UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING
Zoom Meeting ID 952-0740-8917
May 21, 2020 – 9:00am
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:05am on Thursday, May 21, 2020 via Zoom by President Toberman.

Present: Ian Toberman, David Balai, Gretchen Fricke, Angela White, Cindy Cobetto, Domonique Crosby, Mark Ferrell, Melanie Schoenborn
Absent: Collin Van Meter
Guest: Anne Cavanaugh

APPROVAL OF MINUTES:
The minutes for the April 16, 2020 meeting were approved as corrected.

REPORTS AND UPDATES:
The Library and Information Services Dean search committee forwarded their final report to the Provost on May 14. The Director of Retention search is going forward, but there is no update on the Director of Financial Aid search. The Vice Chancellor for Administration search application period closed with 24 applicants, and the goal is to have someone selected to allow for a transition period before Rich Walker retires.

The President reported that a directive about Return to Work was supposed to have been released, but it has not come out yet. There was a public statement made to The Edwardsville Intelligencer before anything was said to employees. Faculty have been asked about ADA concerns for teaching in the fall and given options to work from home, but nothing has been addressed for staff. The pandemic committee does not have an appointee specifically for staff, although there are staff members on it. There is frustration with staff being left out, a lack of transparency, and things being done without consultation.

There was a discussion of staff concerns, and Balai suggested a survey to get data from staff on how they feel about returning to work. Topics discussed for the survey included Vice Chancellor area, communication concerns, and a general pulse of how people are feeling. Toberman requested questions to be submitted by the end of day.

There were no other reports.

UNFINISHED BUSINESS:
Vacancies were acknowledged and will continue to be considered.

NEW BUSINESS:
Amendments to the Constitution and By-Laws were submitted from the Election Committee and were discussed. The first reading will be presented at the Staff Senate meeting on June 11.
ACTION ITEMS:
There were no action items.

ANNOUNCEMENTS:
The Academic Continuity Task Force will be holding another town hall discussion on May 22 at 10am. Toberman thanked everyone who attended the previous one and encouraged people to attend this session.

FUTURE AGENDA ITEMS:
A report from Mike Pulley as SUCSAC representative was requested.

PUBLIC COMMENT:
Food service administrators will be back on campus next week to clean. Toberman expressed concerns that our most vulnerable populations will be the ones not allowed to work from home.

ADJOURNMENT:
The meeting adjourned at 10:14am.

Submitted by Anne Hunter, University Governance
STAFF SENATE EXECUTIVE BOARD
Zoom Meeting ID: 962-6096-8375
May 21, 2020 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. UNFINISHED BUSINESS
    a. CSNP8 Vacancy
    b. CSOR1 Vacancy
V. NEW BUSINESS
    a. Constitution & Bylaws Changes
VI. ACTION ITEMS
VII. ANNOUNCEMENTS
    a. Academic Continuity Task Force Town Hall Meeting – Friday, May 22 at 10am
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT
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 available through the University.
Section 6. At in-person votes, absentee 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 designee can act as proxy.

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.

Commented (TJD): Make this align with changes in by-Law 11.404.

Commented (SM4): Add the "History of Amendments & Changes to Staff Senate Constitution" here. This is a separate list of approved amendments to the UOS Constitution only.
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

UNIVERSITY STAFF SENATE

BYLAWS

Article I

Membership

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
Section 2. Each constituency outlined in the University Staff Senate Constitution, Article III is guaranteed a minimum of two representatives. Any motion to re-allocate 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 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 Governance Secretary and return it with the required signatures to any member of the Election Committee or 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 Senate seat.

Section 11. Members who serve on the Staff Senate will be elected by plurality of the members voting by secret ballot. If the number of eligible candidates is equal to or less than the number of contested election spots, the candidates 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 votes.
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 Senate. The individual recommended must submit a Statement of Candidacy Form to the Secretary prior to ratification.

Replacement of Members

Section 16a. If a member of the Staff Senate changes employment status or 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 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. Excused absences from three regularly scheduled consecutive meetings, or absence for 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 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 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 Senate seats.

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

Censure and Recall/Replacement of Members

Section 18. 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 the 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 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 the 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 1 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
Senate. This action does not require formal approval by the Staff Senate. The President will
make and receive nominations and applications for committee appointment 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 nominations to UPBC (University Planning and Budgeting Council),
Parking and Traffic, the Chancellor Search Committees, 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 Senate interest to committee representatives of the 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 Senate representation.

Past-President

Section 20. The Past President will serve as advisor to the President and the Senate, and attend Executive Board meetings, 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 Senate Secretary will record all proceedings of the meetings.

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

Section 23. The 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 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 Senate Secretary will maintain attendance records of all 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 Senate Secretary will send letters of welcome to all new Senate members and letters of appreciation to all outgoing Senate members. The Senate Secretary will also send a letter of appreciation to each new Senate member’s supervisor.

Section 27. The 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 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 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 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 Senate and its subordinate units. The presiding officer of the 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. A charge 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 as 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 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.

**Commented [SM25]:** Add the language from Art. I, Sect. 16d as above.

**Section III**

**Meetings**

**Regular Staff Senate Meetings**

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

**Commented [SM27]:** Add “University Governance” in front of the word Secretary.
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. A proxy may be used only once. 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
E. Policy Review
F. Staff Development and Well-Being
G. Elections and Operations

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 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 3. The Executive Board will establish the minimum and maximum committee size. Each voting member of the Staff Senate will be appointed to at least one committee. Non-members of the Staff Senate may be appointed to committees as voting members, subject to approval by the Executive Board.

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 policies 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 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 Senate, as well as for programs and operations of the 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 necessary,
appropriate, changes to the Staff Senate Constitution, By-Laws, the operating papers of 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 those 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. When authorized by the Staff Senate, electronic procedures available through the University, may be used to facilitate and record votes. Throughout these By-Laws, the Staff Senate may choose to authorize electronic procedures available through the University to facilitate elections in regular meetings, committee meetings, Executive Board meetings, special meetings, or for any other
time when voting is required. 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-authored by the Staff Senate.

Section 3. When voting in person, proxy votes will be allowed. The authorization for a proxy must be submitted to the University Governance Secretary in writing on a University e-mail. 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 Senate may only vote to break a tie.

Section 7. Throughout these By-Laws, any requirements for notification in writing may be met either through delivery of physical mail to a person’s University address or through delivery of electronic mail to a person’s University e-mail. Any notifications or submissions by individuals or members may be submitted in physical, written form or through the University e-mail system.

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.
Section 6. At in-person votes, proxy votes are allowed and must follow the rules outlined in Article VI. 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 designation 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.