

# Staff Senate

## By-Laws

### Proposed

### Revisions

Revised by Staff Senate July 2016

Reviewed by Tuskegee University Staff August 2016

Submitted to Human Resources for Review December 15, 2016

3/10/18  
Nick,  
SS Bylaws  
just for you.  
I informed Brad of  
this is what has to be  
approved by the BO  
Dina

B. The staff delegates its policy-making responsibilities to its duly elected representatives who shall constitute the Executive Body and who shall constitute the Staff Senate. The Staff Senate is the representative voice of the University staff for purposes of governance.

## II. POWERS AND JURISDICTION

### A. Legislative Function

1. The Staff Senate shall serve as the legislative body to develop and recommend policies to the University not covered by labor union contracts. During intervals between meetings as a whole, it shall have jurisdiction over all matters pertaining to staff and policies of the University that fall within the province of the staff; but its role in formulation of legislation that falls within the following areas:

1. It shall administer a fair process for recommending or appointing staff representatives on University-wide committees, planning councils, and program committees; the University's governance structure other than those appointed by the University President.

2. It shall maintain and promote the effective channels of communication among staff, students, the Administration, the Board of Trustees, and other stakeholders;

3. It shall periodically review the effectiveness of the total staff personnel program.

### B. Advisory Function

1. The Staff Senate shall serve as an advisory body, through its corporate whole and any of its constituent committees, to the President or other administrative officers on any matters that may affect the attainment of the staff objectives of the University such as:

1. It shall provide a forum for examination of common concerns and issues relating to the quality of life and employment for all non-faculty staff (excluding terms and conditions of employment subject to union negotiation);

2. It shall develop and implement other goals and activities as determined by the Staff Senate.

4. Uphold and advance the University's commitment to equal opportunity and appreciation of diversity in all its policies, procedures, decisions, appointments, and other actions.

### C. *Other Functions*

1. Call at least one meeting per semester of the University staff.
2. Determine voting rights of staff policies.
3. Consult with the Board of Trustees and committees on matters related to the staff upon request by a majority of voters, members of the staff, or of the Staff Senate, at a regular or duly called meeting, and that the Board or the President deems that matters to be discussed are appropriate for Board consideration.
4. Appoint special committees to study and policy; direct authorized inquiries, and/or recommend action in areas of concern, which its standing committees are unable to oversee directly.

### D. *Limitations*

1. Even a simple majority of members at a regular or duly called meeting of the University staff, the staff can veto resolution of the Senate. When a staff veto occurs, the Senate may request the staff to reconsider the action at the next staff meeting.
2. The President of the institution must act before the next regular meeting of the Senate, disapprove any action of the Senate. When a presidential veto occurs, the staff must reconsider the action. The staff's reconsideration of the Senate's original position by a two-thirds vote of quorum constitutes a final appeal to the Board of Trustees. The Board's decision is final.

## III. MEMBERSHIP

### A. *Ex Officio Members*

The President, Provost, Chief Financial Officer, and Vice President of Human

2. Any elected staff member shall be eligible for election to the State Senate.
3. The basis for recall of any elected member of the Senate shall be based on non-attendance at meetings as follows:
  - a. If elected members who fail to attend three (3) consecutive meetings without a legitimate excuse shall be dropped from membership in the Senate.
  - b. If elected members who fail to attend at least one-half of the meetings during the year without a legitimate excuse shall be dropped from membership in the Senate. (Attendance record taken by Secretary or acting representative and shared amongst all Senators.)
  - c. The Executive Committee of the Senate shall make recommendations to the Senate regarding the legitimacy of absences at meetings as outlined in items a and b, and the Senate accepts a recommendation from the Executive Committee that the absences were not legitimate, the offending Senator shall be notified of termination of membership.
  - d. A special election will be held University-wide in the event of membership falling below a minimum of 10 members to elect a replacement within sixty (60) days.
4. If elected members have the power to vote.
5. Senate membership automatically expires upon termination of employment (voluntary and involuntary) from the university.

**C. Associate Members**

Any elected staff member of the University may serve as an Associate Member of the Staff Senate. Associate Members may participate in general meetings and attend general meetings and external governance councils and committees of the five standing committees within the Senate. Associate Members may serve on internal committees and councils with the Senate. Associate Members have no voting rights.

Thursday in February.

2. The nominations apply to all eligible staff (regular, full time employees in accordance with staff handbook, section 4.4). The instructions will inform staff that they may nominate one person, including himself or herself. Only nominations that follow this guideline will be accepted. Nominations are to be complete by the second Thursday in March.

3. Nominees will be sent an electronic message confirming their nomination and asking them to reply if they are willing to serve, if elected.

4. Responses from nominees must be received before the third Thursday in March.

### **B. Ballots**

1. Ballots reflecting the nominations will be disseminated electronically by the First Thursday in April.

2. Completed ballots must be returned to the Staff Senate two weeks after nominations are disseminated.

3. The counting and tallying of ballots by the Senate should take place on the Friday immediately after the close of ballots.

4. The Senate Chair will notify the President of the election results.

### **C. Post Election**

1. The Senate will notify the newly elected members of their election and their first meeting date.

2. The Senate is to provide the names of new Senate members to the Office of Marketing and Communications in the week following the final tallying of ballots.

3. Election results are to be maintained by the Staff Senate.

### **D. Vacancies**

1. Should an elected seat be permanently vacated, the Chair will consult with the

one year. The nominations and elections shall occur annually in the month of April. Duly elected Senators shall take office effective June 1 of the year elected.

## VI. ORGANIZATION

### A. Officers

1. Officer positions include the following: Chairperson, Vice Chairperson, Secretary, Communications Officer, and Parliamentarian; should be elected after the first meeting.
2. All elected shall be eligible for election for one additional term in that same position. If elected, an officer to serve in a new officer position.
3. The Secretary shall provide member with a copy of the minutes of the previous meeting at least one week before the next regular meeting. The minutes, reports, and proceedings of the Staff Senate shall be available to university staff on the Staff Senate webpage (or current medium utilized).
4. The Communications Officer and the Senate shall notify members of all meetings.
5. Parliamentarian of the Senate shall be appointed and should become familiar with the Roberts Rule of Order; and is responsible for ensuring that all business conducted at Staff Senate meetings conforms with the Governance of the Staff Senate.

### B. Committees

1. The standing committees of the Senate shall be:

#### a. Executive Committee

- i. The committee shall consist of elected officers of Staff Senate (Chairperson, Vice Chairperson, Secretary, Communications Officer, Parliamentarian) and should be elected after the first meeting). The presiding officer shall be the Chairperson of the Senate.
- ii. It shall prepare the agenda for the Senate meetings; assign or refer the business of the Senate to appropriate committees for consideration and report; recommend abolition, alteration, or creation of Senate committees and generally expedite all work of the Senate. It shall prepare an operating budget for the Senate, which shall be forwarded to the administration.

cor... ty... in particu... to t... sity staff.

c. **Development and Training Committee**

The committee shall procure a... orientation and training program for...  
ne... ators to prepare... their assigned responsibilities, prov...  
in-... e staff professional dev... workshops/seminars/training opportu...  
tha... nce job performance, tar... e... to all staff; coordinate and...  
dev... an annual staff org... program; explore opportunities for staff...  
bu... ng and productivity initiati... (within the campus community.

d. **Al Events and Counseling Committee**

The committee shall orga... will build a sense of community among...  
Tu... e University's staff... opportunities for staff volunteers to engage i...  
cor... ity service; host... Conference once a semester to provide...  
an... tunity to discuss resu... concerns with the Staff Senate.

e. **Personnel and Constitution Committee**

The committee shall dev... nomination procedures for approval... the  
Se... manage election... t... nt process for the positions of elected...  
po... of the Staff Senate (Chairman- Elect (Vice Chair), Secretar... and  
Tr... r) and Senators; as... staff senate vacancies; review the Staff... te  
Ge... nce document on... e... and recommend revisions and/or...  
an... tent... ition... e...

2. Chair of each standing committee shall be elected from and by the...  
me... ship of the Senate... s... shall serve as members of the execu...  
co... ee of the Senate. at... e...

3. Membership and participation in committees is encouraged and open to all...  
un... y staff.

4. Committees shall... at the regular meetings of the Senate...  
ha... au... nomous jurisdiction... fic areas but must refer specific matters to...  
the... te.

5. Elected members of the... constitute no more than one-third of a...  
sta... committee. No... th... persons from any major area shall be e... d

re...  
se...  
he Se...  
man... (b)

7. The Senate may alter the composition of the committee structure by motion and two-thirds vote of the elected Senators.

8. The Senate may request the services of the staff, administration or student body for special periods of time or for special committees on its standing, ad hoc, or special committees.

### C. Removal from office

1. Any Executive Officer or Senator can be removed from office by the Staff Senate for dereliction of duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the quorum of the Senate. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate.

2. The Senate will make the final decision on a secret ballot. A two-thirds vote of the quorum will carry the vote. Possible causes of expulsion constituting grounds for removal from office shall include, but not be limited to:

- use of the powers of the Senate, implied, to further personal causes
- excessive absenteeism (more than three unexcused absence)
- failure to consistently fulfill the responsibilities of the Senate positions

3. Resignation of good standing from the Staff Senate shall require a formal, written letter of resignation to be submitted to the Executive Committee.

### D. Governance Representation

The Chairman of the staff Senate shall serve on the Executive Council under the University system of governance.

#### 1. Conflict of interest

a. Any University staff members who serve on the President's Executive Council may not serve as an executive officer of the Staff Senate, but is permitted to serve as a senator.

## V MEETINGS OF THE SENATE

A. Regular Meetings of the Staff Senate will be held monthly on the third Thursday of



1. President of the University
2. Chairperson of the Staff Senate
3. Twenty percent (20%) of the Staff Senate
4. Majority vote of Senators present at a regular meeting

**D.** Members of the Staff Senate must receive official notification of the meeting at least three working days prior to the meeting.

**E.** Members of the University staff may attend any meetings of the Staff Senate. In addition, upon invitation of the chair, or with the consent of the body, a staff member may participate in the deliberations, but shall not read or vote.

**F.** A Quorum consists of the majority of elected members of the Staff Senate.

**G.** Items that are brought to the Staff Senate between regularly scheduled meetings which require immediate attention, or which do not require an assembly may be conducted via email exchange (or whatever mechanism that proves conducive to the order of business). Any action requires a response from the majority of the Senate, and will allow forty-eight (48) hours for a response before the item is considered to be closed.

**H.** Each elected Senator has the opportunity to bring items for deliberation.

**I.** Robert's Rule of Order, latest edition, shall be considered as binding.

## VIII. ADOPTION

These bylaws shall become effective when adopted by the Staff Senate and Approved by the President of the University. These bylaws and the Staff Senate established thereby are subject to the official governance and control of the Board of Trustees of Tuskegee University as amended.

## IX. AMENDMENTS

The following procedures must be followed in order to amend the Governance Document of the Staff Senate. The approval process for amendments shall be as follows:

**D.** Amendments to the Governance Document shall be ratified by two-thirds vote of the quorum of the Staff Senate.

**E.** Once the amendment has been voted on, then it will be submitted to the President of Tuskegee University for the final approval.

## **X. PARLIAMENTARY PROCEDURES**

All business conducted by the Staff Senate that is not specifically addressed by the Staff Senate Governance Document and Bylaws shall be conducted according to the most recent edition of Robert's Rules of Order. This is considered a binding document.