



Staff Senate By-Laws

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Total Number of People in Division	# of Representatives
1 to 99	2
100-199	4
200-299	8
300 or greater	16

This data will guide the Nominations and Election Committee in determining the number of members to be elected for each division/unit.

Section 3. Member and Officer Terms of Office

1. Representatives shall serve a two (2) year term to begin the first day of July and to end on the last day of June.
2. No member may serve more than two (2) consecutive terms but may be reelected after a one (1) year interval.
 - The only exception to this law is for President Elect if their fifth year is as Past President. See Article 4 Section 3 for additional details.
3. If a representative changes their division during their term of office, the following procedures will be implemented based on the circumstances:
 - Vacancy in New Division:
 - If there is a vacancy in representation for the new division, the representative will assume the role immediately and be up for reelection for the new division in the upcoming elections.
 - No Vacancy in New Division:
 - If there is no vacancy for their new division, the representative will continue to serve on Staff Senate without a specific division assignment until the next elections.
 - Alternatively, if there is less than a full semester remaining before the next elections, the representative will continue to represent their original division and will be eligible for reelection for the new division in the upcoming elections.
 - Reelection Process:
 - Any representative changing division during their term will automatically be included in the reelection process for their new division.
 - It is important to note that this provision does not extend the representative's term, but rather may lead to an early conclusion if not reappointed by the new division.

5. Any Representative who is discharged from their position upon the accrual of three (3) absences may appeal the removal in person at the next called executive board meeting by giving a minimum five (5) business day written notice of intent to the President of Staff Senate.

6. Any Representative discharged from their position will not be eligible for reelection to Staff Senate for one (1) election cycle.

Article IV. EXECUTIVE BOARD

Section 1. Members

The Executive Board shall consist of five (5) members, one (1) of whom shall be the President of the Staff Senate. The President shall be elected by the Executive Board for a term of one (1) year. The President shall be eligible for reelection to the same position for one (1) election cycle.

election term when the current President will assume that position.

Article V. ELECTIONS

Section 1. Election Term

1. Each Staff Senate Representative will be elected by open ballot to serve a two-year term.
2. Once elected, each Staff Senate will represent all eligible Staff.
3. Election of Staff Senate Representatives shall be held every May to become effective July 1st of the current fiscal year.

Section 2. Ad- Hoc Nominations and Election Committee

The Past President shall serve as the Chair of the Nominations and Election Committee. The Chair of the Nominations and Election Committee shall not be a candidate for re-election to Staff Senate during the year of service as Nominations and Election Committee Chair. The Nominations and Election Committee may make necessary modifications to operating procedures for the nomination and election of representatives, subject to majority vote approval of the Staff Senate, consistent with these guidelines: nominations will be held for a one-week period, voting will be held for a two-week period, and the results of the election will be announced early in the month of May.

Schedule for Nominations and Elections

Nominations Period – 1st week of March through 3rd week of March (this 3-week period allows time to solicit nominations from any divisions that did not reach the minimum and to create ballots)

Election Period – 4th week of March through 1st week of April

Counting of Ballots and Announcement of New Members – 2nd week of April through 3rd week of April

Section 3. Nomination Procedures for General Body Representatives

Nominations of candidates for Staff Senate may be made by any of SHSU Staff, regardless of Division. The nominee is notified by the Nominations and Election Committee and must agree to have their name on the election ballot. The Nominations and Election Committee is responsible for verifying eligibility of nominees and for assuring that a minimum number of candidates are nominated from each Division. The minimum number will be stated in Article III. If the minimum number of candidates is not reached through the nomination process, the Nominations and Election Committee will solicit the respective Division(s) to meet the minimum number.

Section 4. Procedures for Elections for General Body Representatives

1. Nominations: Nomination forms will be solicited by Division and the nominees will be verified by the ad-hoc Nominations and Election Committee. The ad-hoc

and Election Committee will publish a schedule and nomination forms available to all eligible Staff. The ad hoc Nominations and Election Committee shall verify eligibility, willingness of nominees to run and to serve, in writing, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and that this is a voluntary position with no additional compensation.

2. Ballots: The ad hoc Nominations and Election Committee shall prepare and distribute ballots in the same manner as the nomination forms. There shall be a maximum number of nominees within a division. The ad hoc Nominations and Election Committee will establish a schedule and ballots that are available to all eligible Staff. Ballots may be physical or electronic. Regardless of the method of voting, each staff member will be afforded only one ballot / one vote.
3. Counting Ballots: The ad hoc Nominations and Election Committee shall count the ballots and present preliminary results to Staff Senate for certification. At least three Committee members shall count the ballots. In the event of a tie vote, the ad hoc Nominations and Election Committee will prepare a runoff ballot, repeat the election process, and present the results to the Staff Senate.
4. Announcement of Election Results: The Chair of Nominations and Election Committee will notify new Representatives and invite them to attend the next meeting of Staff Senate as guests. Election results will be given to the Secretary for publication.
5. Election Records: In the event paper ballots are used, all ballots will be sealed and held for three (3) months after the announcement of results. If no allegations of election disputes or error are brought forward, the ballots will be destroyed. Lists of the vote tabulations shall be secured and maintained by Staff Senate Secretary for three years from the date of the election.
6. Election Disputes: The President of the Staff Senate shall accept and investigate all election disputes and determine what, if any, irregularities occurred during the election process. The President shall take whatever remedial action necessary to settle the dispute.

Section 5. Nominations & Election of Officer Positions

1. Officers shall be elected every May to become effective July 1st.
2. Nominations for officer positions will be made at the May general body meeting.
3. All nominees must acknowledge their willingness to serve as an Executive Board Member.
4. The President Elect nominee(s) must be at the beginning of their two-year Staff Senate term(s). Their term will be extended by one (1) year in accordance with these Bylaws.
5. If voting is necessary, candidates receiving the highest number of votes from Staff Senate Representatives, along with the approval of the sitting Executive Board Members, will be considered appointed to that position for the following term.
 1. If voting is not necessary, the sitting Executive Board Members will provide final approval on candidates running for opposed positions.
6. Ties will be decided by run-off elections. In the event of more.

Article VI. MEETINGS

Section 1. Schedule of Meetings

In the absence of a quorum:

1. The President may only make announcements of an informative nature.
2. Any business transacted is invalid.
3. The Executive Board may convene and vote on sensitive issues that require immediate action and report the outcome to the Staff Senate at the next scheduled Staff Senate meeting, for example an emergency meeting called by the University President.

Section 4. Voting

Only elected Staff Senate Representatives may vote.

1. A quorum is required for a Staff Senate vote to be taken.
2. Voting on motions and issues brought before the Staff Senate shall be by voice or show of hands, unless a roll call vote or vote by secret ballot is requested by a Representative. Roll call votes are recorded in the minutes.
3. Each Representative is entitled to one vote.
4. No proxy votes are permitted.
5. A simple majority vote of the Representatives present, and voting shall decide a question, and the President shall break any tie vote.

Section 5. Floor Privileges

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extraordinary performance in their duties, as the Spotlight on Staff for the month. In addition, the committee may assist other committees and officers with visibility and public relations, including but not limited to flyers, announcements, newsletters, mass emails, and other promotional activities.

2. Special Events Committee: This committee shall promote the Staff Senate to the University and surrounding communities, foster staff pride, work with the appropriate University offices and news services to publicize the Staff Senate and its activities, and plan and coordinate activities where staff can meet their Representatives and learn about Staff Senate activities and service opportunities.
3. Staff Development Committee: This committee shall create and host an annual program to provide staff with learning and development opportunities. In addition, the committee will collaborate with Human Resources to provide training programs that are beneficial to Staff.
4. Staff Affairs Committee: This committee shall address concerns brought forth by the University President, Staff Senate Executive Board, and the Staff Secretary, but not limited to administrative policy and procedures, staff evaluations, parking and transportation, and campus safety. This committee shall identify, analyze, and formulate recommendations for issues affecting SHSU's staff members. The recommendations shall be reported to the Staff Senate and the Executive Board for adoption by the Staff Senate. This committee shall present recommendations to the leadership of SHSU and advocate on behalf of Staff.

Section 5. Ad Hoc Committees

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Constitution and Bylaws Committee: The committee is made up of the Executive Board. This committee shall review the Constitution and Bylaws as needed to assess the continued

AMENDMENTS TO THE BYLAWS:

October 2021 – Change Chair to President, Change Chair – Elect to President – Elect, change Past Chair to Past President, and to remove council from Staff Council and change to Staff Senate.

April 2018 – Article III. MEMBERSHIP, Article IV. OFFICERS, Article V. ELECTIONS, Article VI. MEETINGS

