The regular meeting of the University Staff Senate was called to order at 9:02am on Thursday, July 2, 2020 via Zoom by President David Balai.

Present: David Balai, Mark Ferrell, Ian Toberman, Angie White, Domonique Crosby, Denyse Anderson, Cindy Cobetto (also proxy for Darryl Cherry), Jan Caban, Anne Cavanaugh (also proxy for Melanie Schoenborn), William Dusenbery, Anthony Fearon, Anne Hunter (ex officio), Shane Kessinger, Collin Van Meter
Excused: Ken Holbert, John Milcic
Absent: Carolyn Jason, Brittany Logan
Guest: Laura Jacobs, Tiffany Shemwell

Quorum was established after the President’s update.

APPROVAL OF MINUTES:
Minutes for the June 11, 2020 regular and special meetings were approved as written.

PUBLIC COMMENT:
There was no public comment.

MONTHLY UPDATES:
Balai welcomed everyone to the start of the new fiscal and Senate year and thanked Toberman and Hunter. He attended his first constituency meeting and reminded everyone about the Board of Trustees meeting on July 9 in Springfield. The Academic Continuity Task Force put together guidelines for the fall semester, which was waiting on the Illinois Board of Higher Education (IBHE) and State of Illinois guidance before release. The Chancellor is holding a Q&A session about the guidelines, and people can submit questions in advance. It was noted that the messaging seems to be coming out late, and it also remains to be seen if Illinois remains in Phase 4. Administration is looking at updating the University social media policy. The Anti-Racism Task Force has been convened, and any interested in serving can contact Kim Durr to get involved. Summer enrollment is still up. SIUE is still working on approval for the Health Sciences building. Some students were not recognized in the virtual commencement ceremony, and the Chancellor will be hand-delivering diplomas to try and make up for the omission.

Internal and external committee lists and appointments are still being worked on and will be announced next month. Things will remain for the most part, but there are some changes. The Staff Development and Well-Being Committee will not be staffed this year in order to fill the Diversity Initiatives Committee.
The first candidate for the Vice-Chancellor for Administration was on campus and the session was also broadcasted virtually. There were some technical issues that will be addressed before the next visits. Sessions were recorded to allow for more feedback.

The Director of Financial Aid Search Committee had to extend the posting in order to get enough applicants. The posting will close on July 17 and will be the last extension.

The Director of Retention search has concluded, but information on who was moved forward is not yet available.

Mary Ettling was selected as the Director of Educational Outreach.

**UNFINISHED BUSINESS:**
There was no unfinished business.

**NEW BUSINESS:**
There was no new business

**ACTION ITEMS:**
A motion to accept the amendments to the Bylaws as submitted was seconded. There was a brief review of the changes. The motion was adopted unanimously.

A motion to authorize electronic voting to approve the amendments to the Constitution was seconded. There was no discussion, and the motion was adopted unanimously.

Jennifer Zurliene’s classification changed, so she is no longer able to serve as the ESL CSNP/ASRP Senator. A motion was made to appoint her to CSNP 2 position vacated by Ferrell and was seconded. There was no discussion, and the motion was adopted unanimously.

Bill Dusenbery and Laura Scaturro were submitted for two-year terms on the Parking and Traffic Committee. There was a motion and second to approve the slate, and it was adopted unanimously without discussion.

Alicia Fisher was submitted for a three-year term on the Committee for Higher Administrator Performance Appraisal (CHAPA). There was a motion and second to approve the appointment, and it was adopted unanimously without discussion.

**ANNOUNCEMENTS:**
Announcements were made as listed on the agenda.

Committee Chair appointments are almost ready and will be announced once they are finalized.

Anne Hunter was appointed as ex-officio.

**FUTURE AGENDA ITEMS:**
The University is not allowing in-person meetings until after August 8. The Mississippi/Illinois Room has
been reserved for meetings after that date, but Zoom will continue to be an option for people to attend remotely.

The fundraising event scheduled for October is on hold as it cannot happen with current state guidelines on gatherings. Options are being discussed, and the Fund-Raising Committee will be charged with finding alternative events.

**ADJOURNMENT:**
The meeting adjourned at 9:48 am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
Zoom Meeting ID 924-7748-1076
July 2, 2020 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. PUBLIC COMMENT
IV. MONTHLY UPDATES
   a. Officers
   b. Constituency Representatives
   c. Staff Senate Committees
   d. University Committees
   e. Search Committees
   f. Ex-Officio
V. UNFINISHED BUSINESS
VI. NEW BUSINESS
VII. ACTION ITEMS
    a. Amendments to Constitution and By-Laws – Second Reading
    b. CSNP 2 Vacancy – Jennifer Zurliene
    c. Parking and Traffic Committee Appointments
    d. Committee for Higher Administrator Performance Appraisal (CHAPA) Appointment
VIII. ANNOUNCEMENTS
    a. Committee Chairs for 20-21
    b. Ex Officio for 20-21
    c. Board of Trustees Meeting – July 9 in Springfield
IX. FUTURE AGENDA ITEMS
X. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, July 16, 2020 at 9:00am
Next regularly scheduled meeting will be Thursday, August 6, 2020 at 9:00am
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
UNIVERSITY STAFF SENATE
CONSTITUTION

ARTICLE I
Name

Section 1. The name of this organization will be the University Staff Senate, hereafter referred to as Staff Senate.

ARTICLE II
Purpose

Section 1. To advise and assist the University Chancellor in the solution of issues and the formulation of policies.

Section 2. To advise and assist the Director of Human Resources in developing and initiating more effective personnel policies, procedures, and programs.

Section 3. To participate in the University governance system.

Section 4. To encourage all Civil Service and Administrative Staff employees to consult with members of the Staff Senate concerning issues, policies, and possible recommendations for appropriate Staff Senate action.

ARTICLE III
Membership

Section 1. The Staff Senate will be composed of twenty-two (22) voting members representing the following employee classifications:

Civil Service: Open Range/Confidential, Managerial and Supervisory Exclusions
Civil Service: Negotiated and Prevailing
Administrative Staff: Represented
Administrative Staff: Non-Represented

Section 2. Specific allocation of seats will be addressed in the Staff Senate By-Laws, but must ensure that all employee classifications are included.
ARTICLE IV
Officers & Executive Board

Section 1. The officers of the Staff Senate will be: President, President-Elect, Past President, Treasurer, and Secretary.

Section 2. Officers of the Staff Senate (except the Past President) will be elected by the members of the Staff Senate from among its membership, as outlined in the University Staff Senate By-Laws.

Section 3. The Staff Senate will establish an Executive Board that ensures that each employee classification is represented.

ARTICLE V
Meetings

Section 1. The Staff Senate will meet monthly.

Section 2. Special meetings may be called into session by the President, or in the President's absence, by the President-Elect, or in the absence of both, by a representative from the Executive Board as delegated by the President.

ARTICLE VI
Amendments

Section 1. Any member of the Staff Senate may propose an amendment to the Constitution of the Staff Senate.

Section 2. The proposed amendment will be submitted to the President-Elect in writing by the fifteenth (15th) day of the month before the next regular Staff Senate meeting.

Section 3. The President will put the item on the agenda for the next regular meeting under New Business for the first reading and discussion. After discussion, the item will be automatically tabled until the next regular meeting.

Section 4. The President, with the consent of the Executive Board, may call a special meeting to consider final approval of amendments. No meeting can take place fewer than ten (10) work days after the regular meeting.

Section 5. Proposed amendments must be voted on by secret ballot, which can be conducted in person at either a regular or special meeting, or when authorized by the Staff Senate. Electronic procedures are available through the University, following the rules outlined in Article VI of the University Staff Senate By-Laws.
Section 6. At in-person votes, absentees (proxy) ballots are allowed and must be submitted to the President-Elect prior to the start of the meeting. At in-person votes, a proxy vote may be cast by any voting member, provided the absent Senator has notified the President-Elect that they will be unavailable to attend and that their delegate was not an proxy. Following the rules outlined in Article VI of the University Staff Senate By-Laws.

Section 7. To pass, proposed amendments must be approved by fourteen (14) voting members of the Staff Senate. Failure to achieve this number means the amendment(s) were not adopted.

Section 8. Amendments will be submitted to the University Chancellor for approval.

HISTORY OF AMENDMENTS & CHANGES TO STAFF SENATE CONSTITUTION

Approved by University Staff Advisory Council May 17, 1979 (its first Constitution and Bylaws)
Approved by President June 21, 1979 (with concerns to Bylaws Art. III, Sect. 5 and Art. III, Sect. 17)
Approved by University Staff Advisory Council October 18, 1979 (renaming the “Council” as “University Staff Senate” and handling President’s concerns from June 21, 1979)
Approved by Acting President May 1, 1980 (renaming to Staff Senate)
Approved by President May 15, 1980 (revisions to remove contradictions in USS Constitution and Bylaws with Professional Staff Panel Personnel Policy).
Change in University Governance System consisting of: University Staff Advisory Council, Student Senate, Faculty Senate and University Senate (consisted of members from all constituencies to handle matters involving all other bodies). Dr. Shaw’s revision to the governance system with the new constituency groups: Civil Service: Open Rank; Confidential, Managerial and Supervisory Exclusions (Civil Service: Negotiated and Prevailing Professional Staff) (approved and added to USS Constitution 1985/86)
Amended by Staff Senate April 10, 1984 (changes to USS Constitution: Art. II, Sect. 1-2; Art. III, Sect. 2; Art. IV, Sect. 1; Art. V, Sect. 2; Art. VI, Sect. 2-4 Title changes and typos)
Amended by Staff Senate May 17, 1984 (Addition of Art. VI, Sect. 5 as “Amendments will be submitted to the President of the University for approval.”)
Amended by President February 16, 1984 (from Staff Senate approvals of changes on April 19, 1984 and addition of May 17, 1984)
Amended by Staff Senate December 19, 1985 (membership established as three groups: Art. III, Sect. 1 as: “Civil Service: Open Rank; Confidential, Managerial and Supervisory Exclusions. Civil Service: Negotiated and Prevailing, Professional Staff.”)
Amended by President March 7, 1986
Amended by Staff Senate March 17, 1988 (created “Past President” as an “ex-officio member of the Senate Executive Committee for one year, after his/her current term as President has expired.” Changing Art. IV, Sect. 1-3 by adding said created title.)
Approved by President April 8, 1988
Amended by Staff Senate June 15, 1989 (added "Represented" and "Non-represented" under Professional Staff of Art. III, Sect. 1; changed "providing" to "provided" and removed "and are employed on the date of election" from Art. III, Sect. 2)
Approved by President July 13, 1989 (amended)
Staff Senate acceptance of Presidential amendments July 20, 1989
Approved by President August 3, 1989 (previously proposed amendments to a clean copy of the Constitution)
Amended by Staff Senate November 5, 1990 (Art. III, Sect. 1 “The Staff Senate will be composed of (16) voting members from the following groups: 1) from the Edwardsville Campus; A, three members from Professional Staff, B, nine members from Negotiated & Prevailing, C, two members from Open Range, 2) from Alton campus, one from Professional Staff, Negotiated & Prevailing or Open Range, 3) from the East St. Louis campus, one from Professional Staff, Negotiated & Prevailing or Open Range.”)
Approved by President December 11, 1990 (with editorial changes: Art. II, Sect. 2 “Director of Personnel Services” substituting “University Personnel Services”) and suggestions for the Bylaws.
Amended by Staff Senate December 20, 1990 (recommended change to Art. II, Sect. 2)
Approved by President January 9, 1991 (revised Constitution submitted on January 4, 1991)
Amended by Staff Senate October 17, 1991 (unknown changes)
Approved by President November 25, 1991, clean copy sent December 3, 1991 (not found)
Amended by Staff Senate May 18, 1995 (Art. V, Sect. 1 Meetings: The Staff Senate will meet on the first Thursday of each month. There will be no regularly scheduled meeting during the month of July.)
Approved by the President (?)
Amended by Staff Senate March 7, 1996 (All wording “President” changed to “Chancellor”)
Approved by Chancellor (?) before December 1997
Amended by Staff Senate October 3, 2002 (Art. II, Sect. 2 name change to “Director of Human Resources”, Art. II, Sect. 4 and Art. III all “Professional” changed to “Administrative”)
Approved by Chancellor May 15, 2003
Amended by Staff Senate August 6, 2015 (Art. III, Sect. 2 “term” was added in reference to Administrative employees.)
Approved by Interim Chancellor August 17, 2015
Amended by Staff Senate August 3, 2017 (Corrections to titles in membership (Art. III, Sect. 1 and Art. IV, Sect. 2), typos corrected from 1984 approved version, and the Amended Approval list (Art. VI) updated to include only items pertinent to the USS Constitution from the 2015 version approved by the Interim Chancellor.)
Approved by the Chancellor August 7, 2017
Amended by Staff Senate June 25, 2018 (Senate Membership was expanded to twenty-two (22) voting members and allocation of seats moved to be addressed in the By-Laws; clarified procedure for amendments.)
Approved by the Chancellor July 11, 2018
SECTION 1. The Staff Senate will be composed of twenty-two (22) voting members allocated in the following manner:

A. Employee Classification Constituencies

1. General Membership
   a. Eight (8) elected members from the Civil Service: Negotiated and Prevailing classification
   b. Four (4) elected members from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification
   c. Three (3) elected members from the Administrative Staff: Represented classification
   d. Three (3) elected members from the non-represented Administrative Staff: Non-Represented classification

2. Alton Campus Representatives
   a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification
   b. One (1) elected member from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification

3. East St. Louis Center Representatives
   a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification
b. One (1) elected member from the Civil Service Open Range; Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification

Section 2. Each constituency outlined in the University Staff Senate Constitution, Article III is guaranteed a minimum of two representatives. Any motion to reallocate seats may be done through the amendment process of these By-Laws. Any such re-allocation amendment must be fully completed no later than the regular February meeting of the Staff Senate.

Section 3. The President, President-Elect, and Past President are non-voting members of the Staff Senate.

Section 4. The President may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend regular Staff Senate meetings as an ex-officio and non-voting participant. Ex-officio members will have the privilege of full debate but will not vote.

Election of Members

Section 5. The Staff Senate will conduct elections on the second Wednesday in April.

Section 6. Any employee who holds an administrative appointment (on a full-time or term contract) or a full-time Civil Service appointment is eligible for voting membership on the Staff Senate, provided they have a completed at least one (1) year of employment.

Section 7. The term for Staff Senate members will be four years. Upon passage of this section, the Staff Senate will, through regular business, establish a procedure to stagger the terms of members outlined in Article I Section 1 of these By-Laws.

Section 8. Notice of election will be posted and electronically announced to every employee at least four weeks prior to the election.

Section 9. An individual who wishes to run for a position must secure a Statement of Candidacy Form from any member of the Election Committee or the University Governance Secretary and return it with the required signatures to any member of the Election Committee or University Governance Secretary at least two weeks prior to the scheduled election date.

Section 10. Any and all incumbents may succeed themselves through the process of re-election for their existing Staff Senate seat.

Section 11. Members who serve on the Staff Senate will be elected by plurality of constituents voting by secret ballot. If the number of eligible candidates is equal to or less than the number of contested election spots, the candidate(s) will be declared as elected and no election will be run.
Section 12. Official ballots for each employee group will be prepared by the Election Committee in advance of the election. Absentee ballots will be accepted for in-person voters. When authorized by the Staff Senate, electronic procedures available through the University may be used to facilitate elections.

Section 13. The Election Committee will count the ballots and certify the results of the election prior to the May meeting. The Election Committee chair will notify all candidates of the results seven (7) days after the election concludes. Candidates who have been elected will be invited to attend the May meeting of the Staff Senate, at which time the election results will be accepted into the minutes.

Section 14. Any Civil Service and Administrative Staff employed by the University on the date of election will be entitled to vote in accordance with the Election Guidelines.

Section 15. In the event of an unfilled seat after the election, the appropriate Constituency Representative shall submit a recommendation for the vacant seat to the President of the Staff Senate for ratification and appointment by the full Staff Senate. The individual recommended must submit a Statement of Candidacy Form to the University Governance Secretary prior to ratification.

Replacement of Members

Section 16a. If a member of the Staff Senate changes employee constituency status, the member’s seat shall be considered vacant and shall be filled in accordance with Section 16b. Replacement of Members of the Bylaws. Eligibility of the member to run as a representative of the new constituency at the next election shall be in accordance with the Bylaws.

Section 16b. If a vacancy occurs in the Staff Senate between the times of election, the appropriate Constituency Representative, after consultation with members of the constituency of the Staff Senate (and Alton Campus or East St. Louis Center Representatives, if appropriate), will recommend to the President of Staff Senate the appointment of a qualified person from the same constituent group in which the vacancy occurs. This appointment will be considered by the Staff Senate for ratification and the person so appointed will complete the unexpired term.

Removal of Members

Section 17. Members may be removed from the Staff Senate in accordance with the following:

a. Two unexcused absences from a regularly scheduled Staff Senate meeting during any twelve-month period will precipitate a written warning by the President of the Staff Senate. The third unexcused absence will result in dismissal from the Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b. To facilitate a quorum, all Staff Senate members are asked to select an alternate in the event they are not able to attend a regularly scheduled meeting.
Alternates must be selected from their respective constituency group. To vote, an alternate must have a signature proxy by the voting member.

b. Excluded absences from three regularly scheduled consecutive meetings, or absence from a total of five Staff Senate meetings within a twelve-month period, will result in the dismissal from the Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b.

c. The University Governance Secretary will notify the Staff Senate President when a violation of Section 16a occurs. The President shall then notify the member of Section 16a of the Bylaws.

d. The University Governance Secretary will notify the Staff Senate President when a violation of Section 17a or 17b occurs. The President shall then notify the member, by e-mail, of Section 17 of the Bylaws.

e. Written requests for exception to 17a and 17b may be submitted to the Executive Board for presentation to the Staff Senate membership for ratification.

f. Staff Senate members on University committees whose meetings are in conflict with Staff Senate meetings shall retain their Staff Senate seats.

g. Recall by the member's voting constituency as outlined in Section 19a.

**Censure and Recall/Replacement of Members**

**Section 19.** The procedure for censure shall be as follows:

a. Any recommendation for censure, and rationale for that censure, shall be presented by a Staff Senate member to the Executive Board of the Staff Senate.

b. The Executive Board will be responsible for:

1. Notifying the member involved of the recommendation and the rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All communications shall be in writing.

2. Obtaining any additional information that may be pertinent.

3. Presenting all information available to the Staff Senate in an unbiased manner. The Executive Board may, if it deems advisable, appoint a committee to investigate the charges and report all information back to the Executive Board.
c. After Staff Senate review, any member of the Staff Senate may introduce a motion either for censure or for no further action.

d. The Staff Senate shall vote by secret ballot.

e. Passage of a motion to censure requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of censure, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

f. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 19. The procedure for recall of a Staff Senate member shall be as follows:

a. Any recommendation for recall of a Staff Senate member and rationale for that recall shall be presented in the form of a petition with valid signatures of at least 20% of the members of the appropriate constituency represented by the Staff Senate member. This petition shall be presented to the Executive Board of the Staff Senate. The Executive Board shall notify the member within 15 working days.

b. The Executive Board will be responsible for:

1. Notifying the member involved of the petition and rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All Communications shall be in writing.

2. Obtaining all information that may be pertinent.

3. Presenting all information available to the Staff Senate in an unbiased manner.

c. After the Staff Senate review, any member of the Staff Senate may introduce a motion either for recall or for no further action.

d. The Staff Senate vote shall be by secret ballot.

e. Passage of a motion to recall requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

f. If the Staff Senate recommends no action, the President of the Staff Senate shall notify in writing all parties concerned, including the Senator in question and those who signed the petition.
g. If the Staff Senate recommends further action, it submits the petition and rationale for recall, and the Senator's response, to the Election Committee (see paragraph h. below).

h. The Election Committee will be responsible for the following:

1. A ballot which includes the petition and rationale for recall, and the Senator's response to the petition, if any, shall be submitted to the constituency represented by the Senator in the form of a ballot as follows:

   Ballot: Shall Senator __________ be recalled?
   
   Yes ________ No ________

2. If a simple majority of the appropriate constituency votes "no", the Senator retains his/her seat and no new recall petition for that Senator may be presented for at least 90 days from the date of the ballot.

3. If a simple majority of the appropriate constituency votes "yes", the Senator is recalled and the procedures for replacement cited in 15b and 15c, Replacement of Members, of the Bylaws apply.

4. In cases of challenge, the Election Committee will certify the results of the ballot.

Article II

Officers & Constituency Representatives

President

Section 1. It will be the duty of the President to preside at all monthly meetings and to enforce all regulations and policies relating to the administration of the Staff Senate.

Section 2. The President may call special meetings of the Staff Senate when necessary. Prior to scheduling meetings, the President shall notify the Executive Board of the date and purpose of the meeting.

Section 3. The President, after ratification by the Executive Board, will appoint persons to serve on ad hoc or standing committees, councils, study groups, etc., that are established by this Staff Senate. This action does not require formal approval by the Staff Senate. The President will make and receive nominations and applications for committee appointments from the Staff Senate.

Section 4. The President, after ratification by the Executive Board, may appoint persons to serve on ad hoc or standing committees, councils, study groups, etc., that are established by a
person, body, or membership that is shared by other constituencies. Each appointment must be announced to the Staff Senate members voting at a special or regular meeting. The President will receive nominations for committee appointments from the Staff Senate. The Staff Senate will ratify appointments and nominees to UPBC, (University Planning and Budgeting Council), Parking and Traffic, the Chancellor Search Committee, Committee for Higher Administrator Performance Appraisal (CHAPA) and search committees for positions within two reporting lines of the Chancellor. CHAPA appointments consist of one from each Vice Chancellor's functional area.

Section 5. The President, after ratification by the Executive Board, will appoint a member of the Staff Senate to the position of parliamentarian if the need arises, and the President will have the prerogative, after consultation with the Executive Board, to dissolve that position if such action is deemed appropriate.

Section 6. The President will notify, in writing, the University Chancellor whenever the Staff Senate has concluded action on significant matters affecting the constituencies it represents. Copies of such correspondence will be sent to the Staff Senate members upon the discretion of the Staff Senate President.

Section 7. The President will act as fiscal officer. This responsibility can be delegated to the Staff Senate Treasurer.

Section 8. The President, President Elect, or a designated representative by the President will be in attendance at all Board of Trustees meetings and will be the official spokesperson for the Staff Senate at those meetings.

Section 9. The President will meet monthly with the University Chancellor and other SIUE recognized constituency heads, concerning Board of Trustees meetings and university matters.

Section 10. The President will act as official spokesperson for the Staff Senate in all matters that involve its official acts and business.

Section 11. The President will turn over all files to the succeeding President after the last regularly scheduled meeting of the Staff Senate year.

Section 12. The President will automatically serve as past-President the year immediately following the term as President.

Section 13. The President will coordinate appointments to Staff Senate Committees, as outlined in Article IV.

Section 14. Records regarding official correspondence will be kept on file in the University Governance Office.
President-Elect

Section 15. In the temporary absence of the President, the President-Elect will have the powers and prerogatives of the President.

Section 16. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing, no later than ten days preceding the regular meeting of the Staff Senate.

Section 17. The President-Elect shall coordinate the communications of all University, non-Senate established committees. This includes receiving timely reports from and providing items of Staff Senate interest to committee representatives of the Staff Senate.

Section 18. The President-Elect will maintain a current and active list of potential committee appointees. This list will serve as a resource for the President in accordance with Article II, Section 3.

Section 19. The President-Elect will serve as a resource for new committee appointees and assist with the development and training of strong Staff Senate representation.

Past-President

Section 20. The Past President will serve as advisor to the President and the Staff Senate, and attend Executive Board meetings, Staff Senate meetings, and any other meetings or functions the President deems necessary and will serve on the University Planning and Budget Council.

Secretary

Section 21. In the absence of the University Governance Secretary, the Staff Senate Secretary will record all proceedings of the meetings.

Section 22. In the absence of the University Governance Secretary, the Staff Senate Secretary will schedule all meeting space.

Section 23. The Staff Senate Secretary will provide all members of the Staff Senate with:

   a. blank, uniform ballots to be used for any issue requiring secret ballot at a Staff Senate meeting;

   b. absentee ballots for amendments to the Constitution and/or Bylaws.
Section 24. In the absence of the University Governance Secretary, the Staff Senate Secretary will provide meeting notices, meeting agendas, and minutes of the previous meeting. This information will be provided to all members at least one week prior to the meeting.

Section 25. In the absence of the University Governance Secretary, the Staff Senate Secretary will maintain attendance records of all Staff Senate meetings and Executive Board meetings and notify the President of the Staff Senate when a member is in violation of Article I, Section 16, or Article I, Section 17.

Section 26. The Staff Senate Secretary will send letters of welcome to all new Staff Senate members and letters of appreciation to all out-going Staff Senate members. The Staff Senate Secretary will also send a letter of appreciation to each new Staff Senate member’s supervisor.

Section 27. The Staff Senate Secretary will turn over all files to the succeeding Secretary after the last regularly scheduled meeting of the Staff Senate year.

Treasurer

Section 28. The Treasurer shall be responsible for reporting the financial status for the Staff Senate.

Section 29. All financial records will be stored in the University Governance office and shall be stored according to University Records Management regulations. All monies will be handled in accordance with applicable state statutes and Southern Illinois University’s rules and regulations.

Section 30. The Treasurer will report quarterly at the November, February, May and August meetings, or as requested by the Staff Senate on the financial condition of the organization.

Section 31. All requests for funds from committees must be submitted by the committee chair to the Treasurer. The Treasurer is responsible for presenting all relevant information about the request to the Staff Senate and for making the initial motion to allocate funds to the committee.

Constituency Representatives

Section 32. In order to ensure that issues of importance to different constituencies are expressed at all levels, each employee classification constituency, as outlined in Article III in the Constitution is allowed one (1) Constituency Representative on the Executive Board.

Section 33. Each Constituency Representative will be elected at a special meeting convened at the end of the regular June meeting. Each Constituency Representative will be elected by the members of the Staff Senate within that constituency.
Section 34. Where consistent with Human Resources policy, the appropriate Constituency Representative may accompany an employee in a meeting regarding a grievance or other concern, when such a request is made by Human Resources or an affected employee. Unless otherwise allowed, this option is not available to employees who are represented by union or subject to a collective bargaining agreement.

Election of Officers

Section 35. Nominations for officers can be made at any regular meeting prior to the special meeting for elections. Officers will be selected at a special meeting to be convened at the conclusion of the regular June meeting. Voting members will consist of newly elected and continuing Staff Senate members. Newly elected officers will assume responsibility July 1 of each year.

Section 36. The President, President-Elect, and Past President shall serve all constituencies represented by the Staff Senate, and shall not serve as a representative of any specific constituency or unit. The constituency from which the President-Elect was elected as a Senator shall elect a replacement to fill the unexpired term vacated by that officer. President, President-Elect, and Past President shall serve as non-voting members of the Staff Senate and its subordinate units. The president officer of the Staff Senate may vote to break a tie.

Section 37. In the event the President is unable to discharge their duties for a long-term or permanent basis, or if there is a vacancy in the Presidency, the most immediate Past President shall assume the role of Acting President until the Staff Senate, through a regular motion, appoints an eligible person to the remaining term of the Presidency. The Staff Senate may choose to take no action, at which point, the Acting President will hold both roles, with the ability to delegate responsibilities of both positions to members of the Staff Senate or other Past Presidents. Such delegation must be reported to the Executive Board, which can object to specific delegations by a majority vote.

If any other officer position is vacated for any reason, the members of the Staff Senate will elect a replacement from among its members.

Section 38. The Staff Senate year will be from July 1 through June 30.

Section 39. Officers may be removed from office for just cause, which will include, but not be limited to, one or more of the following:

a. Three unexcused absences or a total of four absences in any twelve-month period from meetings at which officers are scheduled to attend. Written request for an exception to the above may be submitted by an officer to the Executive Board for presentation to the body for ratification.

b. Neglect of responsibilities or duties of office.
c. Flagrant abuse of the purpose of the Staff Senate as set forth in Article II of the Constitution.

d. Willfully disseminating false information concerning Staff Senate activities.

e. Any conduct deemed by the Staff Senate as not being in the best interests of the constituencies represented by the Staff Senate and/or the University.

f. Procedure for removal from office:

1. Charges for removal from office must be submitted, in writing, to the Executive Board.

2. The President, as a member and Chair of the Executive Board, shall submit the charges, in writing, to the officer in question with copies to the other members of the Executive Board. In the event charges for removal of office are brought against the President, the President-Elect shall act as the Chair of the Executive Board in the procedures for removal from office.

3. The officer in question will have ten (10) working days to respond to the charges, in writing, to the Executive Board.

4. The President will send copies of all correspondence to the members of the Staff Senate, and shall place this item on the agenda of the next scheduled Staff Senate meeting. The officer in question will have the right to address the Staff Senate at this meeting.

5. After Staff Senate review, any member of the Staff Senate may introduce a motion either for removal or for no further action.

6. The Staff Senate will vote by secret ballot.

7. Passage of a motion to remove an officer requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

8. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 40. The President shall notify the officer, in writing, of Section 16, Article I, of the Bylaws.
Article III

Meetings

Regular Staff Senate Meetings

Section 1. Regular monthly Staff Senate meetings will be held on the first Thursday of each month beginning at 9:00am, unless notified otherwise, at the location designated by the University Governance Office.

Section 2. Quorum is defined as ten (10) voting members of the Staff Senate. Quorum can be established by voting members present at the meeting, or with a signature proxy of a voting member as outlined in Article VI, delivered to the President or University Governance Office. A proxy may be an email. No person may be able to carry more than one proxy vote.

Section 3. A minimum of one meeting will be held each year at the Alton Campus and at the East St. Louis Center.

Special Meetings

Section 4. Special meetings may be called at any time by the President, President-Elect in the President's absence, or a designated representative, who must be a member of the Executive Board. In an emergency, any member of the Staff Senate may call a special meeting provided there is a quorum as defined in Section 2 of this Article.

Committee Meetings

Section 5. All committee meetings will be scheduled by their respective Chairpersons, or in the Chairperson's absence, by the Staff Senate President or a designated representative.

Section 6. A simple majority of the members of each committee will constitute a quorum.

Section 7. The committee chairperson will be responsible for submitting committee reports, minutes, or other requested information to the appropriate officer through the University Governance Office.

Article IV

Committees

Section 1. The Staff Senate establishes the following standing committees:

A. Public Relations
B. Scholarship
C. Fund-Raising
D. Diversity Initiatives
Section 2. The President will appoint the chair of each standing committee. Committee chairs must come from the different employee classification constituencies.

Section 3. The Staff Senate Secretary will serve as an advisor to the Public Relations Committee. The Treasurer will serve as an advisor to the Fund-Raising Committee. The President-Elect will serve as an advisor to the Elections and Operations committee and will be the Chief Elections Officer. Other officers may be assigned advisory roles to committees.

Section 4. Each committee must include members from at least two (2) different employee classification constituencies (which can include committee chairs).

Section 5. Each Committee will operate under the auspices of the Staff Senate. The Executive Board may authorize distinct operating papers for any committee, as it deems necessary.

Section 6. Each committee must meet once per quarter. Business may be conducted electronically.

Section 7. Function of the Committees

In addition to supporting the work of the Staff Senate, each committee is tasked with specific responsibilities.

A. Public Relations. The Public Relations committee is responsible for promoting the identity, achievements, and programs of the Staff Senate, including the welcoming of new employees. It may create its own programs or work jointly with other committees to promote Staff Senate programs and initiatives.

B. Scholarship. The Scholarship committee is responsible for administering any scholarship that is the responsibility of the Staff Senate. Along with promoting the scholarship and supporting its operations, the Scholarship committee will make recommendations to the Staff Senate for scholarship awardees.

C. Fund-Raising. The Fund-Raising committee is responsible for overseeing the organization’s overall fund-raising activities, in support of the various scholarships overseen by the Staff Senate, as well as for programs and operations of the Staff Senate.

D. Diversity Initiatives. The Diversity Initiatives Committee is responsible for creating and promoting programs, training, and employee development in regard to diversity,
inclusion, and cultural competency. The Diversity Initiatives committee is expected to work with initiatives from the University Diversity Council.

E. Policy Review. The Policy Review committee is responsible for researching and reviewing University policies that affect staff employed by the University. Its primary function is to provide staff input on policies created or modified by Human Resources.

F. Staff Development and Well-Being. The Staff Development and Well-Being committee is responsible for promoting staff interests in regards to University-wide issues of concern and interest outside of Human Resources policies. The committee will address concerns about working conditions, professional and personal development, and guidance in navigating the University policies and structure.

G. Elections and Operations. The Elections and Operations committee is tasked with conducting elections of members to the Staff Senate, or any other voting procedure as directed by the President. It is also charged with monitoring and proposing, when appropriate, changes to the Staff Senate Constitution, By-Laws, the operating papers of Staff Senate-created bodies, or other governance structures.

Article V

Executive Board

Section 1. As directed by Article IV of the University Staff Senate Constitution, the Executive Board will consist of

A. The officers of the Staff Senate; and
B. Four (4) Constituency Representatives, representing each of the employee classifications outlined in Article III; and
C. The President or Executive Board may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend Executive Board meetings as an ex-officio and non-voting participant.

Section 2. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing by the first (1st) day of month before the next regular Executive Board meeting. Issues that arise in the regular Staff Senate meeting may be added to the agenda beyond this deadline.

Section 3. The order of business for all regular meetings will be arranged by the President with assistance of the Executive Board.

Section 4. The Executive Board will meet once a month unless a special meeting is called by the President, President-Elect, or a designated representative, who must be a member of the Executive Board.
Article VI
Parliamentary Procedures

Section 1. This organization shall be governed by the Constitution and By-Laws of the University Staff Senate. In cases where these documents do not address an issue, the most current edition of Robert's Rules of Order published at the start of the Staff Senate year will be the guideline used for all other parliamentary procedures.

Section 2. Voting will be done by voice, division of the house, or secret ballot. The Staff Senate may authorize electronic procedures available through the University to facilitate regular meetings, committee meetings, Executive Board meetings, special meetings, or at any other time when voting is required, excluding elections. The Staff Senate may choose to authorize electronic voting for a specific piece of business or for an entire period of time. All authorizations will cease at the end of the Staff Senate year and must be re-authorized by the Staff Senate. When authorized by the Staff Senate, electronic procedures available through the University may be used to facilitate and record votes.

Section 3. When voting in person, absentees or proxy votes will be allowed when voting in person. The authorization for a proxy must be submitted to the University Governance Secretary in writing. Proxy votes will not be allowed if electronic voting is authorized by the Staff Senate.

Section 4. Any member of the Staff Senate may request a secret ballot or roll call vote be taken on any issue.

Section 5. Once a quorum has been established, actions need only receive a simple majority of those voting, unless otherwise noted. When absolute thresholds are required, vacancies in a voting membership are to be disregarded in establishing the required minimum vote.

Section 6. The presiding officer of the Staff Senate may only vote to break a tie.

Section 7. Any requirements for notifications or submissions in writing may be met through hand delivery, physical mail to a person's University address, or through delivery of electronic mail to a person's University e-mail.

Article VII
Amendments

Section 1. Any member of the Staff Senate may propose an amendment to the Bylaws of the Staff Senate.

Section 2. The proposed amendment will be submitted to the President-Elect in writing by the fifteenth (15th) day of the month before the next regular Staff Senate meeting.
Section 3. The President will put the item on the agenda for the next regular meeting under New Business for the first reading and discussion. After discussion, the item will be automatically tabled until the next regular meeting.

Section 4. The President, with the consent of the Executive Board, may call a special meeting to consider final approval of amendments. No meeting can take place fewer than ten (10) work days after the regular meeting.

Section 5. Proposed amendments must be voted on by secret ballot, which can be conducted in person at either a regular or special meeting, or when authorized by the Staff Senate, electronic procedures available through the University, following the rules outlined in Article VI.

Section 6. At in-person votes, absentee proxy ballots are allowed and must follow the rules outlined in Article VII be submitted to the President-Elect prior to the start of the meeting. At in-person votes, a proxy vote may be cast by any voting member, provided the absent Senator has notified the President-Elect that they will be unavailable to attend and that their designee can act as proxy.

Section 7. To pass, proposed amendments must be approved by twelve (12) voting members of the Staff Senate. Failure to achieve this number means the amendment(s) were not adopted.

Section 8. Amendments will be submitted to the University Chancellor for approval.

HISTORY OF AMENDMENTS & CHANGES TO STAFF SENATE BY-LAWS

Approved by University Staff Advisory Council May 17, 1979 (its first Constitution and Bylaws)
Approved by President June 21, 1979 (with concerns by Bylaws Art. III, Sect. 5 and Art. III, Sect. 17)
Approved by University Staff Advisory Council October 18, 1979 (renaming the “Council” as “University Staff Senate” and handling President’s concerns from June 21, 1979)
Approved by Acting President May 1, 1980 (revising to Staff Senate)
Approved by President May 15, 1980 (revisions to remove contradictions in USS Constitution and Bylaws with Professional Staff Panel Personnel Policy)
Change in University Governance System consisting of: University Staff Advisory Council, Student Senate, Faculty Senate and University Senate (consisted of members from all constituencies to handle matters involving all other bodies). Dr. Shaw’s revision to the governance system with the new constituency groups: Civil Service: Open Range; Confidential, Managerial and Supervisory Exclusions; Civil Service: Negotiated and Prevailing Professional Staff approved and added to USS Constitution and Bylaws 1985/86
Amended by Staff Senate – May 17, 1984 Section 5 “Amendments will be submitted to the President of the University for approval.”
Approved by President – May 23, 1984 (from Staff Senate approvals of changes ... and addition of May 17, 1984)
Amended by Staff Senate — February 20, 1986 (membership established as three groups Art. I, Sect. 1a)
Approved by President - March 7, 1986
Amended by Staff Senate — March 17, 1988 (Art. III, Sect. 2; Art. IV, Sect. 14 and new Sect. 18, Section 27 all about Past-President; Art. VIII, Sect. 1 adding Past-President to Executive Comm.
Approved by President — April 8, 1988
Amended by Staff Senate — April 20, 1989 (Art. III, Sect. 14c (clarifying procedures to replace Alf on and/or E.S.L. Center Senators whose terms have not expired)
Approved by President - April 28, 1989
Amended by Staff Senate - June 15, 1989 (Art. III, Sect. 1 and Art. VII (for purposes of clarifying said Constitution Articles and Sections)
Amended and approved by President - July 13, 1989 (Art. III, Sect. 1 Professional Staff numerical apportionment and in Art. VII a new Sect. 3 with the same numerical apportionment of Professional Staff renumbering the Sect. 4-8)
Senate acceptance of Presidential Amendments of July 13, 1989, amended by Staff Senate - July 20, 1989
Approved by President — August 3, 1989
Amended by the Staff Senate - November 5, 1990 (Art. III, Sect. 1, 2, 14, 15a, 16, 17, 18, Art. IV, Sect. 8, 19-23, and 28; Art. IX Sect. 2 changes and corrections)
Approved by President with editorial amendments — December 11, 1990
Amended by Staff Senate at their December 1990 meeting (accepted editorial revised amendments of President from December 11, 1990)
Approved by President — January 9, 1991
Amended by Staff Senate - October 17, 1991 (unknown corrections/changes)
Approved by President - November 25, 1991
Amended by Staff Senate — September, 1993 (unknown corrections/changes)
Approved by President - September 24, 1993
Amended by Staff Senate — June 8, 1995 (Art. V, Sect. 1 change to first Thursday of the month and no meeting in July)
Amended by Staff Senate - March 7, 1996 (all wording “President” changed to “Chancellor”)
Approved by Chancellor — December 1997
Amended by Staff Senate — December 8, 1997 (unknown corrections/changes)
Approved by Chancellor - March 10, 1998
Amended by Staff Senate — October 3, 2002 (editorial, addition of proxy vote, change of quorum requirement and the addition of Article IV, Section 6)
Approved by Chancellor — May 13, 2003 (with exception of Article IV, Section 6)
Amended by Staff Senate - May 11, 2006 (all changes related to election calendar year and editorial)
Approved by Chancellor — August, 2006
Amended by Staff Senate — February 7, 2007 (unknown corrections/changes)
Approved by Chancellor — April 19, 2007
Committee removed; Art. V, Sect. 6 Panel meeting changes; Art. VI, Sect. 1 added Treasurer to Executive Committee

Approved by Chancellor - October 10, 2014
Amended by Staff Senate – June 25, 2018 (Staff Senate Membership was expanded to twenty-two (22) voting members and allocation of seats updated; eligibility changed to one year of employment; removal of panels and replacement with Constituency Representatives, establishment of new standing committees.)

Approved by Chancellor – July 11, 2018
Amended by Staff Senate – February 7, 2019 (Allocation of membership was changed to three (3) members from Administrative Staff: Represented and three (3) members from Administrative Staff: Non-Represented.)

Approved by Chancellor - ?