

**Constitution  
of the  
University of Louisiana at Monroe  
Staff Senate**

Adopted April 19, 2010

**Article I - Name**

This organization shall be known as the Staff Senate of the University of Louisiana at Monroe, hereinafter referred to as the Staff Senate.

**Article II – Purpose**

The ULM Staff Senate serves as liaison between the staff, as defined in Article III–Membership, hereinafter referred to as "staff," and the University President on substantive matters impacting the quality and excellence of the institution.<sup>01</sup> In this capacity, the ULM Staff Senate strives to foster a spirit of unity within the staff and encourage cooperation among staff, faculty, students and administration for the benefit of the university.

The functions of the Staff Senate include, but are not limited to, the following:

- Provide official representation for all staff members of the University in matters which affect the enhancement of the student experience and the goals of the University;
- Receive and consider recommendations from, and consult with the University President and the campus community on matters of concern to staff;
- Receive proposed policies or policy changes for review and make recommendations regarding interests and concerns that affect staff;
- Encourage the professional growth and development of staff members;
- Facilitate and enhance communication between the staff and the University President;
- Act as a collective voice for presenting the concerns and needs of the staff to the University President.

### **Article III – Membership**

Membership shall be composed of unclassified staff, including faculty not meeting the definition of “general faculty” as specified in the Constitution of the Faculty Senate of the University of Louisiana at Monroe. The University President, Vice President for Academics, Executive Vice President, Vice President for Student Affairs, Special Assistant to the President, Chief Business Officer, Athletic Director, and Executive Assistant to the President are not eligible for election to the Staff Senate.<sup>03</sup>

### **Article IV – Officers**

All officers shall be elected members of the Staff Senate. Officers of the Staff Senate shall include: President, Vice President/President-Elect, Past President, and Secretary.<sup>11</sup> Candidates shall have completed one (1) year of service on the senate to be eligible for election as President and Vice President/President-Elect. One year of service shall not be required to hold the office of Secretary.<sup>04 07</sup>

### **Article V – Executive Board**

The officers and past president of the Staff Senate shall function as the Executive Board.

### **Article VI – Parliamentarian**

The Staff Senate President shall appoint a parliamentarian.

### **Article VII – Elections**

Section 1. Elections for the Staff Senate shall be held in April of each year. The Vice President/President-Elect and the elections committee shall be responsible for conducting the elections process as outlined in the Bylaws.

Section 2. Officers shall be elected at the May meeting. The outgoing President shall be responsible for conducting the meeting and the elections process as outlined in the Bylaws.

## **Article VIII – Committees**

Section 1. The Standing Committees of the Staff Senate shall be: Communications, Constitution and Bylaws, Elections and Staff Welfare.

Section 2. Ad Hoc Committees may be appointed as needed by the Staff Senate President or as requested by the University President.

## **Article IX – Meetings**

Section 1. Regular meetings shall be held monthly during the fall and spring semesters.

Section 2. Special Meetings of the Staff Senate may be called as defined in the Bylaws.

## **Article X – Amendments**

Section 1. The Constitution of the Staff Senate shall be amended only at a regular meeting by a two-thirds vote of the senators present provided there is a quorum.

Section 2. Any proposed amendment must be submitted in writing at least one (1) meeting prior to the meeting at which it will be presented for a vote.<sup>05</sup> A copy shall be sent to each senator at least ten (10) working days prior to the meeting at which the vote on the amendment is taken.

## **Article XI – Effective Date**

This document and any amendments thereto shall become effective as of the date approved by the Staff Senate.

**Bylaws  
of the  
University of Louisiana at Monroe  
Staff Senate**

Adopted April 19, 2010

**Article I – Membership**

Section 1. Eligibility. Individuals eligible for election to the Staff Senate include any unclassified staff member who has been employed full time at ULM for a minimum of twelve (12) consecutive months.

Section 2. Representation. Senate membership shall be comprised of representatives from the following organizational units:

- President’s Office (including Athletics, Internal Audit, Compliance Services, and Public Information)
- Chief Business Officer
- Vice President for Academic Affairs
- Executive Vice President
- Vice President for Student Affairs.<sup>03 12</sup>

Representation shall be proportional based upon the total number of unclassified staff employed therein. There shall be two (2) senators elected from each organizational unit with an additional senator elected for each forty (40) employees in that organizational unit. The maximum number of senators serving on the senate from any organizational unit shall not exceed five (5).<sup>06</sup>

If, during a Senator’s term, institutional/organizational realignment, or a departmental position change occurs where a senator is moved to another organizational unit, that senator will complete the term representing their elected organizational unit, until the next regularly scheduled election.<sup>08</sup>

Section 3. Terms of office. Senators shall be elected annually in April and shall serve a two (2) year term of office to begin in May. Senators shall be eligible to serve a maximum of two (2) consecutive terms in office. After a one (1) term absence, candidates become eligible for election.

Section 4. Replacement. In the event of resignation, incapacity, change in status, decease or non-attendance, the Staff Senate President shall recommend a replacement to fill the vacancy. This appointment shall be approved by the Staff Senate at the next regularly

scheduled meeting. Non-attendance shall be defined as being absent without an approved excuse from two (2) regular meetings in one (1) semester.

## **Article II – Officers**

Officers shall be elected for a one (1) year term. Officers shall be limited to two (2) consecutive terms in the same office only in the event of attrition. After an absence of one (1) term, any senator may be considered eligible for election to office.<sup>09</sup>

Officers will be elected by members of the Staff Senate. All nominations for office should be submitted to the Staff Senate President by April 30. In the event of a tie, a run-off between the candidates will be held. If the tie is not broken after a run-off, then the tie will be broken by a coin flip.

The Staff Senate President shall schedule and create an agenda for all meetings; facilitate all meetings; meet with the University President as necessary; submit written reports, responses, and recommendations to the University President as necessary; provide email updates as appropriate to all Unclassified Staff; recommend representation from the Staff Senate as requested; submit approved minutes to the University President.

The Vice President shall fulfill the Staff Senate President's obligations in his/her absence; assist with the President's duties as requested by the President; announce elections, make ballots available to all Unclassified Staff, clear Election forms through Human Resources; report election results to the Staff Senate and coordinate the work of subcommittees.

If willing, the Past President shall serve a one year, non-voting, advisory role to the current president in an "At-Large" position.<sup>13</sup>

The Secretary shall record minutes of all the Staff Senate meetings and submit them for posting on the Staff Senate Web page.

## **Article III – Executive Board**

The Executive Board may act in accordance with the Constitution and Bylaws on matters that arise between regular meetings of the Staff Senate. The Parliamentarian shall advise the Executive Board upon request.

## **Article IV – Parliamentarian**

The Parliamentarian shall advise the Staff Senate President by ruling on the validity of the conduct of business during each meeting.

## **Article V – Elections**

Senate elections shall be held annually in April. The election process shall be supervised by the Senate Vice President/President-Elect in conjunction with the Election Committee. Interested candidates shall declare their interest by submitting an Election Intent Form (EIF). All ULM full time unclassified staff may vote regardless of length of employment.

In the event no qualified Unclassified Staff submit an EIF for one (1) or more of the available positions, the following course of action will be taken:

1. Eligibility will be extended to Unclassified Staff from the organizational unit lacking a nominee who have been employed at ULM for at least six (6) consecutive months.
2. Extend eligibility to Senate members from that organizational unit that are completing their term limit.<sup>03</sup>
3. If after the above two (2) provisions have been exhausted and the organizational unit is still lacking a nominee, the senate seat will be forfeited until the next annual election.<sup>03</sup>
4. The Vice President/President-Elect shall automatically be eligible for election unchallenged, if their term would normally expire in the course of progression to President. The President shall automatically be eligible for election unchallenged, if their term would normally expire in the course of progression to Past President.<sup>10</sup>

## **Article VI – Standing Committees**

Section 1. Formation. The Staff Senate President shall appoint three (3) senators to all standing committees. A senator shall not be a member of more than two (2) standing committees. Each standing committee shall elect a chairperson.

### Section 2. Standing Committees

A. Constitution and Bylaws: The purpose of this committee shall be to study needed changes in the Constitution and Bylaws and to recommend amendments of these documents to the Staff Senate. All proposed amendments must be submitted in writing.

B. Elections: The Vice President/President-Elect shall serve as the chairperson of this committee. This committee shall establish the procedures and a calendar for the annual election of senators. They shall notify the unclassified staff of available senate seats, receive an EIF from interested candidates, verify the eligibility of candidates, post the slate of candidates for senate positions, supervise the voting process and counting of votes and provide official verification of the winning candidates.

C. Communications: The responsibilities of this committee shall include oversight of the staff senate Web site and any vehicle used for the distribution of information by the Staff Senate to unclassified staff.

D. Staff Welfare: This committee shall research, report on and recommend to the Staff Senate any action to be taken on issues concerning the general welfare of staff at ULM. All matters submitted to the committee and all recommendations of the committee to the Staff Senate shall be in writing.

## **Article VII – Meetings**

Section 1. Regular meetings. A schedule of all meetings shall be posted on the staff senate Web site. An agenda for each regularly scheduled meeting shall be distributed by the Staff Senate President five (5) days prior to the meeting and posted on the Staff Senate Web site.

Section 2. Special meetings. Special meetings may be called by the Staff Senate President or by the written request of three (3) senators.

Section 3. Minutes. A draft of Minutes as recorded by the secretary shall be sent to all senators at least five (5) working days prior to the next regularly scheduled meeting. The minutes shall be posted on the Staff Senate Web site after formal approval at the next regularly scheduled Staff Senate meeting.<sup>02</sup>

Section 4. Guests. Meetings of the Staff Senate are open to the public. Only senators and invited guests are allowed to speak.

Section 5. Conduct of meetings. The conduct of Staff Senate business shall be according to the procedures outlined in Robert's Rules of Order.

Section 6. Order of Business. The order of business to be followed at Staff Senate meetings shall be as follows:

- A. Call to order
- B. Approval of Minutes
- C. Reports of Committees
- D. Unfinished Business
- E. New Business
- F. Adjournment

### **Article VIII – Voting**

The Staff Senate President may call votes as necessary during meetings. Any member may request at any time that the President call for a vote on a particular item. A quorum, constituted by a presence of a majority of Staff Senate members, must be present for a vote to take place. The majority of the quorum will decide the outcome.

Any senator absent from a meeting at which a vote has been previously scheduled may cast an absentee vote either in writing or via email. If submitted by email, a printed copy must be brought to the meeting. All such votes may be delivered to the senate vice president / president-elect. All votes by proxy shall be duly recorded in the meeting minutes.

The Staff Senate President may call for an email vote of the senate members if expedience is required and a meeting is not scheduled. The Staff Senate President shall explain the issue and senators will have 24 hours to respond with their vote. An email shall be sent to senators by the Staff Senate President announcing the outcome of the vote. The results of the vote shall be noted in the minutes of the following meeting.

The Staff Senate President is considered a non-voting member. In the event of a tie, the Staff Senate President shall cast the deciding vote.

### **Article IX – Amendments**

Bylaws may be amended by a 2/3 vote of the senate membership provided a quorum is present at the meeting. All proposed amendments must be submitted in writing at least one (1) meeting prior to the meeting at which the vote is taken.

Adopted April 19, 2010 by the ULM Staff Senate

## **Amendments to the Constitution and By-Laws**

- 01) Amendment to the first sentence of Article II of the Constitution (amended Nov. 9, 2010)
- 02) Amendment to Article VII – Meetings, Section 3 – Minutes of the Bylaws (amended Nov. 9, 2010)
- 03) Amendment to Constitution - Article III, Membership and amendment to Bylaws - Article I, Membership, Section 2 Representation and Article V, Elections (Amendments approved by Staff Senate October 11, 2011)
- 04) Amendment to Constitution – Article IV – Officers (amended Dec. 11, 2012)
- 05) Amendment to Constitution, Article X, Section 2 – Amendments (amended Dec. 11, 2012)
- 06) Amendment to Bylaws – Article I, Section 2 – Representation (amended Dec. 11, 2012)
- 07) Amendment to Constitution – Article IV – Officers (amended Jan. 15, 2014)
- 08) Amendment to Bylaws – Article I, Section 2 – Representation (amended Jan. 15, 2014)
- 09) Amendment to Bylaws – Article II – Officers (amended Jan. 15, 2014)
- 10) Amendment to Bylaws – Article V, Section 4 – Elections (amended Jan. 15, 2014)
- 11) Amendment to Constitution – Article V – Officers (amended Aug. 26, 2014)
- 12) Amendment to Bylaws – Article I, Section 2 – Representation (amended Aug. 26, 2014)
- 13) Amendment to Bylaws – Article II – Officers (amended Aug. 26, 2014)