



**BYLAWS OF THE
LAWRENCE TECHNOLOGICAL UNIVERSITY
STAFF SENATE**

Article I – Name

The name of this organization shall be the Lawrence Technological University Staff Senate.

Article II – Purpose

The Purpose of the Staff Senate, as stated in the Charter, shall be to represent and promote staff aims for the purpose of contributing to the success of the University.

Article III – Mutual Commitment

1. Enhance mutual communication and understanding between staff and administration.
2. Discuss and review policies and procedures effecting staff (including those contained in the Staff Handbook), recommend changes, and communicate such recommendations to University administration.
3. Provide opportunities for social interaction and performance recognition.
4. Promote the opportunity for continuing development of staff members' skills and abilities.

Article IV – Composition of the Staff Senate

Section 1: Representatives

- a. The Staff Senate is comprised of all University staff. Staff is encouraged to attend and participate in regular Staff Senate meetings in an effort to insure fair representation throughout campus.
- b. The Staff Senate Board, made up of nine staff elected University-wide, serves as the overseeing unit for the larger Staff Senate.

Section 2: The LTU Library will hold the archival papers and records of the Staff Senate.

Section 3: Candidates for the Staff Senate Board must be employed by the University to be included on the ballot.

Section 4: Term of Office

- a. Members of the Staff Senate Board are elected to a two-year period.
- b. All terms begin June 1 and end May 31.
- c. Staff Senate Board may be elected for two consecutive terms, but must not be elected to a third consecutive term.

- d. Staff Senate Board should retain four members at the start of each term. To retain this balance, a Staff member may be asked to extend his/her term.

Section 5: Responsibilities

- a. Staff Senate Board members
 - I. Attend all organizational, regular, and special meetings of the Staff Senate and the Staff Senate Board. When a Staff Senate Board member is unable to attend three meetings in a row, he/she will be contacted by the Staff Senate Board Chairperson to determine if they are able to continue to serve in their position.
 - II. Vote on motions brought up for consideration.
 - III. Actively participate in at least one Committee of the Staff Senate.
 - IV. Review and research business matters brought before the Staff Senate.
 - V. Elect officers of the Staff Senate Board.
 - VI. Understand the basic principals of Robert's Rules of Order.
 - VII. Arrange a schedule with respective immediate supervisors allowing active participation in the Staff Senate Board without compromising job performance.
- b. General membership
 - I. Vote in Staff Senate Board elections and on ballot issues brought before the general membership.
 - II. Keep informed about Staff Senate activities.

Article V – Staff Senate Board Elections

Section 1: Call for Nominations

- a. The Election Committee solicits campus-wide nominations by the end of March. Suggested means of communication are email, posters, Staff Senate Blackboard site, flyers, and campus newsletters. Staff members can be nominated by others or can submit his/her own name on paper through intercampus mail or online by mid-April.
 - a. The Staff Senate Election Committee verifies that all nominees are eligible and willing to serve.
 - b. Within five business days after the nomination deadline, the election committee posts the lists of nominees via the means described above.
 - c. Employees may not use university time or resources to campaign for a seat on the Staff Senate Board.

Section 2: Voting

- a. By May 1, the Election Committee distributes one non-duplicable ballot to each eligible employee. The committee also sends an email notification of the election. Votes must be cast by the second Tuesday in May by secret ballot as instructed on the election ballot.
- b. The Election Committee counts the ballots. A tie is decided by a coin toss. The committee posts election results by the second Friday in May.
- c. Ballots are retained by the Vice Chairperson for one year following the election.

Section 3: Naming Replacements

- a. If a Staff Senate Board Member is unable to complete a term, the Staff Senate Board refers to ballots from the preceding election and names the next runner-up as the replacement to fill the term until the next general election.
- b. In the event that there are no eligible replacements, the Staff Senate Board selects replacements to fill the term until the next general election.
- c. At the next election, the nominees with the highest votes are elected to the two-year terms, and the nominees with the next highest vote totals fulfill the remainder of the vacated terms, highest number of votes to the longest terms.

Article VI – Staff Senate Board Officers

Section 1: At the first organizational meeting in June, the Staff Senate Board shall select its officers.

Section 2: Chairperson- One year term

- a. Presides at all Staff Senate and Staff Senate Board meetings.
- b. Prepares and collects agenda items for each regular and any special Staff Senate Board meetings.
- c. Arranges for the organizational meeting to be held in May or June.
- d. Posts regular meeting schedule after the organizational meeting.
- e. May appoint committee chairpersons.
- f. Serves as spokesperson for the Staff Senate Board and the Staff Senate.
- g. Will appoint a parliamentarian from the general membership, who shall be responsible for seeing that proper procedure is followed during presentations of motions and debate. Robert's Rules of Order (latest edition) shall be followed when any disagreement arises that is not covered by these bylaws.
- h. Outgoing Chairperson becomes Past Chair. If Past Chair's Board term is expiring, this is a non-voting position.

Section 3: Vice Chairperson - One year term

- a. Acts as Staff Senate Treasurer.
- b. Acquaints new mid-term Staff Senate Board Members with issues and procedures.
- c. Holds the Staff Senate Board election ballots for one year following the election.
- d. Assumes the responsibilities of the Chairperson during that officer's absence. Should the Chairperson be unable to serve, the Vice Chair will replace him/her.
- e. Takes minutes at Staff Senate Board and Staff Senate meetings, in the absence of the secretary.

Section 4: Secretary- One year term

- a. Responsible for taking the minutes at Staff Senate and Staff Senate Board meetings.
- b. Prepares and distributes the minutes of the Staff Senate and Staff Senate Board meetings.
- c. Prepares and circulates attendance records at Staff Senate and Staff Senate Board meetings.

Section 5: Past Chair

- a. Immediate Past Chairperson remains on the Staff Senate Board for one year as Past Chair.
- b. Acts as the advisor to the Staff Senate Board.
- c. Attends Staff Senate Board meetings.
- d. If not an elected member, this is a non-voting position.

Section 6: Alternate Staff Senate Board Members

- a. Up to two alternate Staff Senate Board Members may be appointed by the Staff Senate Board to assure full staff representation at Staff Senate Board meetings.
- b. Have all the responsibilities of a Staff Senate Board Member (Article IV, Section 5), but only has voting privileges when a member is absent.
- c. Alternates will be given first consideration when Staff Senate Board Member vacancies occur and could serve up to a two-year term.

Article VII- Committees

Committees are either Standing Committees (for continuing or long-term matters) or Ad Hoc Committees (for special or short-term matters).

Section 1: Standing Committees are:

- a. Legislative Committee
 - I. Sets up a balloting procedure for Staff Senate Board nominations and for elections.
 - II. Informs all staff members of nomination and election procedures.
 - III. Verifies that all nominees are willing and eligible to run for Staff Senate Board.
 - IV. Makes and distributes ballots.
 - V. Counts ballots and determines results.
 - VI. Announces election results to staff.
 - VII. Interprets Staff Senate Bylaws and recommends changes.
- b. Social Committee
 - I. Plans and arranges staff events and staff activities. Also plans programs to welcome new staff members.
- c. Staff Recognition Committee
 - I. Honors staff for excellence in work or dedication to the University.
- d. Community Outreach Committee
 - I. Develops and coordinates campus-wide outreach programs including the annual Giving Tree program.
- e. Communications and Programming Committee
 - I. Develops and coordinates campus connection systems, such as the Blackboard site, online staff directory, campus schedule, and assists with development of Staff Senate scheduling.

- f. Facilities Committee
 - I. Reviews and evaluates facilities problems, reacts to issues of staff health and safety, follows up with administration.
- g. Staff Development Committee
 - I. Develops and coordinates training and workshops to improve staff productivity, skills, and morale.

Section 2: The Staff Senate Board forms Ad Hoc Committees as necessary and sets their missions.

Section 3: The Staff Senate Board terminates Ad Hoc Committees as necessary.

Section 4: Committees shall maintain a written record of their activities. Committee chairs should be prepared to report on committee activities at Staff Senate meetings.

Section 5: Each Standing Committee shall have at least one Staff Senate Board Member.

Section 6: All Staff members are eligible to serve on committees.

Article VIII – Meetings

Section 1: Staff Senate Board

- a. Organizational Meeting
 - I. The first Staff Senate Board meeting of a new term of office shall be an organizational meeting, which shall take place in May or June before the first regular meeting.
 - II. This meeting shall be chaired by the current Chairperson (or the current Vice Chairperson if the Chairperson is unavailable) until the new Chairperson is chosen by incoming Staff Senate Board Members. This is informal decision making on the part of the new Staff Senate Board.
 - III. A regular meeting schedule shall be determined at this meeting.
- b. Special Meetings
 - I. The Chairperson may call an open special meeting as necessary.
 - II. Open special meetings shall be limited to agenda items only.

Section 2: Staff Senate

- a. Annual Meeting
 - I. The first regular meeting of the Staff Senate shall be in September. All general staff members of the University are invited to attend.
 - II. The Past Chair shall attend and report on Staff Senate activities of the previous year.
 - III. New Staff Senate Board Members and staff members shall be introduced.
 - IV. The schedule of regular meetings shall be announced.
- b. Regular Meetings
 - I. The Staff Senate shall meet at least once a month during normal business hours.
 - II. The regular meeting schedule shall be followed unless a conflict arises.

- III. In the event of a schedule conflict, meetings may be suspended or rescheduled by one of the following methods:
 - i. A majority of the Staff Senate Members who are present vote to make the change;
 - ii. The Chairperson notifies the staff members of a change one week (if possible) before the regularly scheduled meeting or
- c. Any Employee represented by the Staff Senate may attend and address the Staff Senate upon recognition by the Chairperson.
- d. Special Meetings
 - I. May be called by:
 - i. The Staff Senate Board;
 - ii. The Staff Senate Board Chairperson;
 - iii. A majority vote of the Staff Senate during a regularly scheduled meeting;
 - iv. A majority of the Staff Senate agree to meet by responding to the Chairperson by email or in writing
 - II. Will be called on by the Chairperson within two days of the affirmative vote to consider the matter specified. Such a meeting is to take place before the next regularly scheduled Staff Senate meeting.
 - III. Shall be limited to agenda items only.

Section 3: Voting Procedures for Staff Senate Board and Staff Senate

- a. All elected positions of the Staff Senate Board are elected positions.
- b. A quorum must be present for a vote to be taken. Two-thirds of the Staff Senate shall constitute a quorum. A majority of the votes are required for the motion to pass.
- c. At the request of any Staff Senate member, a vote may be taken by secret ballot.
- d. Proxy voting will not be permitted.

Article IX- Amendments

Section 1: Presentation and Approval

- a. Any employee represented by the Staff Senate may propose a bylaw amendment, in writing, to the Staff Senate Board.
- b. The Proposed amendment shall be read and considered at a regular meeting, but shall not be acted upon until the next meeting of the Staff Senate. Procedure can be expedited by emailing changes thirty days before voting on the bylaws meeting.

Section 2: Ratification

- a. Upon Staff Senate approval, an amendment shall be presented to the entire staff for a vote. When approved by a majority of the voting eligible staff members, the amendment shall become part of the official bylaws.
- b. The Chairperson will notify the Vice President for Finance and Administration, the President, and the Board of Trustees of any changes enacted in the bylaws.

Article X – Parliamentary Procedure

Section 1: The Chairperson will designate a parliamentarian.

Section 2: The Staff Senate will follow Robert’s Rules of Order, latest edition, for parliamentary procedure.

Adopted: May 18, 2004

Amended: June 15, 2004

Amended: May 23, 2006

Amended: Oct 29, 2008

Amended: Jan 19, 2011