STAFF SENATE

Bylaws

Originally Approved by the Staff Senate July 29, 1998
Amended by the Staff Senate September 19, 2007
Amended by the Staff Senate October 15, 2008
Last amended by the Staff Senate October 10, 2012
ARTICLE I: NAME

The name of this senate shall be the Elizabeth City State University Staff Senate. (Hereafter in this document, the term "Senate" shall refer to the Staff Senate, and the term "Chair" shall refer to the Chairperson of the Senate unless otherwise noted.)

ARTICLE II: MISSION STATEMENT

The Senate serves as an advisory body to the University Chancellor on issues of importance to SPA and EPA Non-Faculty employees. This organization is to reflect the interests of employees other than faculty members and senior administrative officials (Administrative Memorandum No. 383). In fulfilling this role, the Senate shall:

- Initiate the review of policies and/or procedures and make recommendations regarding interest/concerns that effect staff members,
- Receive proposed policies or policy changes from the Chancellor or his designee for review and recommendations,
- Assist in the communication of issues and activities affecting staff members,
- Serve as a Volunteer Advisor for an aggrieved staff employee regarding the university’s grievance processes,
- Serve as a Delegate to the UNC Staff Assembly
- Serve as liaison between staff members and the Chancellor, the Administrative Council, the Board of Trustees, the Faculty Senate and the Student Government Association,
- Promote and facilitate staff participation in the university community and
- Encourage a sense of community among all university employees.

ARTICLE III: MEMBERSHIP

Section 1. Voting Members

Voting members shall consist of full-time staff elected to serve as senators from voting districts as defined below. Staff is defined as those individuals subject to the State Personnel Act of North Carolina and EPA Non-Faculty employees. During an elected term, a senator loses Senate membership upon leaving the university or leaving the district in which they were elected (see Section 1, D). There shall be no alternates.

A. Qualifications for senators
   1. Senators must be full-time, permanent employees.
2. Senators must have 12 months of continuous service in a permanent position with the university prior to being nominated.

B. Duties of senators
1. Senators shall attend all regular monthly meetings as well as special or call meetings.
2. Senators shall serve on committees of the Senate and may be elected as an officer of those committees.
3. Senators shall make themselves known to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions and to communicate these effectively to the Senate. In turn, senators must keep their constituents well informed of the work of the Senate and matters that the Administration wishes to communicate to the Senate.
4. A Senator shall serve as a Senate representative on a university committee if appointed.
5. Senators must attend the university’s grievance policy and procedures training in preparation to serve as a Volunteer Advisor.
6. Upon the request of an SPA employee, Senators shall serve as support persons by attending meetings with the employee and their supervisor(s) when mutually agreed to by the involved parties where a problem or concern arises. The purpose of the Staff Senator is for the expressed purpose of providing the employee and supervisor(s) clarification as they relate to the university’s policies and procedures.

C. Terms of Office
The terms of office for senators shall begin with the July meeting of the Senate. Chairpersons shall serve a three-year term, other officers shall serve a two-year term and senators will serve staggered two-year terms (as determined by the Senate, one-half will serve one election year and the other half the next election year). If a member serves out an unexpired term vacated by another senator, the individual may serve up to 12 months in that capacity and be elected to one additional term (a combined maximum of four years). If a member serves out an unexpired term of 12 or more months, the individual may be elected to only one additional term. Upon completion of the maximum number of years served, the senator will be ineligible for re-election until one year has passed. Exception: a senator from a district comprising of only one eligible member will continue to serve on the Senate, and a current senator shall continue a new term in office if there are no other eligible nominees for that district. The chairperson, vice chairperson, secretary and an alternate shall serve as delegates on the UNC Staff Assembly.

D. Vacancies
If a vacancy in a Senate seat should occur through termination of employment, change of voting district, resignation from the Senate, or expulsion from the Senate,
the position shall be filled by the person with the next highest number of votes in that district from the previous election. If there is a tie between two or more individuals with the next highest number of votes who are interested in filling the vacant Senate seat, there will be a runoff election within thirty (30) days of the occurrence. In the event that no one is available, an election shall be held within thirty (30) days of the occurrence.

E. Removal from Office

Any elected senator can be removed from office by the constituents for nonperformance of Senate duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the district, or as a recommendation from the Executive Committee. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate. The final decision will be made by the Senate by secret ballot. A simple majority of those present and voting at a regular meeting will carry the vote. Possible causes of expulsion shall include, but not be limited to use of the powers of the Senate, real or implied, to further personal causes, excessive absenteeism, failure to consistently report on activities of the Senate to the district, unavailability of the senator to constituents. Once a person is removed from office, they cannot be reelected.

F. Districts

The representative districts (voting units) of the Senate shall be as follows:

District Number/ Area or Division

District 1 / Chancellor’s Area

A. Chancellor’s Office
B. Administrative Computing/ IT Client Services and Network Services, CIO and IT Executive Assistant
C. Human Resources
D. Enrollment Management Admissions, Registrar, Financial Aid, Retention
E. Facilities Management, Maintenance, Grounds, Building and Environmental Services
F. Design and Construction
G. Athletics
H. Internal Audit
I. Institutional Effectiveness, Research and Assessment
District 2 / Business and Finance

A. Administrative Office, Budget and Accounting
B. Purchasing
C. Auxiliary Services
D. Contracts and Grants

District 3 / Student Affairs

A. Administrative Office
B. Environmental Health and Safety
C. Career Services/Counseling and Testing
D. Student Activities/Health Services/Student Leadership Academy
E. University Police
F. Residence Life

District 4 / Institutional Advancement

A. Administrative Office/Development/Corporate and Foundation Relations/Annual Fund/Major and Planned Giving
B. Community Development
C. Alumni Relations
D. University Relations and Marketing
E. Television and Radio Services

District 5 / Academic Affairs

A. Administrative Office/Academic Offices/Departments/Small Business and Technology Development Center
B. Sponsored Programs
C. Videoconference
D. Library

District 6 EPA Non-Faculty

A. Will represent the total number of non-administrative positions classified as EPA Non-Faculty
District 7 SPA-Exempt

A. Will represent the total number of positions classified as SPA-Exempt

G. Number of Senators

The number of senators shall be based on the availability of persons willing to serve a particular area within a particular district, which may result in cross-representation (one senator serving two districts). There shall be at least one senator for each district, but no more than five (5) senators for multiple areas within a district. A senator shall be chosen from a district by staff members within that district.

Section 2. Nominations and Elections

A. Elections Committee
The nomination and election process shall be addressed each period by the Elections Committee (Article VI, Section 1). The nomination and election process shall be from April through June. Senators begin their terms with the July meeting.

B. Nomination Procedure
1. The Elections Committee will request from Human Resources the appropriate printouts to determine staff members eligible for nomination (see Article III, Section 1, Parts A1 and A2) and the appropriate printouts and labels needed to contact all staff members.
2. The Elections Committee will mail a nomination form to each staff member employed in a permanent position as of April 1. The form shall identify the district, the number of nominations allowed and instructions for the return of the form (manner, date, time and place).
3. Each staff member within a voting district may nominate the number of staff members eligible to be elected that year.
4. Nomination of candidates for election to the Senate shall be in writing and shall be kept confidential.
5. After the closing date of nominations, the Elections Committee shall certify the eligibility of the nominees and shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date. Supervisors will be notified of the nominations.

C. Election Procedure
1. The Elections Committee will prepare the election ballots indicating the name of the district, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting.
2. The Elections Committee will mail the ballots to each staff member eligible to vote. Eligibility shall be determined by a printout of personnel provided by Human Resources.
3. Elections shall be by secret ballot and shall be kept confidential.
4. At the close of elections, the Elections Committee will count the ballots.
5. Senators will be selected based on the highest number of votes received. In case of a tie, there will be a run-off.
6. The Elections Committee shall notify the newly elected senators and shall make the results of the election known to the university community.
7. All records pertaining to the nomination/election process shall be stored with the Senate’s secretary for four years.

Section 3. Non-voting Member
The non-voting member shall be the University Chancellor or designee, and members of the Staff Senate who are not senators.

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1. Titles of Officers
The officers of the Senate shall be Chairperson, Vice Chairperson, Secretary, Treasurer and Parliamentarian.

Section 2. Duties

A. Chairperson
The duties of the Chairperson shall be to preside at all meetings of the Senate and to chair the Executive Committee, to reschedule all canceled meetings, to abide by the stated Rules of Order when conducting meetings, to refer all matters submitted for the Senate's attention to the appropriate committee(s) and/or to the University Chancellor or designee, to serve by appointment on committees, to maintain and update a calendar of events relevant to the Senate for the coming year, to present and submit an annual budget request for funding of Senate operations/activities to the Chancellor, to prepare a written annual report of the past year's progress and make it available to all members of the Senate prior to the last meeting of the academic year, to serve as an ex-officio member of all Senate committees, to serve as liaison to the Chancellor, the Administrative Council, the Board of Trustees, the Faculty Senate
and the Student Government Association. This position also serves as an ECSU delegate on the UNC Staff Assembly.

B. Vice Chairperson
The duties of the Vice Chairperson shall be to preside at all meetings of the Senate in the absence of the Chairperson or in the event the Chairperson requests the Vice Chairperson to serve during the course of a meeting, to assist the Chairperson in performing leadership responsibilities, to serve by appointment on committees, to accept names of persons interested in serving on Senate standing committees and to make appointments on the basis of the person's preference where possible or, in the absence of volunteers, make the necessary appointments to committees in consultation with the chairperson, to make appointments to fill vacancies on committees and to call a meeting of any committee that is not fulfilling its responsibilities and establishing organization by dictum. It shall be the responsibility of the Vice Chairperson to secure the standard plaque for the outgoing Chairperson. This position also serves as an ECSU delegate on the UNC Staff Assembly.

C. Secretary
The duties of the Secretary shall be to take minutes and attendance records of each Senate meeting, including the distribution of minutes to senators at least five working days before the next scheduled meeting of the Senate, to serve as Secretary of the Executive Committee, keep minutes of the committee's meetings and notify its members of meeting dates and locations and to serve by appointment on committees. This position also serves as an ECSU delegate on the UNC Staff Assembly.

D. Treasurer
The Treasurer will be responsible for all financial matters associated with the Senate and keep account records of all financial transactions. The Treasurer will give periodic reports and, at the end of the academic year, give a complete financial report.

E. Parliamentarian
The duties of the Parliamentarian shall be to ensure that the Chairperson or presiding officer abide by the stated Robert’s Rules of Order during meetings, to serve as a resource to Senate officers and membership regarding the rules and usage of the stated Rules of Order, to preside at all meetings in the absence of both the Chairperson and Vice Chairperson, to serve as advisor to the Bylaws Committee, and to serve by appointment on committees. In the event that the Chairperson, Vice Chairperson and Parliamentarian are unable to preside at a meeting, the Parliamentarian should notify the Secretary to cancel the meeting.

Section 3. Nomination and Election of Officers
A. Nominations
Nominations for Senate offices of Chairperson, Vice Chairperson, Secretary, Treasurer and Parliamentarian shall be received at the July meeting from the floor of the Senate.

B. Elections
The chairperson of the Elections Committee shall conduct the election of officers at the July meeting of the Senate. A simple majority of those present and voting is required for election. Officers shall begin their terms at the July meeting.

Section 4. Unexpired Term

In the event that the Chairperson is unable to complete the elected term of office, the Vice Chairperson shall assume the vacant office for the length of the unexpired term. In the event that the offices of Vice Chairperson, Secretary, Treasurer or Parliamentarian become vacant, a special election shall be held at any regular meeting of the Senate by the Chairperson in order to fill the vacant office for the remainder of the term.

Section 5. Transfer of Records

The Secretary shall be the custodian of all records.

ARTICLE V: THE EXECUTIVE COMMITTEE

Section 1. Membership

The membership of the Executive Committee shall consist of the elected officers of the Senate and the chairpersons of the standing committees.

Section 2. Meetings

The Executive Committee shall meet monthly. Additional meetings may be called by the Chairperson, by the University Chancellor or upon request of two members of the Executive Committee. The Secretary will be responsible for notifying committee members of meeting dates and locations and will keep minutes of all meetings. A majority of the committee membership shall constitute a quorum. The minutes of the meetings shall be open to inspection except as stipulated in Article VII, Section 8.
Any meeting with an Executive Committee member must be attended by at least two officers at any time to conduct Senate business.

Section 3. Duties

The duties of the Executive Committee shall be to consider all matters presented to it by the Chairperson, the University Chancellor or designee, the Senate, standing committee chairpersons, or others and to make recommendations, to assist the Chairperson in setting the agenda for Senate meetings, to recommend to the Senate the establishment and termination of standing committees, to review periodically the purpose and membership of each standing committee to ensure it is functioning as intended by the Senate, to assist the Vice Chairperson in appointments to the standing committees, to appoint, considering volunteers first, ad hoc committees as needed, to recommend to the Senate such special committees as it deems necessary, to resolve questions related to the Senate election’s process, to make recommendations to the Senate regarding the removal from the position of Senate members.

Section 4. Term

The term served on the Executive Committee shall be for the senator's term of office or the senator's elected term as a standing committee chairperson.

Section 5. Chairperson

The Committee shall be chaired by the Senate Chairperson who shall make a report to the Senate at each regular meeting of the actions of the Committee.

ARTICLE VI: OTHER COMMITTEES

Section 1. Standing Committees

A. Standing Committees
The standing committees of the Senate shall be the Executive Committee, Personnel Issues Committee, Communications Committee, Elections Committee and Bylaws Committee. Membership on these committees will be open to all senators. Each standing committee shall consist of a minimum of five members, unless otherwise noted. Each committee shall elect a chairperson and a secretary and each shall serve until replaced in the next election. Committees shall meet as convened by the committee chairperson. The chairperson of a committee can appoint one or more subcommittee(s) and subcommittee chairperson(s) for specific terms to deal with
assigned issues. The subcommittee chairperson(s) shall report to the appointing committee. If a senator serves an unexpired term of six months or less as a committee member or committee officer, the individual is eligible to serve through the end of the term of the committee member or officer being replaced.

B. General Duties of all Standing Committees
The duties of the standing committees shall be to accept business items assigned to the committee by the Executive Committee and to deal with the item(s) in a responsible and timely manner, to have the chairperson report to the full Senate at each monthly meeting, to have the committee secretary maintain and provide the Vice Chairperson and Senate office with a written report of each committee meeting, to prepare and submit an annual report, including all items placed on the committee agenda and the disposition of each, to the Vice Chairperson and Senate office by the July meeting each year.

C. Duties of Standing Committees

1. Personnel Issues Committee
   The duties of the Personnel Issues Committee shall be to review employee concerns and make recommendations to the Staff Senate regarding responsibilities, requirements, rights, privileges, compensations, rewards, morale, welfare, etc.

2. Communications Committee
   The duties of the Committee shall be to plan and coordinate activities at which University employees can meet their senators and learn about Senate activities; to serve as the public relations agent of the Senate and work with the News Services Office and Division of Human Resources to publicize the Senate and its activities; and generally to promote the Committee as opportunities arise. The chairperson of the Committee shall serve as the public information officer of the Senate. As such, the chairperson shall approve public notices concerning the Senate or its activities, seeking advice from officers or other Senate members as appropriate to insure consistency and accuracy of information.

3. Elections Committee
   The duties of the Committee shall be to handle all nomination and election procedures as set forth in ARTICLE III, Section 2 of these Bylaws. The Committee shall consist of a minimum of three members.
4. Bylaws Committee
The duties of the Committee shall be to accept proposed changes to the Bylaws, study the proposals, and prepare a recommendation to the Senate in accordance with ARTICLE IX of these Bylaws.

Section 2. Ad Hoc Committees

A. Ad Hoc Committees
Ad Hoc committees of the Senate shall be appointed (by the Executive Committee) as needs arise. Ad Hoc committees shall elect a chairperson. An ad hoc committee will be disbanded when its purpose has been served. The number of members will be determined by the Executive Committee.

B. General Duties of all Ad Hoc Committees
The duties of the Ad Hoc committees shall be to accept the business assigned to the committee by the Executive Committee and to deal with the item in a responsible and timely manner, to make progress reports on its activities to the Senate, as well as a final report.

ARTICLE VII: MEETINGS

Section 1. Types of Meetings

A. Regular meetings of the Senate shall be held monthly during the Senate year, which shall be defined as July through June. Written notice of the date, time and place of meetings, the order of business and copies of substantive proposals shall be sent to all members at least five (5) working days prior to the meeting. If the Chairperson and Executive Committee have no agenda items or proposals, they reserve the right to not hold a meeting, but must notify the Senate.

B. Special meetings of the Senate may be called by the Chairperson and/or Executive Committee. Ten (10) working days notice should be given of any special meeting except in an emergency situation. Only business specified in the call of the special meeting can be conducted at such a meeting.

Section 2. Quorum
A simple majority of the membership shall constitute a quorum for the conduct of the Senate's business in meetings of the Senate or its committees. Motions may be passed by a simple majority of those present and voting. The Senate may not conduct normal business if a quorum is called and found lacking.

Section 3. Open Meetings

Meetings of the Senate shall be open to all university employees on a non-participatory basis.

Section 4. Floor Privileges

Proposals, measures, and resolutions shall be introduced on the Senate floor only by members of the Senate. Members of the staff who are not members of the Senate may be granted the right to speak, but not to vote, on matters before the Senate. When a request is made for this privilege, the Chairperson shall ask the Senate for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by vote of the Senate.

Section 5. Vote

Only elected Senate members shall have the right to vote on Senate business. Only Senate members present may vote. Action by the Senate shall be by voice vote unless a vote is deemed by the Chairperson as being too close to call. In this circumstance, the vote shall be by a show of hands. Some issues may require written ballots (such as election of officers). Written ballots may be requested from the floor. In case of ties, the Chairperson shall vote.

Section 6. Order of Business

The order of business for regular meetings shall be as set forth in the agenda, except that the order of business may be altered by general consensus during the meeting. The order of business will include (1) call to order, (2) approval of previous meeting's minutes, (3) committee reports, (4) unfinished business, (5) new business, (6) miscellaneous (comments, announcements, tributes, etc.) and (7) adjournment. The agenda will also provide for updates by the University Chancellor or designee, as well as guest speakers.

Section 7. Agenda

Meetings of the Senate shall have an agenda which shall include the time and place of the meeting, the order of business, and copies of any substantive proposals. The Executive
Committee shall set the agenda. Items may be added to the agenda at the meeting if approved by the members present and voting. The agenda should be published in a form widely available to all staff members. The Executive Committee shall (1) receive proposals for Senate action or other presentations to the Senate from any committee of the Senate, from any member of the Senate, from individual staff members, from the University Chancellor or designee; (2) refer all substantive proposals for Senate action to appropriate committees for review prior to placing them on the agenda unless the Executive Committee is prepared to deal with an issue and present it to the Senate; (3) include on the agenda of a regular meeting as soon as practical all items presented from various sources; (4) shall set the agenda so that the business can be disposed of in a meeting of reasonable duration; (5) may advise the Senate of the apparent need for a Special meeting.

Section 8. Executive Session

Should it become necessary for the Senate to discuss items of a confidential nature, it will go into Executive Session, and the proceedings will not be reflected in the regular minutes.

Section 9. Minutes

The minutes of the meetings shall be posted on the ECSU Staff Senate Webpage. Exceptions shall be made in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality shall rest with the Executive Committee, who shall secure the consent of the individual affected before making such information available in the minutes.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Senate and its committees in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special Rules of Order the Senate may adopt.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

The Senate shall have the power to consider and adopt by a two-thirds majority vote of members present on voting any amendments to or modification of these Bylaws provided a quorum exists. Amendments to these Bylaws may be proposed at any time by any
member of the Senate. Proposals shall be submitted in writing to the Chairperson of the Senate. Within a week of receipt of the proposal for modification of the Bylaws, the Chairperson will refer the proposal to the Bylaws Committee. After due deliberation, the Bylaws Committee shall report such proposed amendments to the Senate along with the recommendations of the Committee. Proposed amendments and the Committee's recommendations shall be reported to the Senate at its next regular meeting after the Committee receives the proposal or not later than the second regular meeting if the Committee receives the proposal ten (10) days or less in advance of the first regular meeting.

Mable J. Riddick, Bylaws Committee Chairperson  Date  Pernell D. Bartlett, Staff Senate Chairperson  Date