

# LSU Staff Senate Bylaws

## Article I: Election to Staff Senate Membership

### A. Charge of Elections

1. Election of members to the Staff Senate will be conducted in accordance with the guidelines established by Article III of the Staff Senate Constitution.
2. The Staff Senate Executive Committee, with support from the Administrative Coordinator, is charged with and will have full autonomy in conducting elections. Their duties will include, but not be limited to:
  - a. Certifying the number of Senators to which each EEO/job category is entitled;
  - b. Verifying eligibility, as defined in the Constitution, of all staff members filing for office;
  - c. Reviewing filing statements or candidate bios;
  - d. Compiling and circulating summaries of nominated candidates for Senate and University Staff consideration via electronic mail or paper ballot;
  - e. Making all physical arrangements pertaining to the election; and
  - f. Reporting election results.

### B. Term of Office

1. Senators are elected for three-year terms beginning July 1 and expiring June 30.

### C. Election Procedures

1. Staff Senate elections will be held during the spring semester at least one month before the Executive Committee election and within a timeline determined by the Executive Committee.
2. Declaration of Candidacy
  - a. The number of Senators to be elected from each specified EEO/job category will be certified by the Staff Senate Executive Committee in accordance with the Staff Senate Constitution.
  - b. At least one month prior to the election, a Call for Nominations will be sent via electronic mail or Campus Mail to each staff member identifying his or her EEO/job category and the number of Senate vacancies within that respective EEO/job category.
  - c. In the case of an eligibility dispute, the University's Office of Human Resource Management shall verify employment and appropriate EEO/job category.
  - d. In cases where there are as many candidates in an EEO/job category as vacancies, the candidates will be declared elected.
  - e. If no one files for candidacy for a particular Staff Senate position, that position will be declared vacant. The vacancy will be filled by appointment from within the EEO/job category by the President with approval of the

Staff Senate.

- f. The deadline for candidates filing for Senate elections will be no sooner than one week after the Call for Nominations has been distributed.
  - g. Candidates who wish to withdraw their names from the election must indicate their intent by sending a notice to the Staff Senate Office no later than ten calendar days after the filing date. After this date, all names certified in the filing process will appear on the ballot.
  - h. Each candidate will be provided with a copy of the Staff Senate Constitution and Bylaws.
3. Campaigning
    - a. Candidates will be responsible for their own campaign, including expenses, should they wish to campaign.
    - b. Upon request, each candidate will be provided a complete list of all persons in their EEO/job category, as defined by the University's Office of Human Resource Management.
  4. Voting
    - a. Voting will take place via electronic or paper ballot.
    - b. Each eligible staff member may vote for as many candidates as there are positions to be filled in their specified EEO/job category.
    - c. If any ballot should contain more votes than called for in the ballot instructions, that ballot will be disqualified and kept with the election process records for audit.
    - d. Votes will be tabulated by the Executive Committee, with support from the Administrative Coordinator.
    - e. The candidates receiving the majority of votes win the election; ties will be broken by a special election of the Staff Senate.
  5. Notification of Election Results and Maintenance of Records
    - a. Upon confirmation of the election results by the Executive Committee, the Staff Senate President shall notify the winners in writing via electronic mail or Campus Mail.
      - i. Notification shall include information on the rights and responsibilities of serving as an elected representative on Staff Senate.
      - ii. Supervisors of winners and their respective unit heads will be copied on notification correspondence to ensure release time is afforded in accordance with Article IV, Section 4 of the Staff Senate Constitution.
    - b. The election results will be provided to the Senate and made public.
    - c. Ballots will be sealed upon the completion of official election tabulations and formal announcement of results.
    - d. Election records will be maintained by the Administrative Coordinator for a period of three years.
- D. Vacancies
1. A vacancy on the Staff Senate may be filled by the eligible runner-up from within that EEO/job category during the last regular election. This person will serve until the term of said position expires.

2. If no runner-up is qualified, the President will appoint, subject to Staff Senate approval, an eligible staff member from within the EEO/job category in which the vacancy has occurred. The person appointed will serve until the term of said position expires. Persons ineligible to run for election to the Staff Senate will not be eligible for appointment.
  3. A Senator whose EEO/job category changes may complete the term to which he or she was elected. Such EEO/job category changes will not constitute vacancies during the current term.
- E. Alternative Representation
1. Absent Senators may be represented by proxy provided said proxy is eligible for Staff Senate election from within the absent senator's EEO/job category.
  2. In the event no senator from the absent senator's EEO/job category is available, proxy representation for any EEO/job category can be held by a member of the Staff Senate Executive Committee.
  3. Proxies will present written authorization for their service to the presiding officer or the Administrative Coordinator.
  4. A Senator may hold no more than two proxies for absent Senators.
  5. Duly appointed proxy representatives will have voting privileges.

## **Article II: Removal from Staff Senate Membership**

- A. A Senator may be removed for due cause by a two-thirds majority vote of the Staff Senate.
- B. A Senator may be removed by written petition stating due cause signed by at least one-third of the constituents in the senator's EEO/job category. Signatures on said petition must be validated by the Executive Committee.
- C. Non-attendance at Staff Senate meetings will be cause for removal.
- D. Senator may petition for reinstatement to the Senate only once during the year. Such petition must be submitted in person by the individual at the first regularly scheduled meeting following removal from office. Reinstatement may be granted by an affirmative vote of two-thirds of those senators present.
- E. Removal from the Staff Senate renders one ineligible for candidacy in future elections or appointment to fill a vacancy on the Senate.

## **Article III: Staff Senate Officers**

- A. The Staff Senate shall elect from its membership an Executive Committee (see Article VII, Section A) consisting of a President, President-Elect, Secretary, Treasurer and an At-Large Member. The immediate Past-President will serve as a non-voting, ex-officio member of the Executive Committee.
- B. Term of Office
  1. Officers will be elected for a one-year term effective July 1 through June 30.
  2. The President-Elect will automatically become President on July 1 following a one-year term as President-Elect.
  3. If the President-Elect is elected with one year remaining in his or her term as a

Staff Senator, a one-year term extension will be granted in order to fulfill the ex-officio Past-President term on the Executive Committee.

C. Procedures for Electing Officers

1. Following the announcement of Staff Senate general election results, a call for officer nominations will be provided to each Staff Senator identifying those eligible to hold an Executive Committee office.
2. Nominations for officers may be e-mailed, nominated in writing, or made verbally from the Senate floor.
3. In the event there is only one nominee for an Executive Committee office, the floor will be opened for additional nominations from that office. If there are no additional nominations, the unopposed candidate shall be considered elected by acclamation.
4. Acceptance of the nomination speeches will be required of each nominee seeking an Executive Committee office. The brief acceptance of the nomination speech is to be made by the nominee or their designated proxy.
5. Elections will be held via electronic ballot.
6. Members of the Executive Committee shall tabulate ballots; nominees for an office shall absent themselves from tabulating results for that office.
7. In the event of a tie in the election of any officer, a runoff will be held between the tied candidates. If the tie is not broken after the runoff, then the tie will be broken by a coin flip.
8. In the event any officer should resign his or her position, a special election to fill that vacancy will be held by the Staff Senate at the next scheduled meeting.

D. Duties of Executive Committee Officers

1. President
  - a. Serves as the presiding officer at monthly Staff Senate meeting and Executive Committee meetings;
  - b. Oversees the preparation of the agenda for monthly Staff Senate meetings and Executive Committee meeting;
  - c. Ensures that agendas and minutes of previous meetings are properly disseminated;
  - d. Votes on all issues before the Senate;
  - e. Charges the Executive Committee with additional duties as needed;
  - f. May appoint a parliamentarian who will be prepared to advise the Staff Senate on points of order in accordance with *Robert's Rules of Order*, except where these rules are in conflict with the constitution or bylaws of the Staff Senate; and
  - g. May be overruled by a majority vote of the Staff Senate.
2. President-Elect
  - a. Assumes the responsibilities of the President whenever the President is absent or otherwise unable to perform specified duties.
3. Secretary
  - a. Assumes the responsibilities of the President in the absence of both the

- President and the President-Elect;
  - b. Bears the responsibility for maintaining accurate records, including Staff Senate meeting minutes, attendance and all official business conducted by the Staff Senate; and
  - c. Receives assistance by the Administrative Coordinator in the discharging of these duties including, but not limited to: transcription of the Staff Senate meetings, distribution of the approved minutes to the Executive Committee and dissemination of meeting materials to the Senate.
4. Treasurer
    - a. Bears the responsibility for verifying all budget and financial records for Staff Senate including, but not limited to: submission of a monthly financial statement to the Staff Senate President and Executive Committee for their review and approval and providing a monthly financial report to the full Senate.
  5. At-Large Member
    - a. Represents the Senate at-large on the Executive Committee with specific duties determined by the President.
  6. Past-President
    - a. Serves as the Staff Senate representative to the LSU System Council of Staff Advisors (see LSU System Permanent Memorandum-37); and
    - b. Represents the Staff Senate on university-wide committees as determined by the President.

#### **Article IV: Meetings**

- A. Executive Committee Meetings
  1. The Executive Committee will designate a time and place for monthly meetings on the first Tuesday of each month unless a conflict occurs with the University calendar.
  2. The Executive Committee determines the place and time of special meetings.
  3. In the event of holidays or an emergency situation, by Executive Committee consensus, meetings can be held via conference call or e-mail, but remain bound by the provision that they be held at least five working days prior to the monthly Staff Senate meeting.
- B. Staff Senate Meetings
  1. The Executive Committee will designate a time and place for monthly meetings on the third Wednesday of each month unless a conflict occurs with the University calendar.
  2. Notices of regular meetings will be published on the Staff Senate website and via available university media and social media.
  3. In the event of holidays or an emergency situation, by Executive Committee consensus, special meetings can be held, but remain bound by the provision that they be held no fewer than five working days following the monthly Executive Committee meeting.

4. The Executive Committee determines the place and time of special meetings.
5. All Senators will be notified in advance of special meetings via telephone, electronic mail or Campus Mail.
6. Items for consideration on the meeting agenda should be submitted to the President prior to the scheduled Executive Committee meeting.
7. The agenda of the regular meeting and the proposed minutes from the previous meeting will be disseminated to all members of the Staff Senate prior to the meeting and after preliminary approval by the Executive Committee.
8. A simple majority of the Staff Senate will constitute a quorum.
9. Meetings of the Staff Senate will be open to the public, but only senators and invited guests are entitled to speak. However, the presiding officer may permit others to speak, time permitting.
10. The Staff Senate reserves the right, upon majority vote, to go into executive session, but no final action can be taken in executive session.
11. The President, Executive Committee, or the Staff Senate by majority vote is authorized to invite guests to speak about matters of interest to the Staff Senate.
12. Resolutions announced on the agenda or introduced during a meeting of the Senate shall be voted on no sooner than the next meeting. However, by a two-thirds vote of those present and comprising a quorum, the Senate may elect to vote on a resolution during the meeting at which it was introduced.
13. A majority vote of the senators present will be necessary to take action on all matters.
14. In the case of a tie vote, the motion fails; however, the motion may be reconsidered.
15. The minutes of any prior meeting will be made available to any staff member upon request.

#### **Article V: Order of Business**

- A. The order of business for monthly Staff Senate meetings is as follows.
  1. Call the Meeting to Order
  2. Attendance
    - a. Roll Call by the Administrative Coordinator;
    - b. Recognition of proxies who have registered their representation with the Administrative Coordinator in accordance with Article I, Section E;
    - c. Determine a quorum; and
    - d. Recognition of guests in attendance who have registered with the Administrative Coordinator and indicated whether they wish to address the Staff Senate (Article IV, Section B, Subpart 9).
  3. Pledge of Allegiance
  4. Approval of Minutes from Previous Monthly Staff Senate Meeting
  5. Invited Speakers / Special Presentations

6. President's Report
  7. Committee Reports
  8. Old Business
  9. New Business
  10. Announcements
  11. Adjournment
- B. The order of business for all other Staff Senate committees is to be determined by the chair of the respective committee.

#### **Article VI: Participation by Senators**

- A. Attendance of monthly Staff Senate meetings
1. A record of attendance for the Senate year (July 1 through June 30) will be recorded by the Administrative Coordinator and made available at each meeting.
  2. If a Senator is absent for two meetings during the year, the President may declare the seat vacant.
  3. Senators may appoint alternative representation by proxy in accordance with Article I, Section E, with a maximum of two proxies per year.
  4. Representation by proxy constitutes attendance.
  5. Non-attendance at special meetings or absences caused by a change of the regular meeting date will not count as an absence.
- B. Attendance of committees, liaison appointments and Staff Senate events
1. Senators are required to serve two appointments either as the chair and/or as a member of a Standing or a Special Ad Hoc Staff Committee or serve as a liaison to various groups as assigned by the Executive Committee (see Article VII).
  2. Attendance at regular committees meetings and liaison appointments is required.
  3. Senators should notify the Administrative Coordinator of anticipated absences and attempt to secure a proxy in accordance with Article I, Section E.
  4. All first term Senators are encouraged to serve on the Holiday on Campus planning committee.
  5. Senators are encouraged to actively participate in other Staff Senate activities and campus community outreach events.

#### **Article VII: Committees and Liaisons**

- A. Executive Committee
1. The membership of the Executive Committee, as determined by Article III, Section A, will consist of five voting members elected by the Staff Senate including a President, President-Elect, Secretary, Treasurer and an At-Large Member. The immediate Past-President will serve as a non-voting, ex-officio member of the Executive Committee.
  2. Executive Committee members will serve from July 1 until June 30 of the following year.
  3. The Executive Committee will establish the agenda for monthly Staff Senate

meetings.

4. The regularly scheduled Executive Committee meeting will be held no later than five working days prior to the next full Senate meeting.
5. Special meetings of the Executive Committee can be scheduled by the President or by a call from a minimum of three committee members to the Administrative Coordinator.
6. The Executive Committee, in consultation with the President, will assign chairs and members of all Standing Committees, Special Ad Hoc Committees and Liaison Appointments.
7. The Executive Committee will serve as liaison between the Staff Senate and the LSU President, other University administrators and entities external to the University.
8. The Executive Committee will provide leadership and approval of all fundraising and budgetary matters.

B. Standing Committees

1. The Standing Committees of the Staff Senate shall include Budget and Finance; Communications; Governmental Relations; Long Range Review and Planning; and Staff Benefits, Policies and Development.
2. The charge of each Standing Committee is as follows.
  - a. **Communications Committee**
    - i. Relays the activities and contributions of the Staff Senate to all staff and works to improve communication efforts across campus; and
    - ii. Determines the content and means of communication.
    - iii. Monitors the progress of the strategic plan.
    - iv. Membership of the Committee shall be comprised of the chairs of all Staff Senate standing and special ad hoc committees.
    - v. The Staff Senate Administrative Coordinator serves as Assistant Chair.
  - b. **Long Range Review and Planning Committee**
    - i. Maintains an ongoing study of University matters relating to staff to anticipate future needs and priorities;
    - ii. Advises the Staff Senate on matters worthy of consideration identified by this and other Staff Senate committees; and
    - iii. Reviews the work of other committees and assists, when needed, in fulfilling their respective charges.
  - c. **Staff Benefits, Policies and Development Committee**
    - i. Maintains an on-going study to determine the needs of the classified and professional/unclassified staff at the University;
    - ii. Reviews and makes recommendations regarding policies and practices pertaining to conditions of employment such as staff reallocations, employee grievances, leave, compensation, insurance, retirement, career development and other benefits affecting the welfare of the LSU classified and professional/unclassified staff and their dependents; and
    - iii. Considers all matters brought to its attention by the Staff Senate or



the University administration.

- iv. Membership on the committee shall include equal representation from both the classified and professional/unclassified staff.
- v. Committee leadership shall include a co-chair from both the classified and professional/unclassified ranks.
- vi. In the interest of addressing issues specific to either the classified or professional/unclassified staff, co-chairs reserve the prerogative to convene sub-committees of the members of their respective employee classifications.
- vii. Matters addressed in sub-committee may be forwarded by either co-chair directly to the Staff Senate President for action by the Executive Committee.

d. ***Community Engagement Committee***

- i. Assists the Administrative Coordinator with social media campaigns providing reports at each Staff Senate General Meeting.
- ii. Leads recruiting efforts to broaden Staff Senate representation encouraging staff from across campus to run for Staff Senate.
- iii. Acts as liaison to campus peer organizations such as Faculty Senate, Student Government, and other staff organizations across the LSU system.
- iv. Assists Staff Senate ad hoc committees with Staff Senate campus events
- v. Leads volunteer efforts for Commencement

3. Standing Committee Leadership

- a. The Executive Committee will appoint a Senator to serve as chair of each of the standing committees, and standing committee chairs must serve on the Communications Committee.
- b. Terms of standing committee chairs will be for a period of one year, expiring upon appointment of a new chair.
- c. Standing committee chairs may be re-appointed for successive terms.
- d. Committee chairs shall be responsible for scheduling meetings, reserving meeting locations, recording attendance, and sending meeting notifications to all committee members.
- e. Committee chairs will prepare an agenda with objectives, prior to each assembly, and act as facilitator of all meetings so as to ensure proper decorum and a professional environment is maintained.
- f. Committee chairs are encouraged to invite relevant guests from the university community to speak at committee meetings; such guests will be thanked by the committee chair.
- g. Assigned tasks for committee members will be overseen by the committee chair to ensure adequate completion.
- h. The Executive Committee or the standing committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.

- i. Standing committee chairs must be Staff Senators; assistant chairs may be non-Senators.
  - 4. Standing Committee Membership
    - a. The Executive Committee will select standing committee members.
    - b. Terms of standing committee membership will be for a period of one year.
    - c. Standing committee membership is open to both Senators and non-Senators.
    - d. The President will serve as an ex-officio member of all standing committees.
  - 5. Reporting on Standing Committee Activity
    - a. Standing committee chairs are required to submit written reports to the Staff Senate Executive Committee on the activities of their committee, including the date and time of the meeting, attendance and a summary of the presentation and actions taken. (Note: A committee reporting form is available on the Staff Senate website.)
    - b. Standing committee chairs will have an opportunity to present their standing committee report at each Staff Senate meeting.
    - c. Written reports on special assignments will be submitted by standing committee chairs when the assignments are completed.
  - 6. Standing Committee Meetings
    - a. Standing committee meetings should be held monthly with the exception of the Communications Committee, which should meet quarterly or as needed.
    - b. A quorum is required to take action in standing committee meetings or officially sanctioned sub-committees therein.
  - 7. All external communications produced by standing committee leadership or members shall be approved by the President of the Staff Senate
- C. Special Ad Hoc Committees
  - 1. As necessary, the Executive Committee will appoint special ad hoc committees and assign their respective charge.
  - 2. Special Ad Hoc Committee Leadership
    - a. The Executive Committee will appoint a Senator to serve as chair for each of the special ad hoc committees, and special ad hoc committee chairs must serve on the Communications Committee.
    - b. Terms of special ad hoc committee chairs will be one year, expiring upon appointment of a new chair or dissolution of the special ad hoc committee.
    - c. Special ad hoc committee chairs may be re-appointed for successive terms.
    - d. The Executive Committee or the special ad hoc committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.
    - e. Special ad hoc committee chairs must be Senators; assistant chairs may

- be non-Senators.
3. Special Ad Hoc Committee Membership
    - a. The Executive Committee will select special ad hoc committee members.
    - b. Terms of special ad hoc committee membership will be for a period of one year.
    - c. Special ad hoc committee membership is open to both Senators and non-Senators.
    - d. The President will serve as an ex-officio member of all special ad hoc committees.
  4. Reporting on Special Ad Hoc Committee Activity
    - a. Special ad hoc committee chairs are required to submit written reports to the Staff Senate Executive Committee on the activities of their committee, including the date and time of the meeting, attendance and a summary of the presentation and actions taken. (Note: A committee reporting form is available on the Staff Senate website.)
    - b. Special ad hoc committee chairs will have an opportunity to present their special ad hoc committee report at each Staff Senate meeting.
    - c. Written reports on special assignments will be submitted by special ad hoc committee chairs when the assignments are completed.
  5. Special Ad Hoc Committee Meetings
    - a. Special ad hoc committee meetings should be held regularly in order to accomplish assigned charges.
    - b. A quorum is required to hold special ad hoc committee meetings.
  6. All external communications produced by special ad hoc committee leadership or members shall be approved by the President of the Staff Senate
- D. Liaison Appointments
1. As deemed necessary, the Executive Committee will appoint liaisons to specific committees and governing bodies.
  2. Liaisons may be Senators or non-Senators.
  3. Liaisons will submit a written report to the Executive Committee following each assigned liaison meeting.

#### **Article VIII: AMENDMENTS**

- A. These bylaws may be amended by a simple majority vote of the Staff Senate, provided the proposal for such change was introduced at least one regular meeting in advance of the vote.
- B. The LSU President shall have final approval on any amendment before it becomes a part of the bylaws.

*\*Amended July 2020.*