

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 Chief Human Resources Officer and confirmed by the Council president to serve as a liaison to Council.

The HR Liaison duties will consist of:

- Attend all monthly Council meetings to share important updates about what is going on with HR, benefits, important facts, etc., to be disseminated to the classified staff. In lieu of attendance, HR Liaison may submit updates to Council secretary via email 2 days prior, to be read during meeting.
- Be available to Council to answer any questions that arise in or out of meetings.
- Count ballots for the Council Representatives Election, as well as Officer Elections along with at least one (1) Council member. (Only Council members not affected by the results of the election are eligible to count ballots.)

The HR Liaison:

- Will not be entitled to vote.
- Will not be required to assist at events or make deliveries. They may volunteer to help from time to time, based on the needs of HR, their workload and with advance supervisory approval.

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 in a 36-month period. 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 \$200 and a designated parking space at his/her respective campus.
- H. Perpetual recognition plaques will be on display at all three campuses.

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 02/2008

Amended 04/2008; 11/2008; 07/2012

Reviewed 07/2016

Amended 07/2017

Reviewed 07/2018