

LAMAR INSTITUTE OF TECHNOLOGY STAFF SENATE BYLAWS

ARTICLE I- NAME, FUNCTION, AND DELIBERATION OF ISSUES

Section 1. Name. The name of this organization shall be Lamar Institute of Technology Staff Senate.

Section 2. Function. The staff senate shall function as the official body responsible for ascertaining and relaying the advice and opinions of the Staff at Lamar Institute of Technology. The Staff Senate shall be charged with the responsibility of providing the administration with a consensus of Staff employees' opinions and recommendations on all matters of employee relations and special areas of concern to include, but not be limited to the following:

- A. Admission, registration, and graduation procedures
- B. Staff development programs, staff training
- C. Staff retirement, insurance, and benefits
- D. Staff salary, promotion, evaluation, and termination
- E. Staff recognition and awards
- F. Budget concerns

Section 3. Deliberation of Issues. Staff senate deliberation and action may be initiated either from a request for policy guidance by the administration, or from the request of the employees it represents. Twenty percent of the voting staff may petition the Staff Senate to consider a specific proposal. Consideration then must be given to this proposal by the Staff Senate. If twenty percent of the voting staff requests a referendum on a specific issue, it shall be mandatory for the Staff Senate to submit such issue to of vote of the entire voting staff. A simple majority of those voting is sufficient to approve such proposals. The staff senate may make recommendations to the appropriate official on any matters it considers to be of concern to the welfare of the staff, faculty, or students.

ARTICLE II- SENATE QUALIFICATIONS, ELECTIONS, VACANCIES

Section 1. Qualifications. Full-time (benefit eligible) staff members below the rank of Vice-President, excluding Academic Department Chairs may be eligible to serve as an officer or representative if they have completed one year service at Lamar Institute of Technology prior to May 1.

Section 2. Elections. Senate elections shall be held in May in each department under the supervision of the Committee on Nominations. Full-time (benefit eligible) staff members below the rank of Vice-President, excluding Academic Department Chairs may be eligible to vote if they have completed six months service at Lamar Institute of Technology prior to May 1. These eligible voters shall constitute the voting staff. Elections will be determined by a simple majority vote.

Each department of the Institute is eligible to elect one (1) representative to the Staff Senate to serve a two (2) year term, except for the first year as stated in the LIT Staff Senate Charter.

The secretary shall issue a call for nominations of the Staff Senate representatives by May 1. The Committee on Nominations shall prepare a ballot and distribute it to the Staff Senate representatives for distribution to the entire eligible voting staff. Ballots should be returned to the Committee on Nominations who will tally the votes and announce the results of the Staff Senate elections by June 30. In the event of a tie, a runoff election will be held following the same procedures as outlined above.

Section 3. Vacancies. Vacancies shall be filled by a special election called by the Senate under the supervision of the Committee on Nominations following the same procedures as outlined in Article II, Section 2.

ARTICLE III- OFFICERS, ELECTION, NOMINATION, TERM OF OFFICE, DUTIES, AND VACANCIES

Section 1. Officers. Senate Officers shall be a President, Vice President, and a Secretary.

Section 2. Election. Officers shall be elected annually from the eligible voting staff prior to June 30.

Section 3. Nomination. The Committee on Nominations shall be appointed by the President from the elected representatives in accordance with Article V, Section 1. The secretary shall issue a call for nominations of the Staff Senate officers by May 1. The Committee on Nominations shall prepare a ballot and distribute it to the Staff Senate representatives for distribution to the entire eligible voting staff. Ballots should be returned to the Committee on Nominations who will tally the votes and announce the results of the Staff Senate officer elections by June 30. In the event of a tie, a runoff election will be held following the same procedures as outlined above.

Section 4. Term of Office. Officers shall be elected for one-year terms, beginning at the first regularly scheduled meeting of the fall semester through August 31st. An officer can be elected for a maximum of two consecutive terms before taking a minimum one-year absence before becoming eligible again for reelection. An officer shall not hold more than one office at a time, and no Officer shall be eligible to serve more than two consecutive terms in the same office. However, an officer who assumes an unexpired term for less than six months may be elected for two full consecutive one-year terms.

Candidates running for President must have served at least one year on the Staff Senate as an officer or representative.

A department representative shall serve staggered two-year terms. Elections will be held annually to fill expiring terms of the membership of the Senate. A representative shall be elected for two year terms, beginning at the first regularly scheduled meeting of the fall

semester through August 31st. A representative can be elected for a maximum of two consecutive terms before taking a minimum two-year absence before becoming eligible again for reelection. A representative shall not hold more than one office at a time, and no representative shall be eligible to serve more than two consecutive terms in the same office. However, a representative who assumes an unexpired term for less than six months may be elected for two full consecutive terms.

Anyone who is currently serving as representative and is nominated for an officer position has the option of:

- A. Not accepting the nomination and remaining on Staff Senate as a representative
- B. Accept the nomination and resign as representative

Section 5. Duties. Staff senate officers shall be obligated to uphold and represent the interest of the Staff Senate and the welfare of the staff, faculty, or students of Lamar Institute of Technology.

A. The President shall:

- 1. Perform the duties prescribed by these Bylaws and by the **Sturgis' Code of Parliamentary Procedure**.
- 2. Preside at all meetings of the Staff Senate and the Executive Board and set priorities for the agenda.
- 3. Appoint a staff senate representative who shall act as Parliamentary Advisor and shall attend all meetings where business is conducted on behalf of the Staff Senate.
- 4. Appoint a chairmen of Senate standing and special committees, unless otherwise specified, subject to the approval of the Executive Board.
- 5. Be a member ex-officio of all committees except the Committee on Nominations.
- 6. Call meetings of the Executive Board whenever such meetings are necessary.
- 7. Keep the Staff Senate fully informed on all matters concerning the Senate in a timely manner.
- 8. Serve as the official representative of the Staff Senate where such representation is necessary or desirable.
- 9. Prepare a complete written annual report concerning the work of the office of the Staff Senate for distribution at the last meeting of the year.
- 10. Transfer all files to the incoming President no later than September 30.
- 11. Serve a one year term after Presidency in a senator at large position.
- 12. Perform such other duties as required of the Office of President.

B. The Vice President shall:

- 1. In the absence of the President, be presiding officer of all Staff Senate meetings or meetings of the Executive Board.

2. Prepare a complete written annual report concerning the work of the office to the Staff Senate for distribution at the last meeting of the year.
3. Transfer all files to the incoming Vice President no later than September 30.
4. Perform such other duties as may be assigned by the Executive Board.

C. The Secretary shall:

1. In the absence of the President and the Vice President, be presiding officer of all Staff Senate meetings or meetings of the Executive Board.
2. Be responsible for the minutes of all Staff Senate meetings and the Executive Board meetings.
3. Execute general correspondence as directed.
4. Be custodian of all Staff Senate records, policies, and proceedings.
5. Issue call for nominations of Staff Senate representatives in May.
6. Prepare a complete written annual report concerning the work of the office to the Staff Senate for distribution at the last meeting of the year.
7. Transfer all files to the incoming Secretary no later than September 30.
8. Perform such other duties as may be assigned by the Executive Board.

Section 6. Vacancies. The Executive Board shall appoint a Staff Senate representative to fill any office for the unexpired term.

ARTICLE IV- MEETINGS, AGENDA, VOTING REPRESENTATION, AND QUORUM

Section 1. Meetings of the Executive Board. The Executive Board, consisting of the elected officers of the Staff Senate, the Parliamentary Advisor, and other representatives as deemed necessary by the President or the Executive Board, shall meet on a monthly basis for the purpose of setting the agenda. Official minutes shall be kept by the Secretary.

The Executive Board shall also meet regularly with the President. No official minutes will be taken, however a detailed report shall be given by the President at the next regularly scheduled Staff Senate meeting.

Section 2. Meetings of the Staff Senate. The Staff Senate shall determine a regular meeting place, hour, and day for monthly meetings. Meetings shall be held the second week of each month. Special meetings may be called as stated in Section 3. All permanent staff members are welcome to the meetings of the Staff Senate except in cases when either the officers or the Staff Senate deems a closed meeting is necessary. Visitors will be offered the floor only by invitation during Good of the Order. A regularly scheduled meeting may be canceled or postponed at the preceding meeting by a two-thirds vote of the Staff Senate representatives. Official minutes will be kept by the Secretary. Minutes shall be sent to the President and Vice President. Staff senate Representatives shall be responsible for distributing minutes to their departments.

Section 3. Special Called Meetings. The Staff Senate shall meet at other times at the request of the President of the Institute, the Vice President for Instruction, the Vice President for Finance and Operations, the President of the Staff Senate, or on the written request of five (5) members of the Senate. Official minutes shall be kept by the Secretary.

Section 4. Agenda. An agenda for each regular meeting shall be established, and the membership informed, as far in advance as possible but not less than seven (7) days prior to each meeting. Items for the agenda may be submitted to the Executive Board for consideration by any Staff Senate representative if submitted seven (7) days prior to the Executive Board meeting. New business not on the agenda may be introduced, but no action shall be taken until a later meeting. A formal agenda is not necessary when a special meeting for emergency discussion and action is called.

Section 5. Voting Representation. Each representative, including the officers, shall have one vote. Representatives shall be regarded as either present or absent. There shall be no substitutes and no proxies.

Section 6. Attendance. Upon a majority vote of the Executive Board, an elected officer or representative may be dismissed for non-performance of duties, including but not limited to, absence from four regularly scheduled Staff Senate meetings. Determination shall be made by the Executive Board in the case of extenuating circumstances. The vacancy shall be filled in accordance with Article II, Section 3.

Section 7. Quorum. A quorum shall be a simple majority of the total membership of the elected Staff Senate representatives.

ARTICLE V- COMMITTEES

Section 1. Standing Committees.

A. Committee on Nominations shall:

1. Consist of a chairman, appointed by the President with executive board approval, and two members, none of whom shall be an officer and no two of whom shall be from the same department.
2. Receive nominations from Departments through Staff Senate representatives for elections to Staff Senate and for officer elections.
3. Prepare ballot for distribution to eligible voting staff by Staff Senate representatives for elections to Staff Senate and for officer elections.
4. Receive ballots from Staff Senate representatives for their department selections for Staff Senate representatives and for officer elections.

5. Announce results of Staff Senate elections and officer elections by June 30.
6. Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting of the year.
7. Transfer all committee files to the incoming chairman no later than September 30.

B. Staff Compensation and Budget Committee shall:

1. Consist of a chairman, appointed by the President with approval of the Executive Board and as many members of the Staff Senate as deemed appropriate.
2. Address issues assigned by the President, Executive Board, and/or the Staff Senate dealing with staff salaries, retirement, insurance, fringe benefits, and any other topic deemed appropriate. Make periodic reports to the senate and/or Executive Board as needed. Prepare written digests of committee recommendations for adoption by the senate. Under no circumstances shall information be disseminated from a committee that has not been adopted by the full senate.
3. Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting of the year.
4. Transfer all committee files to the incoming chairman no later than September 30.

C. Staff Issues Committee shall:

1. Consist of a chairman, appointed by the President with approval of the Executive Board, and as many members of the Staff Senate as deemed appropriate.
2. Address issues assigned by the President, Executive Board, and/or the Staff Senate dealing with administrative procedures, staff evaluation, promotion and termination, staff recognition and awards, vacancies in Administrative positions, and any other topic deemed appropriate. Make periodic reports to the senate and/or Executive Board as needed. Prepare written digests of committee recommendations for adoption by the senate. Under no circumstances shall information be disseminated from a committee that has not been adopted by the full senate.
3. Prepare a complete written annual report concerning the work of the committee to the Staff Senate for distribution at the last meeting of the year.
4. Transfer all committee files to the incoming chairman no later than September 30.

Section 2. Special Committees. Special committees may be appointed by the President with Executive Board approval.

ARTICLE VI-AMENDMENTS

Section 1. Bylaws Amendments. These bylaws may be amended by a majority vote of the Staff Senate representatives. Amendments must be proposed at the meeting prior to the taking of the vote.

Bylaws adopted: October 14, 1999

Revised: March 3, 2014