

## The Consti



## Staff Senate

### Consecutive

- A. The Staff Senate will elect from its membership a President, President-Elect, and Secretary-Treasurer for one (1) year of service. Candidates shall have completed one (1) year of current service on the senate to be eligible for election as President, President-Elect, Secretary-Treasurer, and Parliamentarian.
- B. Officers shall be extended to two (2) consecutive terms in the same office only in the event of attrition.
- C. The Staff Senate President shall schedule and create an agenda for all meetings; facilitate all meetings; meet with the University President as necessary; submit written reports, responses, and recommendations to the University President as necessary; provide email updates as appropriate to all unclassified Staff; recommend representation from the Staff Senate as requested; submit approved minutes to the University President; and shall appoint the Parliamentarian.
- D. The President-Elect shall fulfill the Staff Senate President's obligations in his/her absence; assist with the President's duties as requested by the President; announce elections, make ballots available to all unclassified Staff, clear Election forms through Human Resources

2022



identifying those seeking recognition to speak, showing or making available the text of pending motions, and showing the results of votes.

- B. The roll call and the presence of a quorum shall be established by the Secretary-Treasurer's roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- C. Each member is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- D. To seek recognition by the chair, a member shall use a "Hand Raise" feature within the Internet meeting service.
- E. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated for this purpose.
- F. Votes shall be taken by the anonymous voting as designated by the President. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. Business may also be conducted by unanimous consent.

#### Section 4. Release Time

- A. Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

#### Section 5. Conduct & Order of Meetings

- A. The conduct of Staff Senate business shall be according to the procedures outlined in Robert's Rules of Order.
- B. The order of business to be followed at Staff Senate meetings shall be as follows:
  - a. Call to Order & Roll Call
  - b. Guest Speakers
  - c. Approval of Minutes
  - d. Reports of Committees
  - e. Unfinished Business
  - f. New Business
  - g. General Discussion
  - h. Adjournment
- C. An agenda for each regularly scheduled meeting shall be distributed by the Staff Senate President at least five (5) days prior to the meeting and posted on the Staff Senate web page.
- D. A draft of minutes as recorded by the Secretary-Treasurer shall be sent to all senators at least five (5) days prior to the next regularly scheduled meeting. The minutes shall be posted on the Staff Senate web page after formal approval at the next regularly scheduled Staff Senate meeting.

### ARTICLE V. COMMITTEES

#### Section 1. Formation

- A. The Staff Senate President shall appoint at least three (3) senators to all standing committees and appoint a chairperson. A senator shall not be a member of more than two (2) standing committees.

#### Section 2. Standing Committees

- A. Standing committees shall be Constitution and Bylaws, Elections, Communications, and Staff Welfare. Any member of the University community may be invited to serve on a standing committee.

- a. Constitution and Bylaws: The purpose of this committee shall be to study needed changes in the Constitution and Bylaws and to recommend amendmenn a

Section 1. General Election  
A. The Presi

- A. The Staff Senate President may call votes as necessary during meetings. Any member may request at any time that the President call for a vote on a particular item. A quorum must be present for a vote to take place, and a simple majority will decide the outcome.
- B. Any senator absent from a meeting at which a vote has been previously scheduled may cast an absentee vote either in writing or via email. If submitted by email, a printed copy must be brought to the meeting. Voting by proxy is permitted by submission to the President-Elect no later than two (2) days before the vote is to take place. All votes by proxy shall be duly recorded in the meeting minutes.
- C. The Staff Senate President may call for an email vote of the senate members if expedience is required and a meeting is not scheduled. The Staff Senate President shall explain the p