

STAFF SENATE
BY-LAWS

I. NAME AND PURPOSE

- A. Western Oregon University's administrative and classified staff operating under these bylaws shall be known as the Western Oregon University Staff Senate.
- B. The purpose of the Staff Senate is:
 - 1. To promote positive dialogue among staff, faculty, administrators, and students.
 - 2. To advise and recommend to the University President on matters outside the scope of collective bargaining.
 - 3. To make resolutions on behalf of constituencies and outside the scope of collective bargaining.
 - 4. To consider ideas or projects of importance to the University.

II. STRUCTURE

- A. Membership
 - 1. The WOU Staff Senate represents all classified staff and administrative staff, regardless of FTE and outside the scope of collective bargaining.
 - 2. The areas represented within the Staff Senate include Academic Support Services (including the Deans of the College of Education and College of Liberal Arts and Sciences), Administrative Support Services and Student Support Services at WOU.
 - 3. The Staff Senate Representatives include two classified and two administrative staff from each area. Staff members that report directly to the University President shall not serve as representatives.
- B. Elections
 - 1. Elections will occur annually in May.
 - 2. Elections will include the selection of one classified staff person from each area and one administrative staff member from each area.
 - 3. The term for each elected staff person will be for a period of two years
 - 4. Committee on elections will be responsible for facilitating the election process.

5. Process:

- a. A Call for Nominations are sent out by the President of the Staff Senate.
- b. Nominations will be submitted to the President of the Staff Senate.
- c. The committee on elections creates ballots for each area (Academic, Administrative, Student Services)
- d. Constituents receive ballot and vote for representatives from their area only.
- e. Constituents may vote for one classified and one unclassified nominee within their area.
- f. Newly elected members must attend the last meeting of the academic year (usually during the month of June) to be installed into their position.

6. Vacancies:

Other elections will be called as necessary by Staff Senate when a position opens. If vacancies occur by any representative(s) during the last year of their term, upon approval by a majority of the Staff Senate members, the Staff Senate President may appoint members to complete the term of the vacant members(s) in accordance with Article II.A.2. and 3.

C. Officers

1. Officers consist of a President, a Vice President/Recorder, and three (3) “at large” members.
2. Officers must be second year members of the Staff Senate.
 - a. In the case where a second year member is unavailable, then a first year member may be elected for the Recorder position only.
3. Term of office for officer positions is one year.
4. It is recommended that the three areas alternate officer roles and alternate between classified and administrative staff each year, for each officer position. In the event that criteria cannot be met, the officers will be elected from the remaining Senators that are eligible.
5. Officers elected for the next year are elected at the last meeting of the academic year by representatives on the Staff Senate.

D. Meetings

1. The Staff Senate will meet twice monthly during the academic year.
2. Meetings may take place as needed during the summer months.
3. Quorum for the Staff Senate is 50% + 1 of the total Staff Senate. (7)
4. If unable to attend a meeting, any staff senate member may select a proxy to attend the meeting in his/her place. The proxy must come from the same represented area, and shall enjoy full member privileges, including

voting and quorum counts.

- a. Staff employees represented by the Staff Senate may submit items to any Senator for inclusion in the agenda of the next regular Staff Senate meeting.
 - b. A Senator wishing to have an item(s) included on the agenda of a regular meeting may submit the item(s) to the President of the Staff Senate.
5. Items need to be submitted to the President of the Staff Senate prior to the regular meeting.
- c. The Senate President shall then decide whether items should be included on the next regular meeting agenda or passed to the appropriate committee.
 - d. Additional agenda items will be submitted to the Recorder by the Senate President for inclusion in the agenda.
6. Meetings are open except in cases of work sessions. Guests of the Staff Senate may not participate in discussions unless recognized by the Senate President.
7. Meeting notices, announcements, and agendas will be sent out via e-mail to all of the campus. Hard copies will be available upon request and are posted on the website.

E. Parliamentary Authority

1. The rules contained in the most recent edition of Robert's Rules of Order will govern the Staff Senate in the following cases:
 - a. Making motions and voting on recommendations to the University President.
 - b. Disagreements over procedure.
 - c. When requested by a Staff Senate member.
2. Recommendations to the University President will be passed by a simple majority of the quorum. The precise numerical vote will be provided with each recommendation.
3. All votes will be administered using Public-meeting laws.
4. At the request of any Staff Senate representative, the Staff Senate President will call the Staff Senate into private deliberations as prescribed under the Open Meeting Laws of Oregon. Private deliberations include only elected representatives of the Staff Senate.

F. Minutes

1. The Recorder distributes minutes via e-mail within three (3) business days to all faculty and staff.
2. Hard copies or alternative formats of minutes are available by request from the Recorder.
3. Minutes are available on line at the Staff Senate website.

G. Committees

1. There will be committee elections.
2. The newly formed Staff Senate will determine any additional appropriate committees.

H. Amendment of Bylaws

These bylaws will be amended any time during a regular meeting by a two-thirds vote of the quorum.

updated 04/07/05, 5/06/05, 3/10/06, 09/03/09