. Each CEAC member attending the special Meet and Confer meeting will have one vote.
- 2) Shall meet with the Director of Human Resources to discuss possible topics for adjustment in the areas of salary, working conditions, employee professional development, or other areas as deemed appropriate.
- 3) Shall assist in disseminating the results of the “meet and confer” process to all classified employees.

C. Calendar Committee

D. Wellness Committee

Article X: PROCESS FOR ADDITIONS OR CHANGES TO BYLAWS

Additions or changes to the Bylaws may be proposed in writing by any member of CEAC at a regular meeting of the council. Additions or changes must be approved by a two-thirds vote of the members present at a future meeting of the council. No changes or additions shall contradict the intent of Article II.