

**Note:**

**Where applicable to ensure consistency:**

- **Bylaw spelling has been adjusted**
- **References to regular meeting, monthly meeting, etc has been changed to General Body meeting**
- **References to Staff Senate Office, has been changed to Staff Senate Program Coordinator**
- **Spelling and grammatical errors have been corrected**

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#### **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 & Nominations (C&N) Committee facilitates the election of the Officers stated in Section 1 of this Article.
2. Election of the Officers stated in Section 1 of this Article 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 to~~ Assistant Parliamentarian will serve as presiding officer for that period while election for office of which the Parliamentarian is a candidate is conducted.
4. The Parliamentarian and C&N members shall 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 or C&N Chair shall appoint a temporary teller to serve, if more are needed.
5. An election to fill a vacancy in the Office of either Chair, Vice Chair or Secretary/Treasurer of the Staff Senate shall be conducted at the next General Body regular meeting after such vacancy occurs and such election shall be conducted as prescribed in sub-section 2. 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 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 General Body meetings of the Staff Senate;
4. To issue calls for both General Body 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 Bylaws;
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 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 Bylaws and to appoint staff to University groups with designated staff representation; see also Article VII, Section 5.a Credentials & Nominations Committee and C&N Charter
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~~ Program Coordinator in accordance 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 Bylaws of the Staff Senate; and

### **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 Staff Senate in the absence of the Chair;
2. 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. 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 (PED), Staff Grievance Committee (SGC), and Campus Staff Morale and Community Outreach Committee (SMCO) of the Staff Senate; and
6. 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~~ Review and ensure that all business transactions are reasonable, appropriate allowable and adequately documented records 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 staff Program Coordinator. Refer to Article I, Section 10 Duties.
  - ~~1. To keep accurate minutes regular and special meetings of the Staff Senate;~~
  - ~~2. 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;~~
  - ~~3. To keep an accurate record of each Senator's attendance at meetings of the Staff Senate;~~
  - ~~4. 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;~~
  - ~~5. To issue notices for all meetings of the Staff Senate as set forth in Section 3 of Article IV of these Bylaws;~~
  - ~~6. To maintain the schedule of meeting places of the Staff Senate as set forth in Section 2 of Article IV of these Bylaws.~~

### **Section 8 7. 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, Bylaws, 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 General Body 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 8.9. Appointment and Duties of the Parliamentarian**

Prior to the next ~~General Body 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 Bylaws and all amendments made thereto and to transmit the same to his or her successor;
5. To serve as Parliamentarian for ~~a the senate~~ term year which the concurrent with the term of the upon appointment by 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, Economic and Development Committee.~~

### **Section 9. Appointment and Duties of the Assistant Parliamentarian \*\*NEW SECTION\*\***

Prior to the next General Body 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 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 ~~one~~ the Senate term-year term concurrent with the term upon appointment by ~~of~~ the Chair of the Staff Senate.

**Section 10. Staff Senate Program Coordinator \*\*NEW SECTION\*\***

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:

1. To keep accurate minutes of Executive Committee, General Body and special meetings of the Staff Senate;
2. To make minutes available to the membership of the Staff Senate at least five (5) working days prior to the next General Body meeting of the Staff Senate;
3. To keep an accurate record of each Senator's attendance at meetings of the Staff Senate;
4. To issue notices for all meetings of the Staff Senate as set forth in Section 3 of Article IV of these Bylaws; and
5. 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**

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Section 1. Responsibility

Section 2. Filing for Candidacy

Section 3. Proportional Representation Formula

Section 4. At-Large Senate Seats

Section 5. Term of Office

Section 6. Permanent Vacancies in the Staff Senate

## **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 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 [by the 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.

[Refer to C&N Charter for more detailed information.](#)

## **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 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 ~~General Body 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, the base number shall be ~~75~~ 99.
- **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.

$$\text{Example: } (3231/99) \times 1.5 = 48.95 \qquad 49$$

- SDs with populations less than 49 -1

#### Proportional Base

$$\text{Base Number less Minimum Entitlement:} \qquad 85$$

#### 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.

$$\text{Example: Populations of CSDs less than 49} = 367$$

$$3231 - 367 = 2864 \qquad 2900$$

#### 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

$$\text{Example: School of Medicine has 507 staff members.}$$

$$85/2900 \times 507 = 14.86 \qquad 15 \text{ Senators}$$

#### 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 proportion . . . . .85

#### **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, may file for candidacy and election. Candidates shall be certified by the Credentials and Nominations Committee and reported to the Executive Committee or presented to the Staff Senate General Body, whichever meeting comes first, 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 General Body meetings during the fiscal year (July 1 - June 30). The following procedures shall occur following a Staff Senator vacancy:

1. After the fifth (5<sup>th</sup>) absence, a notification shall be sent by the Credentials and Nominations 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 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 Bylaws for the respective type of committee or group membership.
5. If a Staff Senator is removed from the Staff Senate due to attendance, the Staff Senator may not reapply for a senate seat within the same term of removal and must also sit out one (1) year following removal before submitting a Staff Senate application. Staff Senator will be ineligible to sit on a Standing Committee or University Committee for one year after returning to the Staff Senate.

## **ARTICLE III - DUTIES OF SENATORS**

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It shall be the duty of each Senator to attend all meetings of the Staff Senate, to keep informed so to advise their 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. It is the responsibility of each Senator to maintain their individual attendance records. Absence from five (5) regularly scheduled Staff Senate General Body monthly meetings will result in dismissal from the Senate. As a courtesy, following three (3) absences, the Staff Senate Program Coordinator will notify in writing the Senator reminding them of the 5 absence policy, copying the C&N Chair and the Executive Officers.

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. If you are able, with the permission of your supervisor, attend the annual Staff Senate meeting/retreat;
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.
5. Notifications in writing to the Chair of the C&N and the Staff Senate Coordinator, if the Senator needs to resign from the Staff Senate. Refer to C&N Charter for additional information.
6. Abide by the University of Louisville Code of Conduct.

## **ARTICLE IV - MEETINGS**

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Section 1. Time

Section 2. Place

Section 3. Notice of Meetings

Section 4. Agenda

Section 5. Special Meetings

Section 6. Open Meetings

### **Section 1. Time**

The Staff Senate shall hold a ~~regular~~ **General Body** meeting on the second Monday of each month. If a ~~regular~~ **General Body** meeting falls on a holiday or cannot be held because of an act of God or nature, the meeting shall be held on the Monday following the holiday or occurrence of an act of God or nature.

### **Section 2. Place**

To facilitate attendance, meetings shall be held consistently in the same place insofar as practical. Meetings will alternate each month between the Belknap Campus and the Health Sciences Campus (HSC).

### **Section 3. Notice of Meetings**

Written notice, stating the place, date, and hour of each meeting shall be delivered to members of the Staff Senate not less than ~~five~~ **ten** working days before a ~~regular~~ **General Body** meeting and not less than three working days before a special meeting.

### **Section 4. Agenda**

The Chair of the Staff Senate, in consultation with the Executive Committee shall determine the agenda for each meeting as follows:

1. Each Chair of a standing committee of the Staff Senate will be expected to report on the latest committee meeting at the ~~monthly~~ Staff Senate meeting.
2. All committees of the Staff Senate and individual members of the Staff Senate ~~may submit agenda items~~ must submit a written report which will be attached to the agenda to the Staff Senate ~~office~~ Program Coordinator not less than seven (7) working days before a ~~regular~~ **General Body** meeting.
3. A copy of the agenda will be made available from the Staff Senate Program Coordinator to each member not less than five working days before a ~~regular~~ **General Body** meeting and not less than three working days before a special meeting.
4. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and the Constitution and Bylaws of the Staff Senate shall be resolved in favor of the Constitution and Bylaws of the Staff Senate.

### **Section 5. Special Meetings**

A special meeting of the Staff Senate may be called at the discretion of the Chair and shall be called within ten working days of a written petition submitted to the Chair by twenty-five percent of the members or by a majority vote of those present during a meeting of the Staff Senate.

**Section 6. Open Meetings**

Meetings of the Staff Senate shall be open to non-members. Visitors will be recognized by the Chair only when prior arrangements have been made.

**ARTICLE V - VOTING**

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Section 1. Roll Call Votes

Section 2. Quorum

Section 3. Debate

Section 4. Tie Votes

Voting during each meeting of the Staff Senate shall be by method prescribed by the Chair at the time of the vote. The total vote shall be determined by the Chair, who may appoint two Senators to assist in totaling the number of votes.

**Section 1. Roll Call Votes**

A roll call vote may be called at the discretion of the Chair and shall be called upon request of a Senator with the occurrence of one-third of voting members present. A roll call vote shall be called automatically in case of a contested vote.

**Section 2. Quorum**

Article VII of the Constitution provides that a quorum shall be fifty-one percent of the elected membership.

**Section 3. Debate**

Debate or discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of the voting members present. The time shall be kept by the Parliamentarian.

**Section 4. Tie Votes**

The Chair or presiding officer shall vote only in case of a tie vote.

**ARTICLE VI - EXECUTIVE COMMITTEE OF THE STAFF SENATE**

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Section 1. Purpose

Section 2. Composition

Section 3. Reports

### **Section 1. Purpose**

Act on behalf of the Staff Senate on urgent matters and consider current problems of general interest to the University, which cannot wait for action by the Staff Senate in regular sessions of the General Body. Such actions of the committee shall be reported to the Staff Senate as soon as possible after the action is taken but no later than at its next General Body meeting and shall be subject to ratification by it unless the nature of the action or the terms of the authorization make the action of the committee final. This committee will also assume the following duties:

1. Act as liaison and spokesperson on behalf of the Staff Senate to other governing bodies;
2. Review major issues and make preliminary decisions for Staff Senate discussion;
3. Receive proposals for consideration from Senators, staff, or other;
4. Coordinate Staff Senate Operations;
5. Examine and review the work of the Standing Committees of the Staff Senate to prevent duplication of effort and to ensure the carrying out of all committee assignments;
6. Act as a steering committee to refer issues to the proper committee(s);
7. Act as a steering committee to harmonize the work of all committees; and
8. Review and approve the annual budget of the Staff Senate and monthly financial statements from the Secretary/Treasurer of the Staff Senate.

### **Section 2. Composition**

The Executive Committee shall be composed of twelve (12) voting members, which will include:

- the duly elected Chair of the Staff Senate who will serve as the Chair of the Executive Committee(1);
- the duly elected Vice- Chair (1);
- the duly elected Secretary/Treasure (1);
- Standing Committee Chairs (6);
- Three At Large members (3);

and four (4) non-voting members to include:

- the Parliamentarian (1);
- the Faculty Senate liaison (1);
- the Student Government liaison (1); and
- ~~the~~ an immediate past Senate Chair Officer (1). The position is first offered to the immediate past Senate Chair. If the immediate past Senate Chair is unable to serve, it will be offered to the immediate past Senate Vice Chair. If the immediate past Senate Vice Chair is unable to serve,

it will be offered to the past Senate Secretary/Treasurer. If none of the immediate officers are able to serve, the position will remain vacant.

### **Section 3. Reports**

Each year at the June meeting of the Staff Senate, the Executive Committee will submit a report reflecting their activities of the past year.

## **ARTICLE VII - STANDING COMMITTEES OF THE STAFF SENATE**

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Section 2. Standing Committees of the Staff Senate

Section 3. Procedure of Electing

Section 4. Chairs of Standing Committees

- a. Election of Standing Committee Chairs
- b. Duties of Standing Committee Chairs
- c. Vacancies in Standing Committee Membership

Section 5. Purpose and Composition of Standing Committees

- a. Credentials and Nominations Committee
- b. Policy, Economics and Development Committee
- c. Services and Facilities Committee
- d. Staff Grievance Committee
- e. Campus Morale and Community Outreach
- f. Staff Help Assistance Relief Effort

### **Section 1. Function**

It shall be the function of standing committees to provide the Staff Senate with working bodies entailing specific areas of responsibility to enable a planned and coordinated direction for the business of the Staff Senate.

### **Section 2. Standing Committees of the Staff Senate**

The following standing committees shall be constituted from duly elected Senators of the Staff Senate:

- a. Credentials and Nominations Committee (C&N), ~~seven members~~

- b. Policy, Economics and Development Committee (PED), ~~seven members~~
- c. Staff Grievance Committee (SGC), ~~nine members~~
- d. Services and Facilities Committee (S&F), ~~seven members~~
- e. ~~Staff Campus~~ Morale & Community Outreach Committee (SMCO), ~~seven members~~
- f. ~~SHARE (Staff Help Assistance Relief Effort)~~ Committee (SHARE), ~~seven members~~

### **Section 3. Procedure for Electing**

1. Each year at the July meeting, ~~or as needed, or when a permanent vacancy occurs~~, the Credentials and Nominations Committee shall report to the Staff Senate existing vacancies in standing committee memberships and shall submit to the ~~Staff Senate~~ Staff Senate Officers the name of a Senator for each vacancy existing or known to have occurred.
2. ~~After the nominations of~~ The Credentials and Nominations Committee ~~has been reported to the Staff Senate, the Chair of the Staff Senate shall then call for nominations from the floor before nominations are closed and voting commences~~ will seat all standing committee members and notify the committee members by in writing.
3. A Senator may serve on more than one standing committee when the need requires.
4. If a permanent vacancy occurs, the Credentials and Nominations Committee shall fill the position in accordance with its Charter.

### **Section 4. Chairs and Vice Chairs of Standing Committees**

#### **Election of Standing Committee Chairs and Vice Chairs:**

1. The Credentials and Nominations Committee ~~either~~ shall notify committee members, in writing, requesting nominations for positions of Chair and Vice Chair in July. If more than one party is nominated, the Credentials and Nominations Committee will solicit an election from the committee members.
2. Only members of the standing committee wherein the vacancy exists may make nominations or vote in the election of a standing committee Chair.

#### **Duties of Standing Committee Chairs:**

The duties of standing committee Chairs shall be:

1. To call for and preside at all meetings of the respective committee;
2. To determine the agenda for each committee meeting and to ensure that meeting minutes are recorded;
3. To ensure that all matters, as may be referred to the committee by the Staff Senate, are followed through to conclusion;
4. Where necessary, ensure that committee conduct is governed by procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters so referred;

5. To ensure that all members are regular in attendance; **and**
6. To obtain replacement from the Credentials and Nominations Committee when a vacancy exists.
7. To serve as a voting member of the Executive Committee.
8. Submit to the Executive Committee the annual goals and objectives of the committee.
9. Submit a written report to the Vice Chair before each Staff Senate Meeting.

#### **Duties of the Standing Committee Vice Chairs;**

1. In the absence of the Chair at regular Standing Committee meetings, serve in all roles as referred to in Section 4, Duties of Standing Committee Chairs, specifically 1-5.
2. In the absence of the Chair from Staff Senate Executive Committee meetings, represent the standing committee.

#### **Vacancies in Standing Committee Membership**

A permanent vacancy in a standing committee membership shall exist whenever any of the following events occurs:

1. The person is no longer a Staff Senator;
2. The person notifies their committee chair or the chair of the Credentials and Nominations Committee that they no longer wish to continue on the committee;
3. The person has had 5 consecutive absences or 8 absences within a 12-month period for committees scheduled to meet(\*) on a weekly basis, 4 consecutive or 5 absences within a 12-month period for committees scheduled to meet on a biweekly basis, and 3 consecutive or 4 absences within a 12-month period for committees scheduled to meet on a monthly basis, **whichever comes first.** For those committees which do not meet regularly, the current presiding Chair of the committee shall propose an attendance policy at the beginning of the Staff Senate year (July 1-June 30), and which shall be voted on by current members of that committee.
4. If a member of a Standing Committee or the Executive Committee (whether a voting or non-voting member) discovers a regular conflict with Committee meetings, the member should contact the Committee Chair and Vice Chair, and the Credentials & Nominations Committee Chair to tender a resignation.

\*a "meeting" is defined as any committee gathering called by the Chair, not limited by the form that meeting may take (i.e., virtual, telephonic, or face-to-face)

Special meetings called by the committee chair or other Senators shall not be used to compute absences.

### **Section 5. Purpose and Composition of Standing Committee**

#### **A. CREDENTIALS AND NOMINATIONS COMMITTEE**

##### **Section 1. Purpose**



The Credentials and Nominations Committee (C&N) is responsible for conducting the election of Senators to the Staff Senate, for certifying the election of Staff Senators, and for recommending appointments to Staff Senate committees, and other groups having designated staff representatives.

The C&N Committee shall:

1. Conduct continuing reviews of the structure and organization of the University support staff and to make recommendations for changes as appropriate to ensure that the Staff Senate continues to represent the University support staff fairly and proportionately;
2. Certify candidates for election to the Staff Senate;
3. Conduct elections of Senators to the Staff Senate as set forth in Section 1 of Article II of these Bylaws;
4. Conduct elections of Chairs and Vice Chairs of standing committees as set forth in Section 4 of Article VII of these Bylaws;
5. Conduct continuing reviews of the committee structure of the Staff Senate and propose changes, as needed, to the Staff Senate committee structure;
6. Recommend to the Staff Senate the membership of those committees or groups in accordance with the provisions for the respective type of committee or group and recommend replacements when committee vacancies or vacancies in groups with designated staff representation occur;
7. Maintain a roster of such membership;
8. Serve as a nominating committee for the election of Staff Senate Officers; and
9. Act on other matters as may be referred to it by the Staff Senate.

Additional guidelines for C&N Committee may be found in the C&N Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.

## **Section 2. Composition**

Please refer to C&N Committee Charter for details regarding composition.

~~The Credentials and Nominations Committee shall be composed of seven members, including a Chair and Vice Chair and insofar as practical at least one representative from each campus. In addition, the Parliamentarian and Secretary/Treasurer of the Staff Senate shall serve as ex-officio non-voting members of this committee.~~

## **Section 3. Reports**

Reports shall be submitted in accordance of Section 1 of Article II, Section 3 and 5 of this Article, whenever changes in committee structure or membership so warrant and, each year at the June meeting of the Staff Senate, a written report summarizing its actions in the past year.

## B. POLICY, ECONOMICS AND DEVELOPMENT COMMITTEE

### Section 1. Purpose

The Policy, Economics and Development Committee (~~PED~~) is the principal advisor to the Staff Senate in all financial and human resource, and economic welfare matters affecting University support staff.

The Policy, Economics and Development Committee shall:

1. Make new or continuing studies on the economic well-being of support staff members, their families and dependents, including but not limited to:
  - a. salary and compensation;
  - b. health and hospitalization insurance;
  - c. life insurance and death benefits;
  - d. retirement;
  - e. travel expenses;
  - f. schedules and conditions of work;
  - g. staff development; and
  - h. other matters so referred.
2. Review plans and priorities developed by the University-wide committees groups that may have a financial impact upon support staff;
3. Review functions that may have a planned or potential implication upon the current or future budget of the University considering human resources as well as financial allocation; and
4. Review all University documents and publications that may impact staff governance, staff role and function, and any other rules or regulations for staff operation.
- ~~5. Act as liaison, as necessary, with the U.S. Department of Labor, The Kentucky Department of Economic Development and other sources of the information considered to be within the scope of staff economic welfare.~~

Additional guidelines for PED Committee may be found in the PED Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.

### Section 2. Composition

Please refer to PED Committee Charter for details regarding composition.

~~The Policy, Economics and Development Committee (PED) shall be composed of seven, including a Chair. The Chair of the PED shall be appointed to serve as staff representative to the Human Resources Advisory Committee (HRAC), or its successor. The Vice Chair of the Staff Senate and the Parliamentarian of the Staff Senate shall serve as ex-officio non-voting members of this committee.~~

### Section 3. Reports

Each month the Chair of the Committee will present monthly committee reports to the EC and will then submit these minutes to the Staff Senate Program Coordinator for inclusion in the monthly agenda for the general body meeting. Each year at the June general body meeting of the Chair of the Committee

~~Staff Senate the Policy, Economics and Development Committee~~ shall present to the Staff Senate a written report on matters discussed and resolved in the last year on the support staff's economic welfare.

~~Refer to PED Charter for additional information.~~

## **C. STAFF GRIEVANCE COMMITTEE**

### **Section 1. Purpose**

The Staff Senate shall have a Staff Grievance Committee whose responsibilities shall be:

1. Whenever requested by the Employee Relations unit in Human Resources, summarize staff grievances and make recommendations to the employee's grievance authority as outlined in University Policy and Procedure PER 5.03.
2. In preparation of its summary, the Staff Grievance Committee shall familiarize itself with the facts surrounding the grievance, shall review all prior proceedings in the grievance, and shall submit recommended dispositions and the reasons thereof to the grievant's grievance authority.
3. Conduct an ongoing review of existing procedures for filing grievances and appeals and make recommendations for changes to the Staff Senate.
- ~~4. Review the job description of the Staff Grievance Officer and recommend any change or revisions to the Executive Committee for review and submission to the Staff Senate and the President of the University.~~
- ~~5. Submit a list of names to the Staff Senate of possible candidates for the position of Staff Grievance Officer at least one month prior to the expiration of the current Staff Grievance Officer's term of office.~~

~~Additional guidelines for Staff Grievance Committee may be found in the Staff Grievance Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.~~

### **Section 2. Composition**

~~Please refer to Staff Grievance Committee Charter for details regarding composition.~~

~~This committee shall be composed of nine members, including a Chair. The Vice Chair of the Staff Senate and the Staff Grievance Officer shall serve as ex-officio non-voting members of this committee. In addition, the Chair of the Staff Grievance Committee shall appoint no less than three members to serve as a Grievance Review Committee to review employee grievances when requested by the Employee Relations unit in Human Resources.~~

### **Section 3. Reports**

Each year at the June meeting of the Staff Senate, the Staff Grievance Officer shall submit in writing a report of all grievances referred (withholding any such information as may be deemed confidential and necessary to protect individual rights of the parties concerned).

## D. SERVICES AND FACILITIES COMMITTEE

### Section 1. Purpose

It shall be the concern of the Services and Facilities Committee to recommend to the Staff Senate such changes as are necessary to protect support staff interests with respect to environmental protection, physical work environments, work safety, security, and parking; to conduct continuing review of the long-range master plan for the physical development of the University; and such other matters as may be referred to it by the Staff Senate. In addition, it shall be the responsibility of this committee to provide for adequate physical facilities for all regular and special General Body meetings of the Staff Senate.

Additional guidelines for Services and Facilities Committee may be found in the Services and Facilities Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.

### Section 2. Composition

Please refer to Services and Facilities Committee Charter for details regarding composition.

~~The Services and Facilities Committee shall be composed of seven members, including a Chair. The Secretary/Treasurer of the Staff Senate shall serve as an ex-officio non-voting member of this committee.~~

### Section 3. Reports

Each year at the June meeting of the Staff Senate, the Services and Facilities Committee shall report in writing to the Staff Senate the current state of University development and its effect upon staff personnel and any recommendations it has formulated.

## E. **StaffCampus** Morale & Community Outreach Committee

### Section 1. Purpose

The Staff **Campus** Morale & Community Outreach Committee (**SCMCO**) shall oversee all University issues related to staff morale and will coordinate Staff Senate community outreach efforts.

Additional guidelines for SMCO Committee may be found in the SMCO Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.

### Section 2. Composition

Please refer to SMCO Committee Charter for details regarding composition.

~~The CMCO-Campus Morale & Community Outreach Committee shall be composed of seven members, including a Chair. The CMCO Committee will function as a standing committee and would continue with representation on the Executive Committee. The Vice Chair of the Staff Senate shall serve as an ex-officio non-voting member of this committee.~~

### Section 3. Reports

Each year at the June meeting of the Staff Senate, CMCO shall report in writing to the Staff Senate the current state of staff morale, any recommendations it has formulated related to morale, and a summary of community outreach efforts.

**F. STAFF HELP AND ASSISTANCE RELIEF EFFORT COMMITTEE**

**Section 1. Purpose**

The Staff Help and Assistance Relief Effort Committee (~~SHARE~~) shall oversee applications for financial assistance submitted by University of Louisville staff who meet a qualifying event.

~~Additional guidelines for SHARE Committee may be found in the SHARE Committee Charter. At the beginning of each Senate year, the Committee Charter will be reviewed by the standing committee. Any edits must be presented to the Executive Committee. If approved, the edits must then be presented to the General Body to be read into the record.~~

**Section 2. Composition**

~~Please refer to SHARE Committee Charter for details regarding composition.~~

~~The SHARE Committee shall be composed of seven members, including a Chair. The SHARE Committee will function as a standing committee and would continue with representation on the Executive Committee. The Secretary/Treasurer of the Staff Senate shall serve as an ex-officio non-voting member of this committee.~~

**Section 3. Reports**

Each year at the June meeting of the Staff Senate, the SHARE Committee shall report in writing to the Staff Senate the current state and an accounting of SHARE expenditures.

**ARTICLE VIII - AD HOC COMMITTEES**

*Presented to EC: 11/25/19*

*Presented to General Body for Motion/Discussion/Vote: \_\_\_\_\_*

*1<sup>st</sup> Reading: \_\_\_\_\_*

*2<sup>nd</sup> Reading: \_\_\_\_\_*

*3<sup>d</sup> Reading: \_\_\_\_\_*

Section 1. ~~Authority~~ Selection of Appointments

Section 2. Approval of Appointments

Section ~~2~~ 3. ~~Limitation~~ Term of Appointment

**Section 1. Authority Selection of Appointments**

The Chair of the Staff Senate, in consultation with the Credentials and Nominations Committee, and/or the Staff Senate Executive Committee may temporarily appoint, as appropriate, such ad hoc committees as may be necessary for accomplishment of certain projects and for special purposes. The composition, or changes therein of said ad hoc committees, shall be recommended by the Credentials and Nominations Committee and/or the Staff Senate Executive Committee.

**Section 2. Approval of Appointments**

A majority vote of those present at a regular General Body meeting is required to approve the appointment of a staff member to a committee or group with designated staff representation. Temporary appointments (as described in Section 1 above) shall be reported at the next regular General Body meeting of the Staff Senate. Failure to report such temporary appointments or the failure of each appointee to receive a majority vote of those present shall void the temporary appointment.

**Section 2-3. Limitation Term of Appointment**

An ad hoc committee is automatically discharged upon the completion of its assigned task or project and the forwarding of its response or recommendation to the Chair of the Senate and/or the Staff Senate.

**ARTICLE IX - APPOINTMENTS TO UNIVERSITY-WIDE COMMITTEES**

*Presented to EC: 11/25/19*

*Presented to General Body for Motion/Discussion/Vote: \_\_\_\_\_*

*1st Reading: \_\_\_\_\_*

*2nd Reading: \_\_\_\_\_*

*3rd Reading: \_\_\_\_\_*

Section 1. Selection of Appointments

Section 2. Approval of Appointments

Section 3. Term of Appointments

Section 4. Vacancies in Appointments

**Section 1. Selection of Appointments**

The Chair of the Staff Senate, in consultation with the Credentials and Nominations Committee, may temporarily appoint staff members as necessary to serve on committees or other groups with designated staff representation, or may request the Credentials and Nominations Committee to present nominees for said committees or bodies at the next ~~regular~~ Senate General Body meeting.

**Section 2. Approval of Appointments**

A majority vote of those present at a ~~regular Staff Senate~~ General Body meeting is required to approve the appointment of a staff member to a committee or group with designated staff representation. The term of such appointments shall normally be for one year, unless it is otherwise specified by the Credentials and Nominations Committee at the time the appointment, which are voted upon by the Senate. Temporary appointments (as described in Section 1 above) shall be reported at the next ~~regular~~ General Body meeting of the Staff Senate. Failure to report such temporary appointments or the failure of each appointee to receive a majority vote of those present shall void the temporary appointment.

**Section 3. Responsibilities of Appointees**

Staff members so appointed and confirmed by the Staff Senate shall regularly attend all meetings of that body and provide that body and other fellow staff members with responsible and viable inputs that

will enable attainment of objectives and goals for which that group has been made responsible. Further, staff members are expected to keep the Staff Senate informed of the group's actions and recommendations by periodic reports. Failure to keep the Senate appropriately informed may be grounds for declaring the appointment vacant.

**Section 4. Vacancies in Appointments**

A vacancy shall exist in such appointment whenever any of the following events occur:

1. The person ceases to be a permanent full-time staff member of the University of Louisville;
2. The person notifies the Chair of the Staff Senate that he/she no longer wishes to continue in such capacity; or
3. The person fails to keep the Senate adequately informed about the activities of the group or fails to regularly attend or provide input to such body, provided said person is given an opportunity to explain their actions or inactions to the Credentials and Nominations Committee. The Credentials and Nominations Committee is responsible for recommending to the full Senate whether or not a vacancy in such appointment should be declared. A 2/3 vote of those present shall be necessary to declare said appointment vacant upon the recommendation of the Credentials and Nominations Committee.

**ARTICLE X - STAFF GRIEVANCE OFFICER**

*Presented to EC: 11/25/19*

*Presented to General Body for Motion/Discussion/Vote: \_\_\_\_\_*

*1<sup>st</sup> Reading: \_\_\_\_\_*

*2<sup>nd</sup> Reading: \_\_\_\_\_*

*3<sup>d</sup> Reading: \_\_\_\_\_*

Section 1. Nomination and Appointment

Section 2. Term of Office

Section 3. Authority

Section 4. Reports

**Section 1. Nomination and Appointment**

The Staff Grievance Officer (SGO) shall be nominated by a search committee ~~of the Staff Senate Grievance Committee of the Staff Senate~~ and appointed by the President of the University with the approval of the Board of Trustees. The search committee shall consist of the currently seated officers of the Staff Senate, at least one member of the Staff Grievance Committee and additional members, if necessary, as determined by the Chair of the Staff Senate.

**Section 2. Term of Office**

~~Each year, during the performance appraisal period, the Staff Grievance Officer will submit to the Chair of the Staff Senate a written Performance Appraisal Form. This self-evaluation along with the required annual report of the SGO will be used by the Chair, in consultation with the Staff Grievance Committee~~

~~to recommend to the Staff Senate renewal or expiration of the Staff Grievance Officer's appointment with the concurrence of the President of the University.~~

The SGO serves at the pleasure of the President of the University and, once appointed, will serve until asked to step down or until no longer able or willing to serve in this role.

**Section 3. Authority**

The authority of the Staff Grievance Officer to seek resolution of grievances is granted by the Board of Trustees of the University as set forth in Section 5.8.2 of the Redbook.

1. The Staff Grievance Officer shall have ready access to all Administrative officials, faculty, and staff of the University, and to all information and records, except those protected by law, which in the judgment of the Staff Grievance Officer are essential to resolution of a grievance.
2. The Staff Grievance Officer shall make such information and records available to a grievant if, in the Staff Grievance Officer's judgment, the grievant has need of them for resolution of a grievance or difference.
3. The Staff Grievance Officer shall respect the confidentiality of records and privacy of either or both parties in a grievance or difference.
4. The office of the Staff Grievance Officer shall be independent of the existing administrative structures of the University.
5. The Staff Grievance Officer shall be seated as an ex-officio non-voting member of the Staff Senate and the Staff Grievance Committee.

**Section 4. Reports**

1. The Staff Grievance Officer shall meet periodically with the Staff Grievance Committee to review the functions and duties of this position and to discuss the effectiveness of staff grievance procedures.
2. The Staff Grievance Officer shall make an annual report to the Staff Grievance Committee of the number and type of grievances processed each fiscal year.
3. The Staff Grievance Officer shall present the report to the Chair of the Staff Senate for review and dissemination to the Senate.

**ARTICLE XI - AMENDMENTS TO THE BYLAWS**

*Presented to EC: 11/25/19*

*Presented to General Body for Motion/Discussion/Vote: \_\_\_\_\_*

*1<sup>st</sup> Reading to General Body: \_\_\_\_\_*

*2<sup>nd</sup> Reading to General Body: \_\_\_\_\_*

*3<sup>rd</sup> Reading to General Body: \_\_\_\_\_*

Section 1. Petition



**Section 2. Periodic Review**

**Section 2 3. Process**

**Section 3 4. Effective Date**

**Section 1. Petition**

Any proposal to amend these Bylaws shall be submitted by a written petition signed by two Senators of the Staff Senate at any General Body regular meeting of the Staff Senate.

**Section 2 Periodic Review**

An Ad Hoc Bylaws Committee should convene every five (5) years to review the Staff Senate Bylaws for periodic updates. The committee will review the bylaws and propose amendments to the bylaws. These proposals will be sent to the Executive Committee for review and approval. Once approved, the amendments will be presented to the full Senate, per the process described in Article XI, Section 3.

**Section 2 3. Process**

Amendment(s) to the Bylaws will be presented to the full Senate. ~~for discussion.~~ The floor is then opened for motion(s) regarding proposed amendment(s). If motion is seconded, then the proposed amendment(s) will be open for discussion and vote. Once the voted on amendment(s) have been discussion and suggested changes are incorporated into the amendment(s), the amendment(s) to the Bylaws shall be read into the record at three consecutive meetings of the Staff Senate. Upon the third reading, the amendment(s) to the Bylaws shall become final.

These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the Staff Senate at which a quorum is present, provided that at a previous meeting the proposal to amend has been approved by a majority vote of the Staff Senate. ~~and has been properly referred to the Staff Senate for consideration in accordance with Section 1 of this Article.~~

**Section 3 4. Effective Date**

Approved amendments in accordance with Section 2 above, shall become effective upon the third reading into the Staff Senate record.