

Staff Senate Procedures

1. Elections

- a. President-elect obtains a list of eligible staff members from HR on or about March 1st
- b. Election committee reviews list of eligible members and sends an email to those individuals asking if they are interested in serving, with the Bylaws and procedures attached. Indicate that a reply with a willingness to serve confirms that the individual has read and accepted the Bylaws and procedures.
- c. Compile a list of all interested individuals to create a ballot to be sent to the Electorate (see bylaws).
- d. Electronic ballot will be made available for 2 weeks
- e. After the elections close, tally the votes, those with the highest number of votes are elected as Senators, pending acceptance at the May meeting.
- f. New senators will take office at the August meeting.
- g. March-prepare, April-vote, May-present and accept

2. Meetings

- a. Executive Committee (primarily the President) sets the agenda
- b. 2nd Wednesday of the month at 1:30 p.m.
- c. Agenda items should be added prior to the five-day window for publishing the agenda.
- d. If someone has something to bring up, it should be during New Business/Open Forum.

3. Senator Expectations

- a. Regular attendance at Senate meetings is expected.
- b. If attendance at a meeting is not possible, the Secretary should be emailed to notify of the absence. Any absence without notification will be considered unexcused.
- c. After two unexcused absences, a Senator is considered derelict in their duties and subject to the removal process.
- d. Service on University committees is encouraged.

4. Committee Appointments

- a. Senate Welcoming Committee
- b. Bylaws (every 3 years)
- c. Employee Initiative Teams
 - i. Kudos & Recognition
 - ii. Onboarding & Offboarding

- iii. Professional Development
 - iv. Wellness
 - v. Performance Management
 - d. Board of Governors (?)
 - e. Parking
 - f. Sustainability
 - g. Docking Survey (every 3 years)
 - h. Docking Review/Response (every 3 years)
 - i. Outstanding Senior
 - j. Golden Gorilla
 - k. Leadership Search Committees
 - l. VOYA Award Selection (Officers are the selection committee)
 - m. Tuition/Revenue Committee (?)
 - n. Grievance/Shared Leave Committees (HR)
 - o. University Leadership Team
5. Removal for Dereliction of Duties, Filling of Vacancies
- a. After two missed meetings, the Senator will be notified by the Senate President of their absence and dereliction of duty, including potential consequences for further missed meetings.
 - b. An appeal process will be available for unexcused absences, to be reviewed and decided by the Officers (or others appointed if there is a conflict of interest).
 - c. If no appeal is filed, or there is no response from the Senator, then the removal will move forward.
 - d. If the Senator is removed from office, they will be notified by the Senate President.

For the first combined Senate year, Senators currently (24-25) in the first year of their term will be asked if they would like to continue serving on the combined Senate. This will constitute the second-year cohort of the combined Senate. Any remaining seats will be up for election, and those Senators will constitute the first-year cohort and will serve the 25-26 and 26-27 years.

Prior to the second year of the Senate, those in the second-year cohort will be up for re-election, and the election policies will apply.