



Bylaws of the Staff Senate

Current as of October 30, 2019

Article I - Election to Staff Senate Membership

- A. Election of members to the Staff Senate shall be conducted by the Elections Committee in accordance with the guidelines established by the Staff Senate. Candidates in each category may be nominated by anyone with that category or may submit their own written application to serve on the Senate. In cases where there are only as many candidates in a category as vacancies, the candidates shall be declared elected.
- B. In case no one files for a particular Staff Senate position, that position shall be filled, by appointment from within the category in which the vacancy occurred. Such appointment shall be made by the Chair with approval of the Staff Senate and with the subsequent majority approval of that entire category.
- C. Staff Senate elections will be held in the month of June at a time determined by the Elections Committee and approved by the Staff Senate.
- D. Terms of new senators shall begin at the regular scheduled meeting in July.
- E. Vacancies
 - 1. If following elections, a vacancy on the Staff Senate occurs, the Chair shall appoint, subject to Staff Senate approval, an eligible member of the staff from within the category in which the vacancy has occurred with the majority approval of the entire category. The person appointed will serve until the term of said position expires. Persons not eligible to run for election to the Staff Senate shall not be eligible for appointment.
 - 2. Senators, whose categories change, will be eligible to continue serving as a Senator through the end of the current fiscal year. The vacancy will be filled during the regular June Staff Senate Elections.
- F. For the initial election of staff senators only, the election procedures shall be conducted by the Constitution Committee; thereafter, elections shall be governed by the Election Committee. In the first election, in order to create staggered terms, names will be drawn to determine which six (6) senators will serve one year (term to end June, 1995); which seven (7) senators will serve two years (term to end June, 1996).

Article II – Removal

- A. A Senator shall be removed by written petition stating cause signed by at least 60% of the constituents in the Senator's category. The Elections Committee must validate signatures on said petition.

- B. Non-attendance at Staff Senate meetings shall also be cause for removal. A record of attendance will be kept at each Senate meeting. If a Senator misses four consecutive meetings either by actual non-attendance or by written proxy, or a total of five meetings during the year, the President shall declare the seat vacant. Such removal does not preclude the person from holding office in the future.

Non-attendance at special meetings or absences caused by a change of the regular meeting date shall not count as an absence for purposes of this section.

Article III – Officers

There shall be a Chair, Vice-Chair, and Secretary.

- A. Officers elected shall serve one-year terms following the installation of the Senate at the regularly scheduled meeting in July.

Terms shall become effective immediately.

- B. Election Procedures

1. Nominations for officers shall be made orally from the floor of the Senate.
2. Elections shall be held by written ballot. If no one receives a majority vote on the first ballot, there shall be a runoff between the two persons receiving the largest number of votes. The second ballot is final except in the event of a tie.
3. In the event of a tie in the election of any officer, a runoff shall be held between the tied candidates. If the tie is not broken after the runoff, then the selection shall be made by a flip of a coin by a neutral party.
4. In the event an officer resigns his position, an election to fill that vacancy shall be held by the Senate members at the next scheduled meeting.

- C. Duties

1. Chair - The Chair shall be the presiding officer at meetings of the Staff Senate, and shall have primary responsibility for preparing the agenda for each meeting. As an elected representative, the Chair may vote on all issues. The Chair shall appoint a Parliamentarian, with confirmation by a majority of the Senate. The Chair, or another Senator elected by the Staff Senate, shall serve as liaison between the Staff Senate and the Chancellor.
2. Vice-Chair - The Vice-Chair shall assume the responsibilities of the Chair whenever the Chair is absent or otherwise unable to perform specified duties.

The Vice-Chair shall serve as liaison with the Faculty Senate.

3. Secretary

- a. The Secretary shall assume the responsibilities of the Chair in the absence of both the Chair and Vice-Chair.

- b. The Secretary shall see that agendas, as well as minutes of previous meetings, are properly circulated. The agenda and the approved minutes shall be distributed to the entire staff, Administrative Council, and retained on file.
- c. The Secretary shall be responsible for maintaining accurate records of all business conducted by the Staff Senate. The Secretary shall keep a record of attendance and notify the category membership of the nonattendance of their representative after the third such absence. A stenographer will be permitted to assist the Secretary in these duties if needed. The approved minutes shall be distributed to the Senate members and retained on file for all staff members.
- d. The Secretary shall 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 and/or bylaws of the Staff Senate. A ruling may be overturned by a two-thirds majority present and voting.

Article IV – Meetings

- A. Regular meetings shall take place at a time and date to be designated by the Staff Senate following the election of new officers each year.
- B. Notices of regular meetings shall be sent through campus email and/or on online calendars. Either written (through email) or telephone notification will be given to all members of the Staff Senate in advance of special meetings.
- C. The agenda of regular meetings will be circulated to all members of the Staff Senate in advance of the meetings.
- D. Meetings of the Staff Senate will be open to the public, but only senators and speakers identified on the agenda are ordinarily entitled to speak. However, the presiding officer may recognize others to speak, time permitting. (See Article V, A, 2.)
- E. The Staff Senate reserves the right, upon majority vote, to go into executive session to discuss sensitive and personal items. No final action can be taken in executive session.
- F. The Chair or the Staff Senate by majority vote is authorized to invite guests from any part of the University Community to speak about matters of interest to the Staff Senate.
- G. A majority vote of the Senators present will be necessary to take action on all matters. However, at least three (3) of the categories must be represented in order to conduct business deemed important by the Senate majority.
- H. In the case of a tie vote, the motion fails; however, the motion may be brought up for reconsideration.
- I. Copies of all minutes of the Staff Senate meetings shall be kept on file in the LSU Eunice Library.

- J. Staff Senate bylaws may be changed with a two-thirds vote of the Staff Senate and confirmation by the Chancellor of LSU Eunice.

Article V. - Order of Business

- A. Attendance
 - 1. Determine if a quorum is present and register attendance.
 - 2. Each guest will register and indicate if he or she wishes to address the Staff Senate on a particular agenda or non-agenda item if time permits.
 - 3. Proxies (a written authorization of representation) will be presented to the Chair.
- B. Revision or Approval of Minutes
- C. President's Report
- D. Committee Reports
- E. Old Business
- F. New Business

Article VI – Committees

- A. Standing Committee
 - 1. Standing committees shall be Elections; Information and Governmental Relations; Benefits and Policies; and Grievance. Other standing committees may be established by majority vote of the Senate as needed.
 - 2. Each standing committee shall be composed of one representative from each category nominated from within the group and confirmed by the Senate for a term of one year. Any committee member may serve multiple terms. In general, a Staff Senator should not serve on these committees.
 - 3. Once confirmed, the committee will meet and select a chair from among its members. The chair may appoint a vice-chair, if appropriate, to act in the absence of the chair.
 - 4. Each standing committee will meet as many times as needed during the year and shall submit written reports of the meetings to the Senate.
 - 5. Charges of the standing committees are listed in the Appendix. Special Committees
- B. The Staff Senate shall appoint special committees as deemed necessary.
- C. Special committees shall submit written reports to the Senate when their work is finished.

Appendix to the Bylaws of Staff Senate

Elections Committee

Charge

The Elections Committee shall expeditiously develop procedures for conducting all aspects of the elections, which shall be submitted to the Senate for its approval. The committee will certify the number of senators for each group, provide filing statements, nomination procedures, and verify eligibility as defined in the Constitution, of all those filing for office, and report results to the President of the Staff Senate. These procedures upon approval shall be distributed to all staff members.

General elections (other than for Staff Senate)

Nominations for general elections are to be submitted to the Elections Committee. The Elections Committee will confirm that nominations are accepted and then will distribute ballots. The elections Committee will count ballots and announce results.

Information and Governmental Relations Committee

Charge

The Information and Governmental Relations Committee will be a two-fold committee. This committee shall establish an effective means of communication with the University Staff. A current distribution list shall be kept by said committee. A systematic means of communication with the LSU Eunice Public Relations Office shall be established and items of community interest will be brought to the media's attention.

This committee shall monitor the actions taken by the Louisiana Legislature, the Governor's Office, and the Louisiana Department of Civil Service, and report to the Staff Senate any and all actions that may affect the LSU Eunice Staff.

The Information and Governmental Relations Committee may be called upon to perform other such public relations services, as the Staff Senate shall deem necessary. The Human Resource Analyst shall be a non-voting ex-officio.

Benefits and Policies Committee

Charge

The Benefits and Policies Committee shall maintain an ongoing study to determine the needs of the staff; review and make recommendations regarding policies pertaining to conditions of employment, employment grievances, promotion, compensation, leave, insurance, retirement, and other fringe benefits affecting the welfare of the LSU Eunice employees and their dependents. The Benefits and Policies Committee shall consider all matters brought to the

committee's attention by the Staff Senate and/or the University administration. The Human Resource Analyst shall be a non-voting ex-officio of this committee.

Grievance Committee

Charge

The Grievance Committee shall advise employees concerning the LSU Eunice Grievance Policies. A complete copy of the grievance procedures for all employees is on file in the Office of Human Resources and will be given to all staff who requests a copy. This committee will also define "due cause" and "due process" for removal of a Senator.