**Miramar Classified Senate Committee Descriptions**

**Elections Committee:**

DUTIES: To develop procedures, supervise and administer all elections of the officers, and appoint senators of the Classified Senate. Be responsible for determining vacancies and procedures for filling vacancies. Resolve cases of doubt as to eligibility for election to any office, or to membership in the Classified Senate. Ballots shall be cast electronically and in a confidential manner. Records shall be kept accordingly.

The Elections Committee shall:

1. Consist of five (5) members recruited by the Executive Council, at least one of whom shall be chosen from current Senators.
2. Select its Chairperson from the membership.
3. Be responsible for the elections of the Executive Officer and Senator positions.
4. Resolve cases of doubt as to eligibility for election to any office, membership in the Senate, or membership status in the electorate.
5. Issue a second call for nominations in cases where only one qualified nominee has been determined.
6. Be responsible for filling Executive Council vacancies, following the procedures set forth in these bylaws.
7. If requested, administer an election using secret ballots, and report the results to the Executive Council and the Senate. Devise procedures, supervise and administer all elections of the Senate.

**Shared Governance Committees:**

DUTIES: Classified Representatives will convey the Classified Senate’s interest and lend their professional expertise to their assigned committees. One classified representative from their assigned committee shall report to the Classified Senate at the next scheduled Classified Senate meeting. If urgent issues arise, contact the Senate President directly. Please reference the College Governance Handbook for a list of shared governance committees that require Classified Professional participation. See the CGH Section: Committee Membership Appointment and Term Lengths for additional details.

**Fun Committee:**

DUTIES: This committee is responsible for all fundraising matters and any social matters pertaining to the Classified Senate. They are responsible for the planning and organizing of the annual training and development sessions as well as the Classified Professionals week. This committee also sends cards, flowers, or appropriate gifts to employees for special circumstances which are approved by the Senate Board; i.e. death of immediate family member, marriage, birth of children, etc.