



UNIVERSITY OF CENTRAL OKLAHOMA

Staff Senate

BYLAWS

ARTICLE I – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the University of Central Oklahoma Staff Senate (hereafter referred to as the Senate) in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Senate may adopt.

ARTICLE II - MEMBERSHIP

Section 1 Resignation and Reinstatement

- 1.1 Members may resign from the Senate by presenting a letter of resignation to the Senate.
- 1.2 Reinstatement to membership in the Senate shall be in the same manner as for joining the Senate initially.

Section 2 Elections

- 2.1 Election of members to the Senate shall be conducted by the Constitution, Parliamentary Procedure, and Elections (CPP&E) Committee in accordance with the guidelines established by the Senate Constitution.
- 2.2 In accordance with the Senate Constitution, staff members eligible to be Senators must be full-time benefitted staff or faculty and have been employed with UCO for a minimum of six (6) consecutive months (hereafter referred to as Eligible Staff).
- 2.3 To be elected, nominees must satisfy one of the following, as applicable:
 - 2.3.1 If the number of nominees is more than the number of seats to be filled, the election shall be decided by instant-runoff vote.
 - 2.3.1.1 To be elected, candidates for each office must receive a majority vote through instant-runoff.

- 2.3.1.2 If no candidate receives a majority vote, in the case of an instant-runoff election, the election shall be resolved in favor of the candidate that was strongest in terms of first choices.
- 2.3.1.3 If no candidate receives a majority vote, the Staff Senate Executive Committee vote among themselves to break the tie prior to the next Staff Senate meeting.
- 2.3.1.4 Finally, if no candidate receives a majority vote in the Staff Senate Executive Committee vote, the Staff Senate President shall break the tie prior to the next Staff Senate meeting.
- 2.3.2 Alternatively, if the number of nominees is no more than the number of seats to be filled, their election shall be declared.

2.4 In the event no Eligible Staff member is nominated for one or more of the open Senate seats, the following courses of action shall be taken in the order shown.

- 2.4.1 Within the affected election unit, eligibility shall be extended to staff who have been employed at UCO for fewer than six (6) consecutive months.
- 2.4.2 Within the affected election unit, eligibility shall be extended to Senators that are completing their term limit.
- 2.4.3 If after the above two (2) provisions have been exhausted and the election unit is still lacking a nominee, the Senate seat will be forfeited until the next annual election.

Section 3 Election Procedures

- 3.1 Following the inaugural Senate, subsequent Senators will be elected through a confidential voting ballot system.
- 3.2 The election for open Senate seats shall begin prior to the first Tuesday in March and shall be completed no later than the first Tuesday in May.
- 3.3 The procedure for the election of Senators shall be as follows:
 - 3.3.1 Eligible Staff in election units where there are open seats shall be notified of the upcoming election. The notification shall be given no fewer than three (3) weeks before the beginning election date.
 - 3.3.2 Nominations will be accepted between three (3) weeks and one (1) week prior to the beginning election date.
 - 3.3.3 The Constitution, Parliamentary Procedures, and Elections committee shall present the resulting voting tabulations to the nominees.
 - 3.3.4 Immediately following the election, the CPP&E Committee shall send a dated notice of results to all Eligible Staff.
 - 3.3.5 Voting tabulations shall be shredded or deleted upon the formal announcement of results and thirty (30) days have passed.

Section 4 Election Challenges

4.1 Challenges to the procedure, results, or conduct of an election may be initiated by a petition signed by at least one-third (1/3) of Eligible Staff in the affected election unit. In the event of a challenge in any election unit, the election process shall be suspended in that election unit until the challenge is resolved by the Senate in accordance with the following:

4.1.1 Immediately upon receipt of an election challenge, the President shall appoint a committee of at least four Senators to consider the challenge. One member of the committee shall be a serving Senator designated by the authors of the challenge, and, when possible, one member of the committee shall be a serving Senator from the affected election unit. The Vice President shall chair the committee, unless he or she is an affected party in the challenge, in which case the President shall appoint the chair of the committee.

4.1.2 The committee shall be instructed to invite the chairperson of the CPP&E Committee and the authors of the challenge to a hearing. At the next regular meeting of the Senate, the committee shall report its recommendations concerning the challenge. Statements by parties to the challenge shall also be presented, if requested by either party.

4.2 If an election challenge is denied by the Senate, the election shall proceed from the point in the process at which it was suspended. If the challenge was made prior to the beginning of the voting period, dated notice shall be given of a new voting period, ending seven (7) days from the date of the notice.

4.3 If a challenge is sustained by the Senate, the Senate shall direct the CPP&E Committee on a resolution of the problem and establish guidelines for the election to proceed.

Section 5 Responsibilities

5.1 Senators are required to attend Senate meetings.

5.2 With the exception of Senate officers, Senators shall be expected to serve on at least one Senate standing committee per term year.

5.3 Senators shall serve on UCO committees when appointed.

5.4 Senators are responsible for having a working knowledge of the Senate Constitution and Bylaws.

5.5 Senators may not have more than three (3) consecutive unexcused absences from Senate meetings and Senate committee meetings combined, or a total of six Senate and Senate committee meetings combined per term year.

ARTICLE III – REPLACEMENT

Section 1 Non-Divisional Movement Vacancies

In case of a vacancy in the Senate, (excluding the vacancies described below in Article III, Section 2), the President may appoint a staff member from the affected election unit to be confirmed as a Senator by the Senate's majority vote. If, in the President's discretion there is insufficient interest for an appointment, the seat will remain unfilled until the next general election. In either case, however, the term of the unfilled seat will not change. That is, if a seat with a three-year term is unfilled, it may be filled as a one-year or two-year term at the next general election.

Section 2 Divisional Movement Vacancies

If a Senator moves from one election unit to another, or if an election unit changes such that a Senator now belongs in a different election unit, he or she may continue to serve through the end of that term year as a representative for the previous election unit but is not eligible for reelection in that election unit. This vacancy shall be filled at the next general election. However, the term of the seat will not change. That is, if a seat for a particular election unit is for a three- year term and is vacated by a divisional move, it may be filled as a one-year or two-year term at the next general election.

ARTICLE IV – RECALL

Section 1 Recall by Eligible Staff

The recall of a Senator shall be initiated by the written petition of more than one-third (1/3) of the Eligible Staff in the election unit represented by that Senator. A hearing will be called in order to recall the Senator. The quorum of this hearing shall be more than one-half (1/2) of the Eligible Staff in that election unit. The Senator shall be recalled by a two-thirds (2/3) secret ballot vote. The Senator whose recall is being sought shall, if he or she desires, be granted an opportunity to speak at the hearing prior to the recall vote. The Vice President shall preside over the hearing, unless he or she is an affected party in the recall, in which case the President shall appoint the presiding officer.

Section 2 Recall by Senate

The recall, for cause, of a Senator may be initiated by motion of the Senate. The most common grounds for this action will be a Senator's failure to attend Senate or committee meetings. The Senator shall be recalled by a two-thirds (2/3) secret ballot vote at the next regular Senate meeting. The Senator whose recall is being sought shall, if he or she desires, be granted an opportunity to speak at the hearing prior to the recall vote. If the President is the affected party in the recall, then the Vice President shall preside over the recall.

ARTICLE V – OFFICERS

Section 1 Elected Officers

- 1.1 No officer shall hold more than one (1) office of the Senate at any given time.
- 1.2 All Senators are eligible for elected offices with the exception of the three (3) senators named from and by the full-time benefited faculty.

Section 2 Term of Officers

Officers shall serve a one (1) year term (July – July).

Section 3 Election of Officers

To be elected, candidates for each office must receive a majority vote through instant-runoff. If no candidate receives a majority vote, elections shall continue to be held until a candidate receives a majority vote.

Section 4 Election Procedures of Officers

- 4.1 After the regular meeting in June, as soon as is reasonably possible, the CPP&E Committee shall provide the list of eligible Senators and Senators-elect to those eligible Senators and Senators-elect that they may be nominated for elected Senate offices.
- 4.2 Nominations for officers shall be received from eligible Senators and Senators-elect by the CPP&E Committee for each elected office immediately following the regular June meeting and ending two (2) weeks prior to the regular meeting in July.
- 4.3 Nominees shall be contacted by the CPP&E Committee to indicate their acceptance or rejection of the nomination. In addition, nominees shall be given the opportunity to provide a brief synopsis of their experience at UCO, leadership qualities, and an explanation of interest in holding an office in the Staff Senate.
- 4.4 The CPP&E Committee shall select one or more candidates from the nominations received for each elected office and notify all nominees of their selection prior to the regular meeting in July.
- 4.5 The CPP&E Committee shall present their nominations to the Senate at the regular meeting in July.
- 4.6 Nominations from the floor shall be permitted following the report. Prior to the vote, all nominees shall be allowed to provide a brief introduction and overview of qualifications.

4.7 The officers shall be elected at the regular meeting in July by secret ballot except when there is only one (1) candidate for an office and then the election shall be by voice vote or show of hands.

4.8 Within seven (7) days of the regular meeting in July, the CPP&E Committee shall conduct the vote count while ensuring validity and reliability. If a ballot vote count is necessary, then all candidates shall be invited, by the CPP&E Committee, to attend or send a designated representative to the counting of the ballots.

4.9 Immediately following the counting of the ballots, the CPP&E Committee shall notify the Senate.

Section 5 Vacancy of Office

5.1 The Vice President shall automatically be appointed for the office of the President when a vacancy in that office occurs.

5.2 When a vacancy occurs in an office of the Senate, excluding the President, the Executive Committee shall fill the vacancy.

Section 6 Duties of Officers

6.1 The President shall:

6.1.1 Serve as the presiding officer at meetings of the Senate and Executive Committee;

6.1.2 Oversee the preparation of the agenda for meetings of the Senate and Executive Committee;

6.1.3 Serve as the spokesperson for the majority opinion of the Senate to the UCO President;

6.1.4 Represent the Senate on UCO committees as requested;

6.1.5 Direct the selection of and/or name Senate committee members and/or their chairpersons;

6.1.6 Charge the Executive Committee with additional duties as needed;

6.1.7 Subject to Executive Committee approval, appoint a parliamentarian who will be prepared to advise the Senate on parliamentary procedure in accordance with Robert's Rules of Order Newly Revised, except where these rules are in conflict with the Constitution and/or Bylaws of the Senate;

6.1.8 Subject to Executive Committee approval, appoint a Webmaster/Historian who will be capable of preserving the Senate website and shared network drive;

6.1.9 Recommend representation from the Senate on University standing committees as appropriate;

6.1.10 Provide official correspondence on behalf of the Senate;

6.1.11 Call special meetings;

6.1.12 Serve as a non-voting member on all Senate committees except for the CPP&E Committee;

- 6.1.13 Authorize, in conjunction with the Secretary/Treasurer, disbursement of funds;
- 6.1.14 Nominate the chairperson of each standing committee, subject to Executive Committee approval; and
- 6.1.15 Perform other duties as necessary to fulfill the purposes of the Senate.

6.2 The Vice President shall:

- 6.2.1 Coordinate and maintain records of the Senate committees and Senate legislative activity in accordance with the governing documents of the Senate;
- 6.2.2 Assume the responsibilities of the President whenever the President is absent or otherwise unable to perform specified duties;
- 6.2.3 Serve as the liaison with the Faculty Senate;
- 6.2.4 Perform other duties as required by this office.

6.3 The Secretary/Treasurer shall:

- 6.3.1 Prepare minutes of all Senate meetings and maintain them as permanent records;
- 6.3.2 Ensure agendas as well as minutes of previous meetings are properly disseminated to Senators two (2) business days prior to a Senate meeting;
- 6.3.3 Keep a record of attendance and notify the Eligible Staff in the absentee's election unit, of the nonattendance of their representative after the second consecutive or fifth non- consecutive unexcused absence.
- 6.3.4 Serve as custodian of all Senate records, except those specifically assigned to other officers;
- 6.3.5 Secure/reserve regular and special meeting places;
- 6.3.6 Authorize, in conjunction with the President, disbursement of funds;
- 6.3.7 Report all actions associated with all funds budgeted for the operation of the Senate;
- 6.3.8 Submit an end-of-year financial report to the Senate at the June meeting; and
- 6.3.9 Perform other duties as required by this office.

6.4 The Webmaster/Historian shall:

- 6.4.1 Disseminate Senate news and information to the UCO community at large through University Relations and other means as deemed appropriate;
- 6.4.2 Create, edit, and maintain the Senate website with current and historical information as well as photographs and links to news articles pertaining to the Senate;
- 6.4.3 Post approved minutes on the Senate website in a timely manner;
- 6.4.4 Maintain a photographic record of special Senate events and copies of news articles pertaining to the Senate on the shared network drive;
- 6.4.5 Ensure appropriate access is granted and removed as needed to edit the website and to shared Senate network folders;
- 6.4.6 Perform other duties as required by this office.

6.5 The Parliamentarian shall:

- 6.5.1 Advise the President, Executive Committee, standing and special committees, and the Senate on matters of parliamentary procedure in accordance with Robert's Rules of Order Newly Revised;
- 6.5.2 Advise the Senate on how best to interpret the Senate Constitution and Bylaws;
- 6.5.3 Not be proscribed from making motions, participating in debate, or voting;
- 6.5.4 Chair the CPP&E Committee;
- 6.5.5 Be permitted to attend all committee meetings in an advisory capacity; and
- 6.5.6 Perform other duties as required by this office.

Section 7 Removal of Officers

The removal, for cause, of an officer of the Senate may be initiated by motion of the Senate. The officer shall be recalled by a two-thirds (2/3) secret ballot vote at the next regular Senate meeting. The officer whose recall is being sought shall, if he or she desires, be granted an opportunity to speak at the meeting prior to the recall vote. If the President is the affected party in the recall, then the Vice President shall preside over the recall.

ARTICLE VI – COMMITTEES

Section 1 Senate Committee Structure

1.1 Membership

- 1.1.1 A minimum of three (3) Senators shall serve on each committee.
- 1.1.2 The membership of a committee may include non-Senators, but Senators must comprise a majority of each committee.
- 1.1.3 Committees are encouraged to solicit non-Senators when it is to the advantage of the committee to do so.
- 1.1.4 Non-Senator committee members have full committee voting rights.
- 1.1.5 The committee interests of Senators should be determined and given consideration as membership appointments are made.
- 1.1.6 A reasonable balance of election unit representation on each committee should be sought.
- 1.1.7 The Parliamentarian may attend all committee meetings in an advisory capacity.

1.2 Membership Appointment Procedure

- 1.2.1 The President shall request, in writing, at the beginning of each term year, a minimum of two (2) standing committee preferences from each Senator which includes a brief explanation of interest for each preference.
- 1.2.2 Within two (2) weeks of the request, the President shall make appointment decisions, with Executive Committee approval, while attempting to honor preferences received.
- 1.2.3 Senators shall be notified by the Secretary/Treasurer of committee appointments prior to the next Senate meeting.
- 1.2.4 Committee appointments shall be included on the next Senate meeting agenda.

1.3 Chairpersons & Vice Chairpersons Selection Procedure

- 1.3.1 The President shall nominate the chairperson for each standing committee, subject to Executive Committee approval.
- 1.3.2 Vice chairpersons should be elected by the committee, but failing that, will be appointed by the President.
- 1.3.3 Unless the Bylaws identify a particular officer as being the chairperson of a standing committee, the members of each standing committee may remove the chairperson of their committee by majority vote.

1.4 Continuity

- 1.4.1 All committee member assignments should be made so as to assure a continuity of membership. Thus a committee should consist of Senators with previous experience on the committee, as well as first-year Senators.
- 1.4.2 Whenever appropriate, former Senators should be encouraged to serve with committees on which they have had previous experience.

Section 2 Senate Committee Operation Procedures

2.1 Duties of Chairperson

- 2.1.1 Ensure committee reports represent the majority opinion of the members of the committee.
- 2.1.2 Inform the Vice President and the sponsor(s) of the bill before the committee of any action taken on the bill.
- 2.1.3 Maintain a record of committee business on the Senate shared network drive.
- 2.1.4 Keep a record of attendance and notify the Secretary/Treasurer of the nonattendance of committee members.

2.2 Meetings

- 2.2.1 All committees shall conduct meetings according to the rules of Robert's Rules of Order Newly Revised.
- 2.2.2 If the committee chairperson fails to call a meeting, the committee shall meet at the call of any two (2) committee members.
- 2.2.3 More than one-half (1/2) of the committee members shall constitute a quorum;
- 2.2.4 A committee may, at its own discretion, or shall, at the direction of the Senate, conduct an open hearing on any matter before the committee. Such a hearing may be open only to the Senate, Eligible Staff, and/or the student body, as determined by the committee or Senate. In particular, the press may be excluded from any hearing.
- 2.2.5 During actual deliberations of the committee, only members of the committee have the right to be present.

2.3 Business and Bill Consideration

- 2.3.1 In considering a bill, a committee may refer the bill to another committee; however, the report on the bill shall be made by the committee to which the matter is assigned.
- 2.3.2 Proposed amendments to the Senate Constitution and/or Bylaws may originate in any committee but shall be considered by the CPP&E Committee.

2.4 Reports

- 2.4.1 Committees shall give a progress report during each regular Senate meeting.
- 2.4.2 If the committee report is to recommend passage of a bill, the committee shall send the bill, in a written finished form, to the Vice President and the Secretary/Treasurer at least three (3) business days before the Senate meeting.
- 2.4.3 No final disposition of a bill shall be made during the Senate meeting at which the report is first presented; however, the Senate may suspend this rule by majority vote. The motion to suspend shall be debatable.
- 2.4.4 If a bill is adopted, the President shall dispose of it appropriately.
- 2.4.5 If the Senate desires to proceed on a matter without further aid from the committee, it is appropriate to introduce a motion to discharge the committee. Unless notice of intent was given at the previous meeting to discharge a committee, a two-thirds (2/3) vote is necessary. If such action is taken, the matter is again in the hands of the Senate for further disposition.

2.5 Unfinished Business

- 2.5.1 Unfinished business before any standing committee shall carry over to the next year. Each committee chair shall provide to the respective incoming chair appropriate information to facilitate continuity (i.e., charges, goals, unfinished business, investigatory materials, past and pending parliamentary motions).
- 2.5.2 Each ad hoc committee shall exist no longer than a year, unless the Senate, by majority vote, allows the committee to continue for an additional year.

Section 3 Standing Committees

3.1 The Executive Committee shall:

- 3.1.1 Consider and approve presidential appointments of officers, standing committee membership, and university committee representation;
- 3.1.2 Hold regularly scheduled meetings; and
- 3.1.3 Perform other duties deemed appropriate for this committee.

3.2 The Constitution, Parliamentary Procedure, and Elections (CPP&E) Committee shall:

- 3.2.1 Consider amendments to the Senate Constitution and/or Bylaws;
- 3.2.2 Inform each election unit of the number of Senators allotted to it in accordance with the Senate Constitution;
- 3.2.3 Provide Senators a current Senate Constitution and Bylaws within thirty (30) business days of the beginning of the Senators term of office;

- 3.2.4 Be chaired by the Parliamentarian;
- 3.2.5 Conduct elections in accordance with the Senate Constitution and Bylaws; and
 - 3.2.5.1 If any member of the CPP&E Committee is an election candidate, he or she shall be disqualified from the election procedures, and the CPP&E Committee members shall appoint a replacement for each disqualified member.
- 3.2.6 Perform other duties deemed appropriate for this committee.

3.3 The Compensation Committee shall:

- 3.3.1 Study and make recommendations regarding;
 - 3.3.1.1 Staff salaries, benefits, and other areas promoting the economic welfare of staff;
 - 3.3.1.2 A job classification system that facilitates employee training, promotions, transfers, and other personnel administrative functions; and
 - 3.3.1.3 Staff recognition and awards.
- 3.3.2 Send a committee member to serve as the Senate representative on any pertinent UCO committee as deemed necessary by the Executive Committee;
- 3.3.3 Work closely with the Human Resources Department offices on matters of mutual concern; and
- 3.3.4 Perform other duties deemed appropriate for this committee.

3.4 The Policy and Staff Welfare Committee shall:

- 3.4.1 Study and make recommendations regarding;
 - 3.4.1.1 Areas of noneconomic welfare of staff;
 - 3.4.1.2 The interpretation and/or enforcement of UCO policies, procedures, practices, and external regulations related to labor/staff relations;
 - 3.4.1.3 The identification and resolution of concerns related to the management of UCO staff;
 - 3.4.1.4 Programs and opportunities designed to benefit personal growth and organizational success; and
 - 3.4.1.5 The healthy campus initiative in the development and maintenance of a healthy body, mind and spirit.
- 3.4.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee;
- 3.4.3 Work closely with the Human Resources Department and/or the Wellness Center on matters of mutual concern; and
- 3.4.4 Perform other duties deemed appropriate for this committee.

3.5 The Stakeholder Relations Committee shall:

- 3.5.1 Study and make recommendations regarding;
 - 3.5.1.1 Matters which enhance the wellbeing of part-time staff and student workers;
 - 3.5.1.2 Staff interaction with alumni and the community;

- 3.5.1.3 Programs and opportunities that may foster staff relationships with alumni and friends;
- 3.5.1.4 Philanthropic efforts among staff;
- 3.5.1.5 Diverse opportunities for staff to perform meaningful service in the UCO, Edmond, and Oklahoma City metro communities; and
- 3.5.1.6 Potential federal, state, and/or local legislation that may affect UCO Staff.
- 3.5.2 Send a committee member to serve as the Senate representative on any pertinent UCO committees as deemed necessary by the Executive Committee.
- 3.5.3 Work closely with the Alumni office and/or Volunteer and Service Learning Center on matters of mutual concern; and
- 3.5.4 Perform other duties deemed appropriate for this committee.

Section 4 UCO Committees

- 4.1 If specifically requested, the President may serve on UCO committees. Otherwise, the Executive Committee makes appointments to UCO committees.
- 4.2 Senate representatives to UCO committees shall report to the Senate at each regular Senate meeting.

ARTICLE VII – RULES OF ORDER

Section 1 Regular Meetings

- 1.1 A schedule of regular meetings shall be posted on the Senate website.
- 1.2 The Senate shall invite the UCO President at least once per year to address the Senate.

Section 2 Agenda

Requests for items to be placed on the agenda by non-Senators must be submitted in writing to the President at least five (5) business days prior to the meeting.

Section 3 Submission of Bills (Proposals and Resolutions) to the Senate

- 3.1 Bills presented for consideration to the Senate shall be either a Proposal or a Resolution.
 - 3.1.1 Proposals are directed to the UCO President and require a written response within thirty (30) business days.
 - 3.1.2 Resolutions may be directed to any person or organization, requires no other action, and represents the sense of the Senate.
- 3.2 A bill brought before the Senate for commitment shall have one or more sponsors.

3.3 If the sponsor is not a Senator, the sponsor shall give the bill to a Senator representing their election unit.

Section 4 Assignment of Bills

4.1 Within one (1) week of the bill being presented for commitment, the Vice President shall:

- 4.1.1 Assign a number to all bills and keep a record of the bill's disposition by the assigned numbers;
- 4.1.2 Assign the bill to a committee, save an electronic copy of each bill in that committee's folder on the Senate shared network drive, and notify the committee of the bill to be considered; and
- 4.1.3 Indicate the committee assignment on the bill tracking document.

4.2 If, in the judgment of the Vice President it is not feasible to commit a bill to a standing committee, the Vice President may introduce a motion to commit the bill to an ad hoc committee.

ARTICLE VIII – AMENDMENT OF BYLAWS

The Senate Bylaws may be amended at a Senate meeting by a two-thirds (2/3) vote provided that the proposed amendment(s) have been presented at the previous regular Senate meeting or that a written notice including the proposed amendment(s) were sent to each member at least fifteen (15) days prior to the meeting.

The Bylaws shall reflect, with reference to the resolution and date, an amendment which has been approved by the Senate and carry the amendment date at the end of the Bylaws.

Approved August 5, 2014

Amended January 5, 2016: Lines 5-31 of SSA-2015/2016-001

Amended July 1, 2016: Lines 32-39 of SSA-2015/2016-001

Amended May 2, 2017: SSA 2016/2017-001

Amended March 6, 2018: SSA 2017/2018-001

Amended December 4, 2018: SSA 2018/2019-001

Amended February 5, 2019: SSA 2018/2019-002

Amended June 4, 2019: SSA 2018/2019-003 & -004

Amended December 3, 2019: SSA 2019/2020-001 & -002