

Staff Senate Values Statement

- We **represent and advocate** staff on matters of significant concern by bringing issues to University Administration and the Board of Trustees.
- We **collaborate** with administration, faculty and students with positivity and forward-thinking discussions.
- We foster **communication** and serve as a communication conduit between the staff and University administration.
- We **solicit and express** the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole.
- We **promote** the welfare of all staff through professional development and formal recognition while serving the Mission of the University.
- We **consider, study and make recommendations** to the University President, Board of Trustees, and other University officials on behalf of all staff, regarding procedures, policies and other general issues and concerns.

By-Laws of the Staff Senate of the University of Louisville

As approved by Staff Senate: 1974

Amended by Staff Senate:

September 8, 1980

May 11, 1981

October 4, 1982

November 7, 1983

December 5, 1983

January 14, 1985

March 11, 1985

May 14, 1985

December 9, 1985

July 13, 1987

February 8, 1988

March 12, 1990

April 12, 1993

July 11, 1994

September 12, 1994

May 13, 1996

March 10, 1997

May 10, 1999

March 13, 2000

May 10, 2004

June 13, 2005

May 14, 2007

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July 9, 2012

December 10, 2012

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**BY L-LAWS OF THE STAFF SENATE OF
THE UNIVERSITY OF LOUISVILLE**

ARTICLE I – OFFICERS

Section 1. Officers

The Staff Senate shall annually elect up to three officers (Chair, Vice-Chair, and Secretary/Treasurer) from its own membership to serve for one year or until the respective successors have been elected and seated.

Section 2. Eligibility for Office; Who May Vote

All elected members of the Staff Senate are eligible for election to the offices stated in Section 1 of this Article. Only elected members of the Staff Senate may nominate or cast ballots in the election of any officers of the Staff Senate.

Section 3. Election of Officers; When Held

1. In accordance with Article VII, Section 5.a, the Credentials and Nominating Committee facilitates the Election election of the Officers stated in Section 1 of this Article.
- ~~1.2.~~ Election of the Officers shall be conducted at the June General Body meeting of the Staff Senate with seating at the July General Body meeting of the Staff Senate.
3. The Parliamentarian of the Staff Senate shall be the presiding officer for that portion of the meeting devoted to such elections unless the Parliamentarian is a nominee for an office, in which case the ~~Parliamentarian shall appoint a temporary Parliamentarian Assistant Parliamentarian Past President or an officer to~~ Assistant Parliamentarian will serve as presiding officer for that period while election for office of which the Parliamentarian is a candidate is conducted.
- ~~2.4.~~ The Parliamentarian shall appoint two members of the Staff Senate to serve as tellers in the counting of votes cast in these elections. Any teller nominated for any office shall be ineligible to serve as teller in the counting of votes for the office to which he or she has been nominated, in which case the Parliamentarian shall appoint a temporary teller to serve.
- ~~3.5.~~ An election to fill a vacancy in the Office of either Vice Chair or Secretary/Treasurer of the Staff Senate shall be conducted at the next regular meeting after such vacancy occurs and such election shall be conducted as prescribed in sub-section ~~b2.~~ of Section 3 of this Article.

Section 4. Duties of the Chair

The duties and functions of the Chair of the Staff Senate shall be:

1. To preside at all meetings of the Staff Senate ~~and the Executive Committee~~;
2. To represent the staff as a member of the University Board of Trustees in accordance with KRS 164.821;
3. To determine, in consultation with the Officers and Standing Committee Chairs, the agenda for all meetings of the Staff Senate;
4. To issue calls for both regular and special meetings of the Staff Senate through the Secretary/Treasurer and in accordance with Section 3 and 5 of Article IV of these By-Laws;
5. To receive all matters directed to the Staff Senate and to refer these to the Staff Senate or to one of its committees as appropriate;
6. To represent the Staff Senate in the University community and in the community at large;
7. To appoint the Staff Senate Parliamentarian ~~and Assistant Parliamentarian and Assistant Parliamentarian~~ in accordance with section 9.A;
8. To appoint all ad hoc committees of the Staff Senate as set forth in Article VIII of these By-Laws and to appoint staff to University groups with designated staff representation; ~~see also Article VII, Section 5.a Credentials and Nominating Committee and C&N Charter C&N purpose; also mentions appointing designated staff rep~~
9. To exercise the other duties and functions of a presiding officer, as may be additionally specified by the Staff Senate.
10. To serve as the officer responsible for dealing with Staff Senate personnel in ~~accordance according~~ with established University policies and procedures when delegating and supervising administrative duties assigned to an employed staff member(s) providing necessary support to the Staff Senate;
11. To enforce the Constitution and By-Laws of the Staff Senate; ~~and~~
- 11.12. ~~Due to the additional duty requirements and time commitments, the Staff Senate Chair will be exempt from being assigned a list of constituents. Constituents previously assigned to Staff Senate Chair will be reassigned to another Staff Senator.~~

Section 5. Duties of the Vice Chair

The duties of the Vice Chair of the Staff Senate shall be:

1. ~~To preside at meetings of the Executive Committee of the Staff Senate;~~
- 1.2. To preside at meetings of the Staff Senate in the absence of the Chair;
- 2.3. To become Chair of the Staff Senate in the event a vacancy occurs in the office of the Chair of the Staff Senate and to notify members of the Staff Senate that he or she has become Chair;

- ~~3.4.~~ To represent the Staff Senate when appointed to do so by the Chair of the Staff Senate;
- ~~4.~~ To serve as a voting member of the Executive Committee;
- ~~5.~~ To serve as an ex-officio non-voting member of the Policy, Economics and Development Committee, Staff Grievance Committee, and ~~Campus Morale and Community Outreach Committee~~ Staff Empowerment Morale and Community Outreach of the Staff Senate; ~~and~~
- ~~6.~~ To serve as a voting member of the University of Louisville Athletic Association Board of Directors; and
- ~~7.~~ Due to the additional duty requirements and time commitments, the Staff Senate Vice Chair will be exempt from being assigned a list of constituents. Constituents previously assigned to Staff Senate Vice Chair will be reassigned to another Staff Senator
- ~~5.~~ To serve as a voting member of the University of Louisville Athletic Association Board of Directors.

Section 6. Duties of the Secretary/Treasurer

The Secretary/Treasurer of the University of Louisville Staff Senate shall:

1. Act as the principal officer for management and accounting of budgeted funds of the University of Louisville Staff Senate and approve by signature ~~all vouchers, requisitions, and~~ any ~~other~~ requests for expenditures of funds of the Staff Senate in accordance with established University procedures;
2. Provide for and maintain accurate records of details of all business transactions by and for the University of Louisville Staff Senate;
3. Provide the control system to ensure appropriate use of resources allocated to the Staff Senate in the budgetary process;
4. Prepare for submission and approval by the Executive Committee of the Staff Senate, the annual budget for the Staff Senate including such processes as setting priorities, analyzing and selecting alternatives, and reporting such recommendations for the budget process;
5. Provide the Executive Committee with an annual financial statement including a summary of expenditures for review and subsequent reporting to the University of Louisville Staff Senate;
6. To preside at meetings of the Staff Senate in the absence of both the Chair and the Vice Chair;
7. Serve as a voting member of the Executive Committee;
8. Represent the Staff Senate on the Human Resources Advisory Committee (HRAC);
9. Serve as an ex-officio non-voting member of the Services and Facilities Committee, Credentials and Nominations Committee, and Staff Help Assistance Relief Effort Committees of the Staff Senate; and

10. To ensure administrative support in the absence of the employed Staff Senate Program Coordinator. See also, Article I, Section 10. staff to include the following:
- a. To keep accurate minutes of Executive Committee, General Body and special meetings of the Staff Senate;
 - b. To make minutes available to the membership of the Staff Senate at least five (5) working days prior to the next regular meeting of the Staff Senate;
 - c. To keep an accurate record of each Senator's attendance at meetings of the Staff Senate;
 - d. To assist the Chair in determining the agenda for meetings of the Staff Senate as set forth in Section 4 of Article IV of these Bylaws;
 - e. To issue notices for all meetings of the Staff Senate as set forth in Section 3 of Article IV of these Bylaws; and
10. To maintain the schedule of meeting places of the Staff Senate as set forth in Section 2 of Article IV of these Bylaws; and
11. Due to the additional duty requirements and time commitments, the Staff Senate Secretary/Treasurer will be exempt from being assigned a list of constituents. Constituents previously assigned to Staff Senate Secretary/Treasurer will be reassigned to another Staff Senator
- ~~a. To keep accurate minutes of regular and special meetings of the Staff Senate;~~
 - ~~b. To make minutes available to the membership of the Staff Senate at least five (5) working days prior to the next regular meeting of the Staff Senate;~~
 - ~~c. To keep an accurate record of each Senator's attendance at meetings of the Staff Senate;~~
 - ~~d. To assist the Chair in determining the agenda for meetings of the Staff Senate as set forth in Section 4 of Article IV of these By-Laws;~~
 - ~~e. To issue notices for all meetings of the Staff Senate as set forth in Section 3 of Article IV of these By-Laws;~~
 - ~~f. To maintain the schedule of meeting places of the Staff Senate as set forth in Section 2 of Article IV of these By-Laws;~~

Section 78. Removal of Staff Senate Officers

An officer of the Staff Senate may be removed from office upon determination of willful violation of the Staff Senate Constitution, By-Laws, or policies or procedures;

malfeasance in office; or neglect of duty to the Senate. No officer shall be removed without concurrence of two-thirds of the membership of the Staff Senate.

1. A petition requesting the removal of an officer must be signed by one-third of the currently elected Senators and must specify the grounds for such removal.
2. Such petition shall be delivered to the Chair of the Credentials and Nominations Committee who shall immediately deliver a copy of such petition, without signatures, to the officer named therein and schedule a meeting of the Credentials and Nominations Committee to consider the petition.
3. The officer named in the petition shall have five working days from the date of receipt of the copy of the petition from the Credentials and Nominations Committee to respond either in writing or in person or both to the Credentials and Nominations Committee.
4. The Credentials and Nominations Committee shall consider all information pertinent to the petition and make its recommendation to the Senate no later than the second regular meeting of the Staff Senate following receipt of the petition. The Credentials and Nominations Committee shall maintain a complete and confidential record of its proceedings.
5. Debate on the recommendation of the Credentials and Nominations Committee concerning the removal of an officer shall be conducted by the Senate in an executive session. The Chair of the Credentials and Nominations Committee shall preside over such debate.
6. The Senate, in open session, shall vote by written ballot on the recommendation of the Credentials and Nominations Committee. Ballots will be tallied by the members of the Credentials and Nominations Committee and the result announced to the Senate by the Chair of the Credentials and Nominations Committee.
7. If the officer named in the petition for removal voluntarily resigns from office at any point during the procedures indicated in this section, the petition for removal shall be considered concluded.

Section 89. Appointment and Duties of the Parliamentarian

Prior to the next regular meeting following the election of officers, the Chair of the Staff Senate shall appoint one member of the Staff Senate to serve as Parliamentarian of the Staff Senate with the advice and consent of the Staff Senate. The duties of the Parliamentarian shall be:

1. To assist the Chair in maintaining order and decorum at meetings of the Staff Senate;
2. To interpret and apply Robert's Rules of Order (latest revision) when so requested by either the Chair of the Staff Senate or by a motion duly adopted by the Staff Senate, provided that the Parliamentarian shall be entitled to vote on all motions submitted to the Staff Senate except when such motions appeal from a ruling made by the Chair;

3. To serve as presiding officer of the Staff Senate only for that portion of meetings of the Staff Senate each year during which officers of the Staff Senate are to be elected in accordance with Section 3 of this Article;
4. To keep and maintain an accurate and up-to-date copy of the Constitution and By-Laws and all amendments made thereto and to transmit the same to his or her successor;
5. To serve as Parliamentarian for a term concurrent with the term of the Chair of the Staff Senate; and
6. To serve as an ex-officio non-voting member of the Executive Committee, ~~Credentials and Nominations Committee, and the Policy, Economics and Development Committee.~~

Section 910. Appointment and Duties of the Assistant Parliamentarian

Prior to the next regular meeting following the election of officers, the Chair of the Staff Senate shall appoint one member of the Staff Senate to serve as Assistant Parliamentarian of the Staff Senate with the advice and consent of the Staff Senate. The duties of the Assistant Parliamentarian shall be:

1. To serve as the Parliamentarian in the absence of the Parliamentarian in any regular Executive Committee, General Body or special meeting held;
2. To assist the Chair in maintaining order and decorum at meetings of the Staff Senate in the absence of the Parliamentarian;
3. To interpret and apply Robert's Rules of Order (latest revision), in the absence of the Parliamentarian, when so requested by either the Chair of the Staff Senate or by a motion duly adopted by the Staff Senate, provided that the Assistant Parliamentarian shall be entitled to vote on all motions submitted to the Staff Senate except when such motions appeal from a ruling made by the Chair;
4. To serve as presiding officer of the Staff Senate, in the absence of the Parliamentarian, only for that portion of meetings of the Staff Senate each year during which officers of the Staff Senate are to be elected in accordance with Section 3 of this Article;
5. To serve as Assistant Parliamentarian for a term concurrent with the term of the Chair of the Staff Senate.

6.

Section 10. Staff Senate Program Coordinator

The Staff Senate Program Coordinator is a paid employee of the University and does not have voting rights within the Staff Senate. To the extent that the University continues to

fund this position, the duties of the Staff Senate Program Coordinator will include but are not limited to the following:

- a. To keep accurate minutes of Executive Committee, General Body and special meetings of the Staff Senate;
- b. To make minutes available to the membership of the Staff Senate at least five (5) working days prior to the next regular meeting of the Staff Senate;
- c. To keep an accurate record of each Senator's attendance at meetings of the Staff Senate;
- d. To assist the Chair in determining the agenda for meetings of the Staff Senate as set forth in Section 4 of Article IV of these Bylaws;
- e. To issue notices for all meetings of the Staff Senate as set forth in Section 3 of Article IV of these Bylaws; and
- f. To maintain the schedule of meeting places of the Staff Senate as set forth in Section 2 of Article IV of these Bylaws.

ARTICLE II – ELECTION OF SENATORS

Section 1. Responsibility

Staff Senate elections shall be the responsibility of the Credentials and Nominations Committee who shall (See also, Article VII, Section 5.a):

1. Maintain continuing studies of the support staff structure for the purpose of obtaining equal representation on a proportional basis of support staff population of each college, school, and division (CSD) in the University.
2. Each year, obtain from the Office of Human Resources the current CSD populations of permanent, full-time support staff employees and report to the Staff Senate the status of support staff with regard to changes in CSD structure that may affect proportional representation, and where necessary, make a report to the Staff Senate Executive Committee for changes in Staff Senate representation each February.
3. Each year at the ~~regular~~ March General Body meeting, cause to be circulated to the Staff Senate and the support staff the number of vacancies in senate seats by CSD and the number each CSD shall be entitled to elect according to the formula set forth in Sections 3 and 4 of this Article.
4. Ensure that any challenge of the general structure of the Staff Senate or policies related to representation are reviewed by the Credentials and Nominations Committee and presented to the Executive Committee. Upon completion of such a review C&N and the Executive Committee, a recommendation shall be made to the Staff Senate where the challenge shall be resolved by a vote of the Staff Senate; and

5. Allow any support staff member with voting eligibility the privilege of making a challenge.

Section 2. Filing for Candidacy

1. In accordance with Section 3 of Article II of the Constitution of the Staff Senate all permanent support staff members (provided they are not a member of any other University governing body) who have at least six months of continuous permanent University employment by July 1 shall be eligible to file for candidacy and election to the Staff Senate;
2. Each year, no later than April 15th, support staff members who desire to be candidates for election to the Staff Senate shall file their intent in writing with the Credentials and Nominations Committee;
3. If only one member files for candidacy in a CSD, he or she shall automatically take office July 1, as do regularly elected Senators, provided he or she is certified eligible by the Credentials and Nominations Committee;
4. It shall be the responsibility of the Credentials and Nominations Committee to ensure:
 - a. That elections commence within five working days after the May meeting and a full two weeks will be provided for voting. Ballots received after the deadline will be invalid. Voter confidentiality shall be maintained regardless of voting method.
 - b. That election results are sent to all candidates prior to the seating of newly elected candidates.
 - c. That all election results are kept on file in the Staff Senate ~~office~~ Program Coordinator for three years from the date of the election.
 - d. That in the event of a disputed election of any candidate or any standing committee member, the election and procedures with respect to the dispute are reviewed by the Credentials and Nominations Committee, and after the review, a recommendation is made to the ~~Staff Senate~~ Executive Committee at the next Executive Committee meeting. A recommendation will then be made to the Staff Senate at the next General Body meeting. The disputed election then shall be resolved by a vote of the Staff Senate at the next regularly scheduled meeting of the Staff Senate.

Section 3. Proportional Representation Formula

To ensure representation of each CSD in the Staff Senate on a proportional basis with respect to its support staff population, the following formula shall be used:

- Base Number. The maximum number of Senators authorized in Section 1 of Article III of the Staff Senate Constitution is 99; ~~therefore however~~, the base number shall be 9975.
- Minimum Entitlement. The minimum number of Senators a CSD may have is one. Subtract one for each CSD whose population is smaller than one and one-half times the total support staff population divided by the Base Number above, rounded to the nearest whole number.

Example: $(3231/99) \times 1.5 = 48.95$ 49

14 CSDs with populations less than 49 -1

- Proportional Base.

Base Number less Minimum Entitlement 85

- Percentage Base.

Next, subtract the sum of the populations of those CSDs entitled to only one Senator, as determined above, from the total population of the University support staff eligible to vote, and round this number to the next highest one hundred.

Example: Populations of CSDs less than 49 = 367

$3231 - 367 = 2864$ 2900

- Proportional Representation

Eliminate all CSDs entitled to only one Senator and compute the number of Senators entitled to each CSD thus remaining, on the basis of the percentage of the population which they represent using the following formula rounded to the nearest whole number.

Number of Senators = Proportional Base x Population of CSD Percentage Base

Example: School of Medicine has 507 staff members.

$85/2900 \times 507 = 14.86$ 15 Senators

- Final Check. When each CSD entitled to proportional representation is computed according to the Proportional Base and is totaled, and the sum when computed yields one number less than Proportional Base, the additional Senator shall be awarded to the CSD with the highest population. If the sum computed above yields more than one number greater than the Proportional Base, the Proportional Representation shall be recomputed using a different Percentage Base adjusted as follows:

If the sum is greater than the Proportional Base, slightly increase the Percentage Base.

If the sum is smaller than the Proportional Base, slightly decrease the Percentage Base.

Then repeat the Final Check step.

Example: Sum of Senators by proportion85

Section 4. At-Large Senate Seats

At the conclusion of any regular or any special election, existing vacancies in the Senate seats shall be reported to the Staff Senate by the Credentials and Nominations Committee. The existing vacancies so reported shall be declared by the Chair of the Staff Senate to be "at-large" seats. Any staff member regardless of CSD and qualified in accordance with ~~Section 2.a.~~ Article II, Section 2.a. may file for candidacy and election. Candidates shall be certified by the Credentials and Nominations Committee, ~~and~~ reported to the Executive Committee and presented to the Staff Senate General Body where election of candidates for at-large seats shall be by vote of the Staff Senate. If only one member files for candidacy to an existing vacancy, he or she shall automatically take office, provided eligibility is certified by the Credentials and Nominations Committee. At-large senators thus elected shall assume office immediately upon election and shall fill the remainder of the term of office for the seat declared "at-large".

Section 5. Term of Office

In accordance with Section 3 of Article III of the Constitution, Senators shall be elected for a term of two years. Terms of senators are staggered so that only one-half of the membership is elected in any one year. Senators elected or approved for appointment

to a Senate appointed committee or group membership shall normally serve for one year or until their successors are appointed or elected. Senators filling a vacancy shall serve for the remainder of the one year term or until their successors are appointed or elected.

Section 6. Permanent Vacancies in the Staff Senate

Vacancies in the Staff Senate occur when a duly authorized Staff Senator is absent from five (5) regularly scheduled Staff Senate meetings during the fiscal year (July 1 - June 30). The following procedures shall occur following a Staff Senator vacancy:

1. After the fifth (5th) absence, a notification shall be sent by the Credentials and Nominating Committee to the Staff Senator's constituent list notifying the constituents of the vacancy.
2. The filling of a vacancy in the Staff Senate is the responsibility of the Credentials and Nominations Committee who shall conduct an election as soon as is practical and within one month after the CSD and the Staff Senate have been notified of the vacancy.
3. When a Senator transfers to another CSD, the Senator will have the option to retain their seat through the end of the fiscal year. If not, then a vacancy will exist.
4. -Vacancies on Senate elected or appointed committees or group memberships shall be filled according to the procedures in these By-laws for the respective type of committee or group membership.
5. If a Staff Senator is removed from the Staff Senate due to attendance, said Staff Senator may not reapply for the Staff Senate at the next term. He/She must sit out one (1) year before submitting a Staff Senate application.

ARTICLE III – DUTIES OF SENATORS

It shall be the duty of each Senator to attend all meetings of the Staff Senate, to keep informed so to advise his or her respective CSD of all matters and issues under discussion that may be voted upon, and to endeavor to represent the majority interest of that CSD. Absence from five (5) regularly scheduled Staff Senate monthly meetings will result in dismissal from the Senate. The Staff Senate Program Coordinator will email the Senator with a copy to C&N Chair and the Executive Officers following three (3) absences.

A Senator elected or appointed to any Senate committee or group with designated staff representation shall regularly attend all meetings of that body and provide that body and other fellow Senators with responsible and viable inputs that will enable attainment of objectives and goals for which that body has been made responsible.

Senators are encouraged to participate in committee work, as their work schedules permit.

Senator duties include, but are not limited to:

1. Distribute the monthly minutes to constituents;
2. Maintain a current distribution list of constituents;
3. Attend the annual Staff Senate retreat when conducive to work schedule;
4. Facilitate **university** communication from constituents and/or staff members to the officers and/or the Executive Committee for review and assignment to appropriate standing committee.