

# STAFF SENATE | BYLAWS

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## **ARTICLE I** PURPOSE AND DEFINITION OF THE STAFF SENATE MEETINGS

**SECTION 1.** The Staff Senate President will call regularly scheduled meetings of the Staff Senate body. The Staff Senate Executive Committee may call special meetings. Changes to the regular meeting schedule shall be approved by the majority Executive Committee.

**SECTION 2.** Notice of regular meetings will be sent by email to the members at least ten (10) days prior to a meeting. Notice of called meetings will be sent no less than two (2) business days prior to the meeting. Agendas and meeting notes will be posted circulated to the full Senate body and posted on the Austin Peay State University Staff Senate website.

**SECTION 3.** Agenda items may be submitted through the Staff Senate Agenda Form located on the Staff Senate website or emailed to any member of the Executive Committee for consideration. Agenda items must be submitted at least three (3) business days prior to a Staff Senate general meeting.

**SECTION 4.** A meeting of the Staff Senate should follow Robert's Rules of Order.

## **ARTICLE II** QUORUM

**SECTION 1.** A quorum is required for all votes of the Staff Senate. Quorum is defined in the Staff Senate Constitution Article II section 1.f.

## **ARTICLE III** ATTENDANCE

**SECTION 1.** Regular meetings of the Staff Senate are open. The Staff Senate reserves the right to go into executive session by a majority vote of members present or to be called into executive session by the Senate Executive Committee.

**SECTION 2.** Any representative must notify the Staff Senate Vice President and/or the Staff Senate President if the representative is unable to attend a regular meeting. The Executive Committee may recommend to the council that a representative be removed from membership of the Staff council if more than four (4) meetings are missed. **SECTION 3.** An appeal for reinstatement as a member in good standing may be made in an official to the Executive Committee, at which time the representatives will vote for or against reinstatement.

**SECTION 4.** All Staff Senate members will serve on a Staff Senate Committee. Staff Senate Committee Chairs will be comprised of Staff Senate members serving in their second or third term.

## **ARTICLE IV** ELECTIONS OF SENATORS

**SECTION 1.** Election of senators shall be held during a specified time during the spring semester of the academic year. Special elections to fill vacancies, which occur, shall be held as necessary.

**SECTION 2.** The nominee(s) on each ballot receiving the majority of votes shall be elected. In case of a tie, a run-off election will be held. Should the run-off election result in a tie, the Executive Committee shall elect the representative by vote.

**SECTION 3.** Each area of representation as defined in the Staff Senate Constitution Article II Section 2.

**Section 4.** A replacement shall be appointed by the Staff Senate President to fill any vacancy. The appointment will be for the remainder of the year and in no way affects the appointee's eligibility for future nominations.

## **Article V ELECTIONS OF OFFICERS**

**SECTION 1.** Election of officers shall be held at the last regularly scheduled meeting of each academic year. Special elections to fill vacancies which occur shall be held as necessary. Eligibility for officers shall follow requirements set forth by the Constitution.

**SECTION 2.** Officers (excluding President who automatically assumes office) shall be elected from members of the Staff Senate at the last regular meeting in the academic year. Verbal nominations for all other officer positions may be made by any member of the Staff Senate while the floor is open for nominations. The nominee must agree to the nomination.

**SECTION 3.** In case of a tie, a run-off election will be held. Should the run-off election result in a tie, the Executive Committee shall elect the representative by vote.

## **ARTICLE VI RESPONSIBILITIES OF REPRESENTATIVES**

**SECTION 1.** By accepting the office of Senator, each representative shall:

- a) Disperse information to all staff in the area of representation.
- b) Representatives may propose agenda items for the full Senate regular meetings.
- c) Seek counsel and advice on matters of relevance to all staff and bring matters of concern to the full Senate.
- d) Cast votes which reflect the opinions and wishes of staff in their area.

## **ARTICLE VII ADOPTION AND AMENDMENTS TO THE BYLAWS**

**SECTION 1.** The Staff Senate Bylaws shall become effective upon a quorum vote of Staff Senate at the regular meeting following presentation of the Bylaws.

**SECTION 2.** Amendments to these Bylaws may be made by approval of a quorum vote of Staff Senate at the next regular meeting following the presentation of the proposed amendments.

*Proposed Bylaws: April 1988*

*Adopted:*

*Amended: June 1991*

*Amended: June 2001*

*Amended: September 2002*

*Amended: June 2004*

*Amended: November 2010*

*Amended: March 2016*

*Amended: April 2019*

*Amended: April 2020*

*Amended: December 2022*