



**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 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 affecting 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. Hear and investigate staff grievances when, in the judgment of the aggrieved party, normal administrative channels have not provided satisfaction; this role only takes effect after all administrative channels have been exhausted, in order to determine if procedures have been followed.
5. Promote the opportunity for continuing development of staff members' skills and abilities.

Article IV – Composition of the Staff Senate

- Section 1:** The Staff Senate is composed of two groups.
- a. Staff Council: nine staff members elected University-wide
 - b. Staff Representatives: This group is comprised of all University staff. Staff are encouraged to attend and participate in regular staff senate meetings in an effort to insure fair representation throughout campus.

Article IV – Composition of the Staff Senate (continued)

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

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

Section 4: Term of Office

- a. Members of the Staff Council are elected for a two-year period.
- b. All terms begin June 1 and end May 31.
- c. Staff Council members may be elected for two consecutive terms, but must not be elected to a third consecutive term.
- d. Staff Council 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 Council members
 - (1) Attend all organizational, regular and special meetings of the Staff Senate and the Staff Council;
When a council member is unable to attend three meetings in a row, he/she will be contacted by the Staff Council Chairperson to determine if they are able to continue in their position. Council members should notify the Staff Council Chairperson if they cannot continue to serve in their position.
 - (2) Vote on motions brought up for consideration;
 - (3) Actively participate in at least one Committee of the Staff Senate;
 - (4) Review and research business matters brought before the Staff Senate;
 - (5) Investigate staff grievances, when, in the judgment of the aggrieved party, normal administrative channels have not provided satisfaction, this role only takes effect when all administrative channels have been exhausted, in order to determine if procedures have been followed;
 - (6) Elect officers of the Staff Council;
 - (7) Understand the basic principals of Robert's Rules of Order;
 - (8) Arrange a schedule with respective immediate supervisors allowing active participation in the Staff Council without compromising job performance.

Article IV – Composition of the Staff Senate (continued)

- b. Representatives
 - (1) Attend all regular and special meetings of the Staff Senate;
 - (2) Vote on motions brought up for consideration at Staff Senate meetings;
 - (3) Consult with co-workers on staff concerns and, when appropriate, address these concerns at Staff Senate meetings; Bylaws of the Staff Senate
 - (4) Arrange a schedule with immediate supervisors allowing active participation in Staff Senate meetings without compromising job performance;
- c. General Membership
 - (1) Vote in Staff council elections and on ballot issues brought before the general membership.
 - (2) Keep informed about Staff Senate activities.

Article V – STAFF COUNCIL ELECTIONS

Section 1:

Call for Nominations

The Election Committee solicits campus-wide nominations by the end of March. Suggested means of communication are e-mail, posters, Staff Senate Blackboard site, flyers, and campus newsletters. Staff members may 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 Council.

Section 2:

Voting

- a. By May 1, the Election Committee distributes one non-duplicable ballot to each eligible employee. The committee also sends an e-mail 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.

Article V – STAFF COUNCIL ELECTIONS (continued)

Section 3: Naming Replacements

- a. If a Council member is unable to complete a term, the Senate refers to the 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 Council selects a replacement 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 COUNCIL OFFICERS

Section 1: At the first organizational meeting in June the Council shall elect its officers.

Section 2: Chairperson – one year term

- a. Presides at all Staff Senate and Staff Council meetings.
- b. Prepares and collects agenda items for each regular and any special Staff Council meetings and gives them to the Secretary a week prior to these meetings.
- c. Arranges for the organizational meeting to be held in June.
- d. May appoint committee chairpersons.
- e. Serves as a spokesperson for the Staff Council and Staff Senate.
- f. The Chair will appoint a parliamentarian from the general membership, who shall be responsible for seeing that proper procedure is followed during presentation 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.
- g. Outgoing Chairperson becomes Past-Chair. (If Past-Chair's Council term is expiring, this is a non-voting position).

Article VI – STAFF COUNCIL OFFICERS- (continued)

Section 3: Vice-Chairperson – one year term

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

Section 4: Secretary – one year term

- a. Responsible for the minutes at Staff Senate and Staff Council meetings.
- b. Prepares and distributes the minutes of the Council and Staff Senate meetings.
- c. Prepares and circulates attendance records at Staff Senate and Staff Council meetings; notifies the Chair of any representatives with three or more absences, and informs the respective departments of such absences.
- d. Distributes the Staff Senate meeting agenda two days before meetings.
- e. Posts regular meeting schedule after the organizational meeting.

Section 5: Past-Chair

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

Section 6: Alternate Staff Council Member (s)

- a. Up to two alternate council members may be appointed by the Staff Council to assure full staff representation at Council Meetings.
- b. Has all the responsibilities of a Staff Council Member (Article IV, Section 5) except has voting privileges only when a council member is absent.
- c. Alternates will be given first consideration when council 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
 - (1) Sets up a balloting procedure for Staff Council nominations and for elections;
 - (2) Informs all staff members of nomination and election procedures;
 - (3) Verifies that all nominees are willing and eligible to run for Staff Council;
 - (4) Makes and distributes ballots;
 - (5) Counts ballots and determines results;
 - (6) Announces election results to staff.
 - (7) Interprets Staff Senate bylaws and recommends changes.
- b. Social Committee – Plans and arranges staff events and staff activities, and plans programs to welcome new staff members.
- c. Staff Recognition Committee – Honors staff for excellence in work or dedication to the University.
- d. Community Outreach Committee – Develops and coordinates campus-wide outreach programs, including the annual Giving Tree program.
- e. Communications and Programming Committee – Develops and coordinates campus communication systems such as Blackboard site, online staff directory, campus schedule, and assists with development of Staff Senate scheduling.
- f. Facilities Committee - Reviews and evaluates facilities problems, reacts to issues of staff health and safety, follows up with administration
- g. Staff Development Committee – Develops and coordinates training and workshops to improve staff productivity, skills and morale.

Section 2: The Staff Council forms ad hoc committees as necessary and sets their missions.

Section 3: The Staff Council terminates ad hoc committees as necessary.

Article VII – COMMITTEES- (continued)

Section 4: Committees shall maintain a written record of their activities and 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 Council member.

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

Article VIII – MEETINGS

Section 1: Staff Council

- a. Organizational Meeting
 - (1) The first Staff Council meeting of a new term of office shall be an organizational meeting, which shall take place in June before the first regular meeting.
 - (2) This meeting shall be chaired by the current chairperson (or the current vice-chairperson if chairperson is not available) until the new chairperson is chosen by incoming Staff Council members (this is informal decision-making on the part of the new Council.) The first order of business is the election of new officers.
 - (3) A regular meeting schedule shall be determined at this meeting.
- b. Special Meetings—Open
 - (1) The Chairperson may call an open special meeting as necessary.
 - (2) Open special meetings shall be limited to agenda items only.
- c. Special Meetings—Closed to the General Membership
 - (1) Any employee represented by the Staff Senate who has an issue requiring confidentiality may request a private meeting with the Staff Council by contacting any of its members in writing. After reviewing the request, if the Council approves, the Chairperson will call for a special meeting of the Staff Council to explore the matter(s) specified. Such a meeting is to take place within one week after receipt of request, after which time the Council will determine further action where necessary.
 - (2) Special Staff Council meetings shall be limited to agenda items only.
 - (3) These meetings shall be attended by the Staff Council and any other persons who are requested to attend be the Staff Council. The employee's right to privacy and confidentiality will be respected.

Article VIII – MEETINGS- (continued)

Section 2:

Staff Senate

a. Annual Meeting

- (1) The first regular meeting of the Staff Senate shall be an annual meeting in September. All general staff members are invited to attend.
- (2) The Past-Chair shall attend and report on Senate activities of the previous year.
- (3) New Council members and representatives shall be introduced.
- (4) The schedule of regular meetings shall be announced.

b. Regular Meetings

- (1) The Staff Senate shall meet at least once a month during normal business hours.
- (2) The Regular Meeting schedule shall be followed unless a schedule conflict arises.
- (3) In the event of a schedule conflict, meetings may be suspended or rescheduled by one of the following methods:
 - (a) A majority of the Staff Senate members who are present votes to make the change.
 - (b) The Chairperson notifies the staff members of a change one week (if possible) before the regularly scheduled meeting.
- (4) Any employee represented by the Staff Senate may attend and address the Staff Senate upon recognition by the Chairperson.

c. Special Meetings of the Staff Senate

- (1) May be called by:
 - (a) The Staff Council;
 - (b) A majority vote of the Staff Senate during a regularly scheduled meeting;
 - (c) A majority of the Staff Senate agree to meet by responding to the Chairperson by e-mail or in writing;
 - (d) The Chairperson.
- (2) The Chairperson will, within two days of the affirmative vote, call for a special meeting of the Staff Senate to consider the matter specified. Such a meeting is to take place before the next regularly scheduled meeting.
- (3) Special Staff Senate meetings shall be limited to agenda items only.

Section 3:

Voting Procedures for Staff Council and Staff Senate

- a. All elected positions of the Staff Council and all appointed Representatives of the Staff Senate are voting positions. Those

Article VIII – MEETINGS- (continued)

individuals serving as both Council member and Representative are entitled to only one vote.

- 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. In voting on motions and issues brought for the Staff Senate, a General member may request that a roll call vote be taken in departmental order and the results be recorded.
- d. At the request of any Staff Senate member, a vote may be taken by secret ballot.
- e. 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 bylaws amendment, in writing, to the Staff Council.
- 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 Senate. Procedure can be expedited by emailing changes thirty (30) 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 amendments shall become part of the official bylaws.
- b. The Chair 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 Chair will designate a parliamentarian.

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

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