Missouri Southern State University
Staff Senate Bylaws

Article I. Name
This organization shall be called the Missouri Southern State University Staff Senate.

Article II. Mission
The mission of the Missouri Southern State University Staff Senate will be to support the University Mission in providing quality education to our students and to promote the University's value to the community by recognizing the important contributions of the classified and professional staff. The Staff Senate, acting as a legislative body, will serve as a consultative association of representatives to make studies, reports and recommendations to the President's Council on behalf of the classified and professional staff.

Article III. Goals
- Provide an effective communication link between the staff and the administration
- Provide an effective communication link among the staff
- Increase awareness of the roles and focus of the Staff Senate through:
  o Staff Senate website
  o Staff Senate email address
- Develop practical, progressive recommendations and present these recommendations to the administration

Article IV. Staff Senate Code of Conduct
A. Each Senate member shall make him/herself known to his/her constituents. He/she shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Senate. Senators shall also keep his/her constituents informed of the work of the Senate.

B. Senators shall work actively toward the goal of improving the University and the working conditions for its Staff members. Senate members shall protect and promote the interests of their constituents and the University even when these conflict with the Senator’s own interests.

C. Senate members shall keep private, non-University interest separate from their University activities to avoid conflicts of interest.

D. Senate members shall make a good faith effort to keep informed of current University policies, procedures, and expectations affecting the interest of the Staff and function of the University.

E. Senate members are free to express personal opinions to constituents and other members of the University community; however, they must clearly state that these opinions are their own and differentiate them from Senate positions and actions when differences exist. Senate members shall not misrepresent any Senate action, position, or decision to the University community.

Updated 6/5/2013
F. Senate members shall strive to demonstrate competence, fairness, integrity, and conscientious behavior as they conduct Senate business within the University community.

G. Failure to comply with these guidelines is subject to one of the following courses of action:
   - Verbal warning and/or consultation with Staff Senate Executive Committee.
   - Written letter of reprimand kept in a disciplinary file with the Staff Senate Secretary.
   - Dismissal by Executive Committee from Staff Senate. (See Article V – Vacancy)

Article V. Composition of the Staff Senate

Section 1. Membership
Membership shall represent all full and part time regular staff positions. To be eligible to serve on the Staff Senate, the individual staff person must have been a current employee of Missouri Southern State University for the previous 12 consecutive months. The Staff Senate will represent the Staff Groups listed in Section 2. Members of the Staff Senate shall strive to ensure that their duties on the Senate do not conflict with their duties as an employee. Supervisors will be expected to permit time as needed for Staff Senate business provided it does not interfere with an employee’s regular duties or result in overtime for classified staff.

Section 2. Elected Representation and Groups
Members will be elected from each of the Staff Groups listed below:
   - (5) Classified Secretarial/Office/Technical employees who are full or part time
   - (5) Professional employees who are full or part time
   - (3) Classified Physical Plant employees who are full or part time
Three additional members will be elected for an at-large representation from a combination of the three groups above.

Section 3. Staff Senate Executive Council

A. Members
   1. President
   2. President- Elect
   3. Secretary

B. Staff Senate Executive Council duties
   1. President
      - Act as the official representative for the Staff Senate
      - Preside over all Staff Senate meetings
      - Organize the agenda for each meeting
      - Attend the Board of Governors meetings or send a representative
      - Vote to break a tie
      - Appoint committees as deemed necessary.
• Be responsible for passing on to the succeeding President pertinent information of the Staff Senate
• Appoint overseer(s) of the Staff Senate website
• Other duties as deemed necessary

2. President- Elect
• Assume the duties of the President in the event of his/her absence
• Assist the President when called upon to do so
• Assume the position of Interim President for the remainder of the term, in the event that the President vacates the office for any reason
• Be responsible for passing on to the succeeding President-Elect pertinent information of the Staff Senate
• Other duties as deemed necessary

3. Secretary
• Prepare and distribute through designated means, the minutes for each Staff Senate meeting
• Reserve room for Staff Senate meetings
• Maintain current and historical records of the Staff Senate
• Be responsible for passing on to the succeeding Secretary pertinent information of the Staff Senate
• Other duties as deemed necessary

Outgoing Officers will act as advisors for incoming executive council members, as needed.

C. Staff Senate Executive Council Term Limit and Formation
Terms of the President, President-Elect and Secretary will be one year. At the conclusion of the term year, the President-Elect will take over the role as President for the following year. The outgoing President may serve on the executive council in the role of President-Elect or Secretary if he/she is nominated and receives majority vote for that position. The outgoing Secretary may serve on the executive council in the role of President-Elect or Secretary if he/she is nominated and receives majority vote for that position. Nominations for executive council positions will be done through the Staff Senate. Senators nominated for the President-Elect position must have two years left on Senate term.

Section 4. Staff Senate Parliamentarian
A. Staff Senate Parliamentarian Duties
• Serve as the Parliamentarian during all Staff Senate meetings
• Provide effective meeting management
• Review the agenda prior to each meeting
• Advise the President as needed during the meeting

Updated 6/5/2013
- Ensure the Staff Senate Bylaws are followed
- Provide one annual education session for Senators about Parliamentary Procedure
- Provide copies of the Staff Senate Bylaws and Parliamentary Procedure educational materials to all newly inducted Senators
- Serve as chair of the Staff Senate Legislative Oversight Committee

**B. Staff Senate Parliamentarian Term Limit and Formation**

The term of the Parliamentarian shall be one year. Nominations for Parliamentarian will be done through Staff Senate and a majority vote shall determine the elected. Senators nominated for the Parliamentarian must have served one year as a Senator on the Staff Senate.

**Article VI. Elections**

**Section 1. Nominations**

Prior to the annual May elections, nominations will be submitted to the Elections Committee. Staff members can only be nominated by other staff members. All nominees must meet membership requirements stated in article IV, section 1.

**Section 2. Voting Procedures**

Election will occur annually in the month of May for Senate terms expiring in June. Senators for each staff group area will be elected for the expiring term(s). This process will be under the direction of the Senate Election Committee. The person receiving a majority of votes in the elective process is considered duly elected to represent that constituency. If a tie occurs the Staff Senate will vote to resolve the tie vote. A Senate member(s) that is currently running (thus involved in the tie) would be excused during the vote.

**Section 3. Induction**

Newly elected officials should be in attendance at the June Orientation meeting.

**Section 4. Attendance**

Three consecutive absences constitute a review by the Executive Council of continued membership in the Staff Senate. If removal of a Staff Senate member occurs, another representative shall be appointed by the Staff Senate members from the previous pool of candidates that were voted upon in the most recent election.

**Section 5. Change of Status**

When a Senator voluntarily transfers from one Staff group to another, a letter of resignation to the Senate through the Senate President shall be submitted before the next scheduled meeting. In the event of an involuntary transfer to different Staff group, Senator can retain seat in senate.

**Section 6. Vacancies**

Updated 6/5/2013
1. If vacancies occur during the last year of a Senator’s term, upon approval of Staff Senate executive council, the Staff Senate president may appoint a representative to complete the term.
2. If vacancies occur before the last year of a term, another representative shall be appointed by the Staff Senate executive council from the previous pool of candidates that were voted upon in the most recent election to fill the remaining term.
3. If a vacancy occurs due to the dismissal of a Senator from the Staff Senate, the Elections Committee shall appoint a new Senator from the previous pool of candidates that were voted upon in the most recent election to fill the remaining term of the dismissed Senator.

Article VII. Meetings

Section 1. Meetings

The Staff Senate shall meet in regular session once a month during the Senate year, which runs July 1 through June 30. These regular meetings shall be held on the same day of the week, the same hour of the day and in the same location throughout the Senate year, if at all possible. Meetings are open except in cases of work sessions. Guests of the Staff Senate cannot participate in the discussions unless recognized by the Staff Senate President.

1. **Quorum:** Nine of the elected members of the Staff Senate shall constitute a quorum for the transaction of all business of the Senate.

2. **Agendas:** Employees of the Staff Groups represented may submit an item or items to any Senator to consider for inclusion in the next regular Staff Senate meeting. A Senator wishing to have an item or items included on the next meeting agenda may submit a request to the Staff Senate President. All items to be placed on the agenda should be submitted at least one week prior to the regular Staff Senate meeting. The Staff Senate Executive Council shall approve the agenda before the next regular Staff Senate meeting. Items not submitted in a timely manner will be held until the next month’s regular Staff Senate meeting.

Section 2. Special Meetings

Special meetings of the Staff Senate shall be called by the President upon the written request of two or more Senators. Each Senator must be notified at least twenty-four (24) hours in advance of a special meeting. Special meetings may consider only the business for which they are called. The Executive Council of the Senate may meet at its discretion.

Article VIII. Parliamentary Authority

Robert’s Rules of Order shall serve as the parliamentary procedure.

Article IX: Committees

The Staff Senate Executive Council shall be able to appoint committees to research issues and make reports and recommendations to the Staff Senate. If approved by a majority, the

Updated 6/5/2013
recommendation will be presented to the President’s Council. Members of the Staff Senate need to balance membership in Senate and serving on committees with their regular job duties.

These committees will be comprised of a minimum of three current senators. Committee members are allowed to add non-senate staff members, pending committee chair approval, to assist in completing the committee’s charge. The committee will maintain an odd number of members for voting purposes.

**Article X: Voting**

Items on the agenda may be approved by a majority vote of the elected senators, unless tabled for discussion for future meetings.

**Article XI: Final Approval**

Any action taken by this organization is subject to the approval of the President’s Council.

**Article XII: Procedures for Amending the Bylaws**

These By-Laws may be amended or revised upon approval by the Staff Senate. The amendment is forwarded to the President’s Council for approval. If approved, the amendment becomes part of the Bylaws.
Revisions to bylaws

April 2012  Second paragraph was added to Article VIII Committees

May 8, 2012 Article IV, Section 3 – Section 4 updated to area B, Section 5 updated to area C
Article IV, Section 4 – all new (adding Parliamentarian, duties, term limit
Effective July 1, 2012

May 2013 Article IV Staff Senate Code of Conduct – new article
*Note: due to the insertion of new Article IV, all following Articles will increase in number by one.*
Article VI, Section 6 – Item 3 added