

**UNIVERSITY OF WEST FLORIDA
STAFF SENATE BYLAWS**

I. PURPOSE

The Staff Senate is designated by the University President as the official body representing University employees at the University of West Florida, and is the primary forum to which employees may express matters of general concern. The function of the Staff Senate is to serve as a two-way channel of communication for flow of information concerning matters of interest to and from University employees. Specific responsibilities are listed in the Staff Senate Charter.

II. MEMBERSHIP

A. Composition

The Staff Senate is comprised of sufficient voting members elected from various university geographic areas so as to ensure proportionate representation across campus, and will be referred to as Senators. The Director of Human Resources the President or his designee serve as non-voting, ex officio members.

B. Eligibility

Eligible individuals include any staff employee who has been employed full time a minimum of one calendar year.

C. Responsibilities of Senators

1. It is the duty of Senators of the Staff Senate to uphold the mission, charter and by-laws of the Staff Senate.
2. Senators will vote on matters brought before the Staff Senate.
3. Senators are encouraged to volunteer to serve on University Committees.
4. Senators will maintain full-time employee status.
5. Senators will represent employees from their geographic areas.
6. Senators will seek opinions from the constituents they serve on pertinent University issues.
7. Senators will be accountable to the Staff Senate, constituents, and others with whom the Senate works.

8. Senators will establish lines of communication with staff in their geographic areas in the most suitable manner as decided by the Senators.
9. Senators are expected to attend monthly Staff Senate meetings, standing committee meetings, university committee meetings, and ad hoc committee meetings when assigned.
10. It is the responsibility of the Senator to immediately notify the Secretary regarding absences from Staff Senate meetings and provide name of proxy.
11. A Senator having three **consecutive unexcused** absences from scheduled Staff Senate meetings, a Senator will be asked to resign.

D. Nominations and Elections

1. Staff Senate terms shall be staggered, such that each Senator will serve a three year term.
2. Nominations for new Senators will be solicited during March. Each employee within an area may nominate themselves or someone else to be a Senator. The nomination must be acknowledged by the nominator and the nominee in order for the nomination to be considered. The candidate must be actively employed in the represented area in which the vacancy occurs, and for which the candidate will act as Senator.
In the event that no qualified nominations have been submitted, the Executive Committee will work to resolve the vacancy.
3. Ballots will be sent to all eligible voters in the represented area in April. The person receiving the most votes will be declared the Senator. In a tie, a runoff election will be held. The Supervisor of Elections will notify all new Senators of the election results.
4. In the event a senate member should leave the University, resign from their senate position, be promoted or transferred out of the represented area, or is otherwise unable to fulfill his/her duties, a special election shall be held within the particular area. Thereafter, the same procedures will be implemented as in an annual election within thirty days. If the vacancy occurs within two months of the original election, the senate will consider the person with the next highest number of votes as the replacement. The senate may appoint a temporary Senator, with full voting privileges, to serve until an election can be held.

E. Terms of Appointment

1. A term shall be defined as a three-year period effective July 1 of the elected year.
2. Term limit is defined as two consecutive terms. After a one term absence, an individual may seek election again.

F. Representation

| Geographic Area | # of Senators |
|-----------------------|---------------|
| Downtown Center & NAS | 1 |
| UWF Emerald Coast | 1 |
| 10, 11, and 12 | 2 |
| 13, 18 | 2 |
| 19 | 2 |
| 20E | 1 |
| 20W | 1 |
| 22 | 1 |
| 32 | 1 |
| 21, 36, 37, 38 | 2 |
| 40, 46 | 1 |
| 41, 50, 58, 58A, 83 | 1 |
| 52, 53, 75, 76 | 1 |
| 79 | 2 |
| 54, 72, 73 | 1 |
| 77, 78, 82 | 1 |
| 71, 85, 86 | 1 |
| 70, 80, 95 | 1 |
| 90 | 1 |
| 92 | 2 |
| 91, 93, 94 | 1 |
| 8, 42, 48, 88, 89 | 1 |
| 4 | 1 |
| 960 | 1 |

III. OFFICERS

A. Composition

The officers of the Senate will be the Chair, Vice Chair, Treasurer, Secretary, and Supervisor of Elections. The term of office will be two years, with the exception of the secretary who may continue at the discretion of the Senate.

B. Election Procedures for Officers

1. The Nominating Committee will be comprised of the Supervisor of Elections and two other current Senators, as appointed by the Senate Chair.
2. Senators are eligible to hold officer positions once they have served a year or more on the Senate. Previous service on the Staff Senate as an Officer or senator will qualify for service as an Executive Officer.
3. A slate of officers will be submitted at the May meeting; additional names may be submitted by Senators. The election for the new officers will be conducted during the June meeting.
4. Before a nominee's name can be submitted for nomination, prior approval from the nominee must be obtained. If only one person is nominated for an office, the nominee will be chosen for that position by acclamation, and no election will be held.

C. Responsibilities of Officers

1. Chair

- a. Presides over all meetings of the Senate and Executive Committee.
- b. Appoints the Chair of all standing and ad hoc committees of the Senate and submits nominations for recommendation for University committees to the President.
- c. Serves as spokesperson for the Senate and represents the Senate at University, administrative, and other meetings.
- d. Signs all contracts on the Senate's behalf.
- e. Has final vote in the grievance process for Emergency or Scholarship funds.

2. Vice Chair

- a. Assumes the duties of the Chair with full authority in the Chair's absence.
- b. Serves as principle assistant to the Chair and performs other such duties as associated with this office.

- c. Responsible for matters of public relations, including dissemination of information items as may be directed by vote of the Senate.
- d. Attends University meetings as a representative of the Senate.
- e. Serves on University committees at the Chair or Senate's request.
- g. Fulfills any term vacated by the Chair.
- h. Assures that Senate meetings are conducted according to the Bylaws or Robert's Rules of Order in cases where procedures are not specified.

3. Treasurer

- a. Is responsible for all monies received and disbursed in relation to Senate accounts with approval of the Senate or Chair.
- b. Presents written reports of the Senate's accounts at the monthly meetings.
- c. Maintains records and reports of the Staff Senate's budget.

4. Secretary

- a. Serves as recording secretary for all regular and special meetings of the Senate.
- b. Publishes and distributes meeting agenda and minutes to Staff Senate members, the Faculty Senate office, and Special Collections at the John C. Pace Library.
- c. Maintains an original file of all meeting agenda, minutes and handouts.
- d. Keeps official attendance records of all meetings and informs Chair of Senators with unexcused absences.
- e. Prepares and maintains the official membership roster of the Senate.
- f. Reserves a room for all established Senate meetings. Proposes meetings with pertinent information on Exchange Calendaring as a reminder to senators and to help tract attendance/proxies.

5. Supervisor of Elections

- a. Initiates, supervises, and tabulates the results of all election using the guidelines established in Section IIB (Nominations and Elections).

b. Maintains records of all election results.

IV. COMMITTEES

The appointment of all Senators on Staff Senate committees will be subject to vote of the Senate. Each standing and ad hoc committee will include at least one current Senator, with the Staff Senate Chair or designee serving as a non-voting ex officio member. The Staff Senate Executive Committee will nominate individuals (with their approval) for appointment at the June meeting of the Senate, with the election taking place at the July meeting.

The Staff Senate will nominate individuals (with their approval) for appointment by the University President to University Standing Committees at the June meeting. The Chair will forward the names of the nominees to the University President for approval of appointment. All employees representing Staff on University Standing Committees will report to the Staff Senate, as appropriate, relating to the activities of the committees appointed to. The Staff Senate may provide input to UWF Standing Committees through the employee representatives. Nominations will not be limited to Staff Senate members but open to all university employees.

A. Executive Committee

1. Is comprised of the Staff Senate Officers and one at-large member. The at-large member will be nominated from the floor and will be elected from Senate. The election will be conducted during the Staff Senate's July meeting.
2. Is chaired by the Staff Senate Chair.
3. Meets prior to monthly Staff Senate meetings, or as needed, to establish the agenda and to discuss recommendations to the Staff Senate on matters of specific natures.
4. Makes decisions regarding Staff Senate issues or activities when an emergency meeting of the Staff Senate is precluded.

B. Standing Committees

1. Each committee will be empowered to carry out a distinct mission of the Staff Senate's business.
2. Each committee will be formally chartered by majority vote of the Staff Senate's membership. The Charter shall take the general form of other

University committee charters and will be reviewed by the Staff Senate as needed.

3. The chair or a representative from each standing committee will report on the conduct of the committee's activities at the monthly meetings of the Staff Senate.

C. Ad Hoc Committees

Ad hoc committees will be established by the Staff Senate by majority vote or appointed by the Staff Senate Chair for a specific purpose, with a limited working duration.

V. MEETINGS

A. Scheduling

1. The Senate will hold one regularly scheduled meeting each month during the calendar year. Special meetings may be called by the Chair or by the Vice Chair at the request of the majority of the Senate. Notification of special meetings shall be made in writing to all members of the Senate at least three (3) workdays prior to such meetings. The Chair may cancel regularly scheduled meetings if no agenda items are submitted.
2. An agenda will be distributed to the members of the Senate at least three working days prior to a meeting or at least one (1) week in the event of an election.

B. Attendance

1. All meetings of the Staff Senate shall be open to any member of the University community, the public, and visitors who may be invited by the Senate. A person who is not a Staff Senate member may speak by invitation, or by recognition of the Staff Senate Chair.
2. All Senators are expected to attend each scheduled meeting and all special meetings called by the Chair of the Senate. In the event it becomes impossible for a Senator to attend a meeting, it will be the Senator's responsibility to schedule a proxy to attend and to inform the Secretary of the pending change.

C. Order of Business

The general order of business shall proceed as follows:

1. Call to Order
2. Announcements by Presiding Officer
3. Approval of Minutes and Treasurer's Report
4. Administrative Reports
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

VI. OPERATING POLICIES AND PROCEDURES

A majority (half of the membership plus one) of the Senate members (or their proxies) shall constitute a quorum. The Senate may make or amend by a majority vote such operating policies and procedures as it deems necessary for the effective discharge of its responsibilities.

Voting shall be by voice or by show of hands, though any Senator present may demand a roll call or a written vote on any motion on the floor.

A proxy shall be allowed only if and when the Secretary receives a written statement from the absent Senator before the meeting is started. Notification by e-mail shall constitute a written statement.

The presiding officer may exercise the right to vote in case of a tie. If the officer decides not to exercise the right to vote, the motion is not approved.

Any decisions concerned with and resulting from items not listed on the agenda must be approved by the majority.

Robert's Rules of Order (Revised) will apply in cases not specified in the Senate's operating policies and procedures.

VII. BUDGET

The budget for the Senate primarily consists of operating expenses and other special funds as designated. Budgetary needs of the Senate not covered in these categories will be addressed by the University President or his designee.

VIII. BYLAWS

A. Adoption

Adoption of the bylaws shall be made at any Staff Senate meeting by affirmative vote of a majority of the membership, provided that members are given a minimum of fourteen days notice prior to the meeting.

B. Amendments

Amendments to the bylaws may be proposed for consideration at a subsequent meeting by a member of the Staff Senate and adopted by majority vote of the membership.

Approved by the Staff Senate on June 8, 2010.