



**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 Staff 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 the University administration.
3. Provide opportunities for social interaction and performance recognition
4. Promote the opportunity for continuing development of staff members' skills and abilities.

**Article IV – Composition of the Staff Senate**

**Section 1:**       Representatives

- a. The Staff Senate is comprised of all University staff. Staff shall be defined as anyone who is not designated as faculty, student assistant, or administration.
- b. Staff are encouraged to attend and participate in regular Staff Senate meetings in an effort to ensure fair representation throughout campus.
- c. The Staff Senate Board, made up of nine staff elected University-wide, serves as the overseeing unit for the larger Staff Senate.

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

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

**Section 4:**       Term of Office

- a. Members of the Staff Senate Board are elected to a two-year period.
- b. All terms begin June 1 and end May 31.
- c. Staff Senate Board may be elected for two consecutive terms, but must not be elected to a third consecutive term.
- d. Staff Senate Board 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 Senate Board members
  - I. Attend all organizational, regular, and special meetings of the Staff Senate and the Staff Senate Board.
  - II. When a Staff Senate Board member is unable to attend three consecutive meetings, they will be contacted by the Staff Senate Board Chairperson to determine if they are able to continue to serve in their position.
    - i. In the event that a Staff Senate Board member is unable to attend five consecutive meetings, they will be automatically removed from the Staff Senate Board and an alternate will replace them.
    - ii. Exceptions can be made but must be submitted writing prior to the fourth missed meeting. The Staff Senate Board will then vote to allow or disallow the exception.
  - III. Vote on motions brought up for consideration.
  - IV. Actively participate in at least one Committee of the Staff Senate or actively plan one Staff Senate sponsored event.
  - V. Review and research business matters brought before the Staff Senate.
  - VI. Elect officers of the Staff Senate Board.
  - VII. Review the Lawrence Technological University Employee Handbook for Staff.
  - VIII. Have a basic understanding of the Carpentries Code of Conduct.
  - IX. Arrange a schedule with respective immediate supervisors allowing active participation in the Staff Senate Board without compromising job performance.
  - X. Sign a document that they have read and understood the By-Laws within two weeks of the transition meeting.
- b. General membership
  - I. Vote in Staff Senate Board elections and on ballot issues brought before the general members.
  - II. Keep informed about Staff Senate activities.

**Article V – Staff Senate Board Elections**

**Section 1:** Call for Nominations

- a. The Legislative Committee solicits campus-wide nominations starting in March. Suggested means of communication are email, posters, Staff Senate website, flyers, and campus newsletter. Staff members can be nominated by others or can submit his/her own name in an electronic nomination form by early-April.
- b. The Staff Senate Legislative Committee verifies that all nominees are eligible and willing to serve.
- c. Within five business days after the nomination deadline, the Legislative Committee posts the lists of nominees via the means described above.
- d. Employees may not use University time or resources to campaign for a seat on the Staff Senate Board.

**Section 2:** Voting

- a. By the first week of May, the Legislative Committee will set up an electronic voting system. Votes must be cast by 5:00 pm on the second Tuesday of May by secret ballot as instructed on the election ballot.
- b. The Legislative Committee counts the ballots. A tie is decided by a coin toss. The committee posts election results by the first Friday in June.
- c. Ballots are retained by the Vice Chairperson for one year following the election.

**Section 3:** Naming Replacements

- a. If a Staff Senate Board Member is unable to complete a term, the Staff Senate Board refers to 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 Senate Board selects replacements 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 Senate Board Officers**

**Section 1:** At the first organizational meeting in June, the Staff Senate Board shall nominate and select its officers.

**Section 2:** Chairperson- One-year term

- a. Presides at all Staff Senate and Staff Senate Board meetings.
- b. Prepares and collects agenda items for each regular and any special Staff Senate Board meetings.
- c. Arranges for the organizational meeting to be held in May or June.  
Post a regular meeting schedule after the organizational meeting.
- d. May appoint committee chairpersons.
- e. Serves as spokesperson for the Staff Senate Board and the Staff Senate.
- f. Appoint a Staff Senate Board member to update the website. All major changes to the website to be approved by the Board.
- g. The Chairperson will provide the following at the transition meeting:
  - I. Staff Senate Charter
  - II. Staff Senate By-Laws
  - III. Carpentries Code of Conduct to all Board members
  - IV. List of Committees and sign-up form
- h. Outgoing Chairperson becomes Past Chair. If the Past Chair’s Board term is expiring, this is a non-voting position.

**Section 3:** Vice Chairperson - One-year term

- a. Acts as Staff Senate Treasurer.
- b. Acquaints new mid-term Staff Senate Board Members with issues and procedures.
- c. Assumes the responsibilities of the Chairperson during that officer’s absence. Should the Chairperson be unable to serve, the Vice Chair will replace him/her.
- d. Takes minutes at Staff Senate Board and Staff Senate meetings, in the absence of the secretary.
- e. Responsible for placing all catering orders in coordination with the Chair.
- f. Responsible for providing a financial report each meeting (outstanding invoices, etc.)

**Section 4:** Secretary- One-year term

- a. Responsible for taking the minutes at Staff Senate and Staff Senate Board meetings.
- b. Prepares and distributes the minutes of the Staff Senate and Staff Senate Board meetings online for approval by the Board via email.
- c. Prepares and circulates attendance records at Staff Senate and Staff Senate Board meetings.

**Section 5:** Past Chair

- a. Immediate Past Chairperson remains on the Staff Senate Board for one year as Past Chair.
- b. Acts as the advisor to the Staff Senate Board.
- c. Attends Staff Senate Board meetings.
- d. If this is their third consecutive year serving on the Board, this is a non-voting position.

**Section 6:** Alternate Staff Senate Board Members

- a. Up to four alternate Staff Senate Board Members may be appointed by the Staff Senate Board to assure full staff representation at Staff Senate Board meetings.
- b. Serves a one-year term unless they have been asked to replace a Board member who is currently serving the first year of their two-year term.
- c. Has all the responsibilities of a Staff Senate Board Member (Article IV, Section 5), but only has voting privileges when a member is absent.
- d. Alternates will be given first consideration when Staff Senate Board Member vacancies occur and serve up to a two-year term.
- e. If the number of available alternates is reduced to one, more alternates can be added.

## **Article VII- Committees**

Committees are either Standing Committees (for continuing or long-term matters) or Ad Hoc Committees (for special or short-term matters). Standing Committees must be established by the Board with a vote. Ad Hoc Committees can be established by the Chair or Vice Chair.

**Section 1:** standing Committees are:

- a. Legislative Committee
  - I. Sets up a balloting procedure for Staff Senate Board nominations and for elections.
  - II. Informs all staff members of nomination and election procedures.
  - III. Verifies that all nominees are willing and eligible to run for Staff Senate Board.
  - IV. Create an electronic form for ballots. Arranges for an email to go out to all staff to call for vote on Staff Senate Board.
  - V. Counts ballots and determines results.
  - VI. Announces election results to staff.
  - VII. Interprets Staff Senate Bylaws and recommends changes.
- b. Social Committee
  - I. Plans the Halloween Party and the St. Patrick's Day Celebration.
- c. Welcome Committee (formally the Staff Recognition Committee)
  - I. Welcomes new Lawrence Technological University staff by sending them an email to introduce the Staff Senate.
  - II. Creates welcome kits to be sent out to new staff members. Welcome kits could include such items as information about Staff Senate, upcoming programs, et cetera. Funding for kits to be provided by Staff Senate.
  - III. Sends new staff personal invitations to Staff Senate events throughout their first year.
- d. Community Outreach Committee
  - I. Develops and coordinates campus-wide outreach programs including the annual Giving Tree program.
- e. Staff Development Committee
  - I. Develops and coordinates training and workshops to improve staff productivity, skills, and morale.

**Section 2:** The Staff Senate Board forms Ad Hoc Committees as necessary and sets their missions.

**Section 3:** The Staff Senate Board terminates Ad Hoc Committees as necessary.

**Section 4:** Committees shall maintain a written record of their activities in the Staff Senate. 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 Senate Board Member.

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

### **Article VIII – Meetings**

**Section 1:** Staff Senate Board

- a. Organizational Meeting
  - I. The first Staff Senate Board meeting of a new term of office shall be an organizational meeting, which shall take place in June or July before the first regular meeting and attended by the Staff Senate Board as well as the Staff Senate Advisor.
  - II. This meeting shall be chaired by the current Chairperson (or the current Vice Chairperson if the Chairperson is unavailable) until the new Chairperson is chosen by incoming Staff Senate Board Members. This is informal decision making on the part of the new Staff Senate Board.
  - III. A regular meeting schedule shall be determined at this meeting.
- b. Special Meetings
  - I. The Chairperson may call an open special meeting as necessary.
  - II. Open special meetings shall be limited to agenda items only.

**Section 2:** Staff Senate

- a. Annual Meeting
  - I. The first regular meeting of the Staff Senate shall be in September. All general staff members of the University are invited to attend this meeting.
  - II. The Past Chair shall attend and report on Staff Senate activities of the previous year.
  - III. New Staff Senate Board Members and staff members shall be introduced.
  - IV. The schedule of regular meetings shall be announced.
- b. Regular Meetings
  - I. The Staff Senate Board shall meet at least once a month during normal business hours.
  - II. The regular meeting schedule shall be followed unless a conflict arises.
  - III. In the event of a schedule conflict, meetings may be suspended or rescheduled by one of the following methods:
  - IV. A majority of the Staff Senate Members who are present vote to make the change;
  - V. The Chairperson notifies the staff members of a change one week (if possible) before the regularly scheduled meeting or
- c. Any Employee represented by the Staff Senate may attend and address the Staff Senate upon recognition by the Chairperson.
- d. Special Meetings May be called by:
  - I. The Staff Senate Board;
    - i. The Staff Senate Board Chairperson;
    - ii. A majority vote of the Staff Senate during a regularly scheduled meeting;
    - iii. A majority of the Staff Senate agree to meet by responding to the Chairperson by email or in writing
  - II. Will be called on by the Chairperson within two days of the affirmative vote to consider the matter specified. Such a meeting is to take place before the next regularly scheduled Staff Senate meeting.
  - III. Shall be limited to agenda items only.

**Section 3:** Voting Procedures for Staff Senate Board and Staff Senate

- a. All elected positions of the Staff Senate Board are voting positions, except in the case where the Past Chair has already served the full two years of their term.
- 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. At the request of any Staff Senate member, a vote may be taken by secret ballot.
- d. Proxy voting will not be permitted
- e. In the event that a vote must take place but a quorum is not present at the Staff Senate Board meeting, an electronic voting process will be used.

## **Article IX- Amendments**

### **Section 1:** Presentation and Approval

- a. Any employee represented by the Staff Senate may propose a bylaw amendment, in writing, to the Staff Senate Board.
- 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 Staff Senate. Procedure can be expedited by emailing changes thirty 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 amendment shall become part of the official bylaws.
- b. The Chairperson 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 – Board Agreement Form**

### **Section 1:** The Chairperson will provide the following at the transition meeting:

- a. Staff Senate Charter
- b. Staff Senate By-Laws
- c. Carpentries Code of Conduct

### **Section 2:** Within two weeks of the Transition Meeting, board members will sign an agreement that they have read and understood the documents provided in the meeting.

## **Article X - Carpentries Code of Conduct**

### **Section 1:** The Staff Senate will follow Carpentries Code of Conduct.

Adopted: May 18, 2004  
Amended: June 15, 2004  
Amended: May 23, 2006  
Amended: Oct 29, 2008  
Amended: Jan 19, 2011  
Amended: May 28, 2020