

STAFF SENATE | BYLAWS

ARTICLE I PURPOSE AND DEFINITION OF THE STAFF SENATE MEETINGS

SECTION 1. Regular meetings of the Staff Senate will be scheduled by the President. Special called meetings may be scheduled by the Executive Committee. 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.

SECTION 3. Agenda items may be submitted electronically through the Staff Senate Agenda Form located on the Staff Senate website. 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 shall consist of fifty percent (50%) of the filled elected membership present.

SECTION 1. A quorum is required for election of officers. Quorum is defined as 50% of the voting staff senators present. Approval is based upon 50% plus one vote of the quorum established above.

SECTION 2. A majority is required for all other voting issues.

SECTION 3. No voting by proxy is allowed during regularly scheduled Staff Senate meetings. Electronic votes may be used in circumstances deemed necessary by the Executive Committee.

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, by email, 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 two meetings are missed without cause.

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, by elect the representative.

SECTION 3. Each area of representation shall have one representatives per 10 employees or major fraction thereof; the total number shall be based on staff employment figures as of March of a given year.

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.

SECTION 2. Volunteers for elected offices shall not be considered without formal nomination by another council member. Eligibility for officers shall follow requirements set forth by the Constitution.

SECTION 3. 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. A nominee must receive a majority of votes to be elected as an officer.

SECTION 4. 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, by select the representative.

ARTICLE VI RESPONSIBILITIES OF REPRESENTATIVES

SECTION 1. Representatives shall:

- a) Disperse information to all staff in the area of representation
- b) Seek counsel and advice on matters of relevance to all staff
- c) 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