

**BYLAWS
OF THE STAFF SENATE
OF NORTH DAKOTA STATE UNIVERSITY**

I. Objectives and Purposes

North Dakota State University's Staff Senate shall be the representative body of the university's broadbanded employees to serve the following objectives and purposes:

- A. To gain a spirit of unity, pride, and cooperation by being recognized equally with Faculty Senate and Student Government as participants in advising university administration;
- B. To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- C. To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in university affairs;
- D. To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues; and
- E. To involve democratically chosen staff representatives in the operation of the university and to increase awareness of interrelating problems and opportunities.

II. Advisory Status of the Senate

In fulfilling its stated objectives and purposes, Staff Senate shall be advisory to the President of the University.

III. Composition of the Senate

- A. Staff Senate will be comprised of up to sixty elected members representing the broadband classifications: 1000 Executive/Administrative/Management and 3000 Professional (combined), 4000 Technical, 5000 Office, and 6000 Crafts/Trades and 7000 Service (combined). Membership is based on fifty members representing broadband classifications and ten at-large members elected from any classification. The fifty broadbanded members are determined by the percentage of each classification as compared to the total number of NDSU broadbanded employees. Representation of each band is to be reviewed annually prior to the annual election.
- B. The ten members at large will be selected from the remaining candidates who did not fill a banded vacancy. The top ten candidates receiving the highest amount of votes during the general election will be selected as the members at large.
- C. Executive officers shall be elected from the membership of Staff Senate.
- D. The Executive Committee will consist of the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, Public Relations Officer, Information Technology Officer, and three Members-at-Large.
- E. The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

IV. Duties of Senate Members

- A. Staff Senate members will attend each Staff Senate meeting and actively participate on all assigned committees.

- B. Staff Senate members who are not able to attend meetings shall find a proxy for that meeting and notify the Membership/Attendance Officer of that exchange.
- C. Following a Staff Senate meeting, the senator will report to his/her constituency the discussions and information set forth at that meeting.
- D. Staff Senate members shall bring questions, concerns or remarks from their constituency to Staff Senate.
- E. Staff Senate members shall invite staff members to attend meetings and to encourage staff members to participate in Staff Senate.

V. Terms of Office and Election of Senate Members

Any broadbanded staff member who is a regular employee who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1, may run and be elected to a Staff Senate position. Senate membership shall be for a two (2) year term with approximately one-half (1/2) of the members elected each year. Any staff member elected to an at-large position filling an opening in another broadband classification shall serve a two (2) year term and be limited to being elected outside of their broadband classification for no more than two (2) consecutive years.

- A. A general election to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff members are eligible to vote in the general election. Terms of elected senators begin in May. The Election Committee Chair shall keep a list of names of unelected candidates, in order of the most votes to the least votes without vote totals associated with any names.
- B. In the event of an opening in a broadband classification following the general election, a secondary election will be held to fill the open position by interested staff members from other broadband classifications, with voting being limited to the elected senators. A position filled in this manner will hold office for the duration of the term of the vacating senator.
- C. Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- D. The Past President shall serve as the Election Committee Chair.
- E. In the event of a tie for a senator position, the candidate with the greatest length of service at NDSU will be deemed the elected senator.
- F. The terms of office for the Secretary, Treasurer, Membership/Attendance Officer, Information Technology Officer, and Public Relations Officer shall be two (2) years. Senators will be granted an additional one (1) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, Membership/Attendance Officer, Information Technology Officer, or Public Relations Officer.
- G. During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of a senator when that senator improperly performs the duties of a senator as described in the bylaws. The presenting senators shall be required to provide accusation(s) made against the accused senator in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the senator in question and all members of the Staff Senate. The senator will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the senator in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the position vacant.

VI. Election of Officers

- A. The Staff Senate will nominate and vote annually for the Vice President/President Elect and three Members-at-Large.
- B. The Staff Senate will nominate and vote biennially for the following officers:
 - 1. Secretary,
 - 2. Treasurer,
 - 3. Membership/Attendance Officer
 - 4. Public Relations Officer, and
 - 5. Information Technology Officer.
- C. The senator elected as Vice President/President Elect will assume the offices of President and then Past President.
- D. If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term. The resulting vacancy on the Executive Committee shall be filled by a special election.
- E. At the regular May meeting, nominations for Staff Senate executive officers and at-large members shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- F. Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall facilitate voting.
- G. Winners will be decided by a majority of the votes. The President shall cast the deciding vote in the case of a tie.
- H. During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of an officer when an officer improperly performs the duties of an office as described in the bylaws. The senators shall be required to provide accusation(s) made against the officer in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the officer in question and all members of the Staff Senate. The officer will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from his/her office or to the removal of him/her from the Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the office vacant.
- I. With the exception of the President and Past President, any vacated office of the Staff Senate Executive Committee shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.
- J. When the President's office is vacant, the Vice President/President Elect completes the remainder of that term, and then serves his/her elected term consecutively. The vacant Vice President/President Elect position shall be filled by a special election, but shall not automatically become President Elect. A new Vice President/President Elect will be elected during the next general election. The Past President position shall be appointed.

- K. After being elected to Vice President/President Elect, this senator will be granted an additional one (1) or two (2) year term on the Staff Senate, as required, to complete the terms of President and Past President.

VII. Duties of the Officers

A. The President

1. Presides over all meetings of the Staff Senate and Executive Committee;
2. Ensures that all Staff Senate activities are conducted in a professional manner;
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
4. Ensures that all actions conform to the Staff Senate Constitution and Bylaws;
5. Serves ex-officio on all committees of the Staff Senate;
6. Is the spokesperson for the Staff Senate at meetings and functions;
7. Serves as the direct communication liaison between the President of the University and the Staff Senate;
8. May disburse monies from the Appropriated, Local and Agency funds, with approval from the Executive Committee, in the absence of the Treasurer;
9. Shall serve as a representative to the Faculty Senate;
10. Shall serve as a representative to the Student Government;
11. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;
12. Gives presentations to promote Staff Senate at the New Employee Orientation;
13. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the Staff Recognition Award recipients;
14. Writes the year-end report/summary of Staff Senate activities, accomplishments, and recommendations for the next year, presenting the report to the Executive Committee at the May meeting; and
15. Shall cast tie-breaking votes in all Executive Committee sessions.

B. The Past President

1. Serves as an active member of the Executive Committee, providing continuity in the administration of the Staff Senate;
2. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;
3. Serves as an adviser to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
4. Serves as the Election Committee Chair;

5. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership; and
6. Shall be responsible to review and update the committee binders, including collection of binders from the past chairs.

C. The Vice President/President Elect

1. Presides in the absence of the President;
2. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
3. Shall serve as a representative on the Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters; and
4. Carries out additional duties as assigned by the President.

D. The Secretary

1. Takes and maintains the minutes of each meeting of the Staff Senate and Staff Senate Executive Committee;
2. Publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting;
3. Creates and distributes the agenda to all Staff Senate members prior to each Staff Senate meeting;
4. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
5. Receives and keeps all communications and reports to and from the Staff Senate;
6. Submits copies of the Staff Senate minutes, special reports, motions, charges and accomplishments for the Staff Senate Web site; and
7. Passes on all Executive Committee files to the succeeding Secretary.

E. The Treasurer

1. Is primarily responsible for the Staff Senate's fiscal affairs;
2. Prepares a financial statement monthly and reports to the Staff Senate and Executive Committee at each of their regular meetings;
3. Assists the Staff Senate President in preparing the budget and submitting it to the Staff Senate and the President of the University for approval;
4. Disburses monies from the Appropriated, Local and Agency funds with approval from the Executive Committee; and
5. Requests an annual financial review by NDSU Audit & Advisory Services following the fiscal year which will be presented for approval by the full Senate no later than the October meeting.

F. The Public Relations Officer

1. Acts as campus liaison for Staff Senate.

2. Chairs the Public Relations Committee.
 - a. Reports issues and actions at each general Staff Senate meeting.
 - b. Prepares information to post on the Staff Senate Web site, campus television, *It's Happening at State*, the *Messenger*, and other resources as appropriate.
 - c. Submits press releases through University Relations to appropriate media off campus.
3. Sits on the Staff Senate Executive Committee.
4. Works closely with standing committees to promote Staff Senate activities.

G. The Membership/Attendance Officer

1. Schedules meeting locations for the Staff Senate and the Executive Committee for the following year, and notifies the Staff Senate President and the Secretary;
2. Maintains a roll of current members and their attendance at meetings;
3. Maintains permanent records of senators and terms served;
4. Serves on the Election Committee;
5. Maintains the Staff Senate listserv;
6. Coordinates the Orientation/Mentor Program for all new senators; and
7. Orders refreshments for all Staff Senate general meetings.

H. Information Technology (IT) Officer

1. Chairs the Staff Senate IT Committee;
2. Attends the IT Council meetings as the Staff Senate representative;
3. Attends the monthly IT Liaison and/or the IT Technical Professionals meetings as the Staff Senate representative;
4. Sits on the Staff Senate Executive Committee;
5. Reports issues and information at each Staff Senate meetings; and
6. Manages the NDSU Staff Senate Web site.

I. Executive Committee

The Executive Committee of the Staff Senate shall consist of the currently serving senate officers and three Members-At-Large, who collectively shall serve as the governing board or steering committee of the Staff Senate by;

1. Establishing the yearly calendar of Staff Senate meetings and activities;
2. Suggesting agenda items to be discussed at each meeting of the Staff Senate;
3. Ensuring that the Constitution and Bylaws are followed;

4. Receiving proposals from senators, broadbanded staff members, or the President of the University for consideration at Staff Senate meetings;
5. Maintaining records of Staff Senate activities and decisions;
6. Providing information regarding Staff Senate activities to the President of the University and broadbanded staff;
7. Approving disbursement of funds when required;
8. Serving as the committee to which staff may bring issues and concerns for consideration/action by Staff Senate. The issues could range from campus concerns to statewide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration;
9. Making provisions to collect and compile Staff Senate documents for archiving, and make arrangements to have these documents stored in the archives;
10. Administering the Orientation/Mentor Program;
11. Selecting staff employees to serve on temporary university committees, task forces, and advisory boards, as requested;
12. Appointing a pool of nine candidates for potential service on the Staff Personnel Board according to NDSU Policy 231;
13. Reviewing and approving significant content changes to the Staff Senate Web site; and
14. Administering and coordinating the annual NDSU Day of Honor event with Student Government and Faculty Senate.

VIII. Committees and Task Forces

The following is a list of committees and a brief description of their duties.

A. Staff Senate Committees

1. The Staff Senate shall establish such committees (standing or special) as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All senators are eligible to serve on any Staff Senate committee(s).
2. Standing Committees of the Staff Senate

Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted to the Secretary in April.

a. Bylaws Committee

- 1) Reviews, suggests, and proposes amendments to the Bylaws.
- 2) Suggests updates to committee descriptions on the Staff Senate Web site.

b. Election Committee

- 1) Is chaired by the Past President.

- 2) Membership officer is a member of committee.
 - 3) Rules on questions relating to qualifications of electors and members.
 - 4) Nominates and receives nominations for open senator and officer positions.
 - 5) Facilitates the Staff Senator elections annually by:
 - (a) Setting the dates for senator nominations and voting, generally held in March or April;
 - (b) Creating and disseminating information regarding the nomination process to NDSU staff members; and
 - (c) Presenting and conducting a slate of nominees to the Senate.
 - 6) Facilitates the officer elections annually by:
 - (a) Requesting nominations for open officer positions; and
 - (b) Facilitating the voting process during the May Staff Senate meeting.
- c. Legislative Committee
- 1) Monitors and reports legislative activity to the Staff Senate placing particular emphasis on initiatives affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information; and
 - 2) Monitors and reports on other federal, state and regional governing parties, such as North Dakota University System, the State Board of Higher Education, NDPERS, etc. for activity that may impact higher education, and NDSU staff.
- d. Public Relations Committee
- 1) Is chaired by the Public Relations Officer.
 - 2) Publicizes the activities of the Staff Senate internally and externally by;
 - (a) Providing updates for the Staff Senate Web site;
 - (b) Updating the Staff Senate brochure;
 - (c) Publishing the *Messenger*;
 - (d) Providing updates to the *It's Happening at State* publication;
 - (e) Maintaining the Staff Senate poster frames in the Memorial Union; and
 - (f) Advertising in other Staff Senate approved venues.
 - 3) Coordinates and hosts the annual Staff Appreciation Day;
- e. Information Technology (IT) Committee
- 1) Is chaired by the IT Officer;
 - 2) Is represented by three (3) members:

- (a) IT Officer;
 - (b) One (1) member is elected by Staff Senate yearly; and
 - (c) One (1) member is appointed by the Staff Senate president;
- 3) Works with other committees to gather information to post on the Staff Senate Web site;
- 4) Reports, disseminates, and updates appropriate information technology to Staff Senate; and
- 5) Carries concerns from Staff Senate to the Division of IT.
- f. Scholarship Committee
 - 1) Administers the Broadbanded Staff Scholarship on an annual basis as outlined by the *Classified Staff Scholarship Endowment* (revised 9/23/1993), by;
 - (a) Determining number and amount of scholarships based on available funds;
 - (b) Designing, updating, and disseminating application forms; and
 - (c) Reviewing application forms and selecting scholarship recipients.
 - 2) Administers discretionary Staff Senate scholarships when additional funds are made available.
- g. Staff Development Committee
 - 1) Investigates topics and speakers for monthly meetings and then forwards three (3) to four (4) recommendations to the Executive Committee for consideration.
 - (a) Programs are not scheduled during the Staff Senate meetings for September, April, May, and June.
 - 2) Identifies programs and activities that will provide personal and professional growth opportunities for university staff.
 - (a) Assess the needs and wants of staff through questionnaires and surveys on an annual basis.
 - 3) Selects committee members to be present at events to provide introductions for speakers and presenters.
- h. Staff Recognition Committee
 - 1) Selects award recipients for both individual and team awards:
 - (a) Ten (10) awards are presented to individuals based on broadbanded percentages at NDSU.
 - (b) One (1) team award is presented each year for one team of two (2) to ten (10) staff members.
 - 2) Is represented by seven (7) to nine (9) members:
 - (a) Four (4) members are elected to a two year term, one (1) from each broadband classification;

- (b) The remaining three (3) to five (5) members are appointed by the Staff Senate president.
- 3) The committee reviews the guidelines for recognition awards:
 - (a) Determines percentage of awards to be selected from each NDSU broadband category.
- 4) Notifies each award recipient of program date and time.
- 5) Creates the award certificates and delivers them to the recognition program.
- 6) Administers Campus Kudos award.
- 7) Provides recognition to staff who are recipients of outside awards.

i. Campus Relations Committee

- 1) Coordinate events that reach the campus community;
- 2) Foster collaboration between Staff Senate and campus organizations; and
- 3) Market and advertise for all events.

Examples of possible events include but are not limited to Red Kettle Campaign, blood drive, and campus food drive.

j. Gunkelman Awards Committee

- 1) Administer the Gunkelman award on an annual basis as outlined in the standards established by the Gunkelman family.
- 2) Design, update, and disseminate application information.
- 3) Market and advertise for the event.
- 4) Review nominations and select recipients.
- 5) Coordinate the award ceremony in conjunction with the Gunkelman family.
- 6) Notify nominees.

3. Standing Committee Chairs and Vice Chairs

All standing committees of the Staff Senate (with the exception of the Election Committee where the Chair is the Past President of the Staff Senate and the Public Relations Committee where the chair is the Public Relations Officer) shall elect a vice chair by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June senate meeting. The elected senator will serve a one (1) year term as the committee vice chair and the following year will assume the role of the committee chair.

4. Other Committees

a. Senate Coordinating Council Representatives

The Staff Senate shall be represented on the Senate Coordinating Council by three (3) Staff Senate representatives: the president, past president and vice president to ensure the continuity of information and expertise. These Staff Senate representatives shall have the full rights of senators in Senate Coordinating Council matters.

b. NDSU Joint Committees

The Staff Senate shall elect a senator as a representative to each joint committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair.

- 1) Campus Space and Facilities Committee: three (3) staff senators will serve and recommend policies for Facilities Management as part of the committee.
- 2) Library Committee: one (1) staff senator as part of the committee formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic, and other services.
- 3) University Athletics Committee: two (2) staff senators serve to promote compliance with principles of conduct as defined by the NCAA and formulate policy recommendations regarding athletic guidelines. Stimulates interest in athletic events for the entire university community.
- 4) Equal Opportunity Hearing Panel: the selection of this panel shall be comprised of six (6) Staff Senate members, appointed by the Staff Senate President from a list of senators forwarded to the president or members of the Staff Senate Executive Committee, and in consultation with that same Committee, serving with six (6) appointed faculty members, and six (6) appointed students, acting in accordance with procedures and Policy 156.
- 5) Environmental Sustainability Committee: two (2) staff senators will serve as members of the committee and be charged with developing new ways to provide recycling opportunities, evaluate the needs of sustainability on campus, research outside entities to help NDSU with our sustainability efforts and develop new strategies to educate NDSU students, staff, and faculty about our current and future sustainability options in conjunction with Student Government and Faculty Senate.

c. Ad-Hoc Committees

An ad-hoc committee is a temporary committee formed to address particular issue(s) as they arise. These issues may be suggested by the Executive Committee or by senator(s).

- 1) Creation and dissolution of an ad hoc committee will be voted on and accepted by Staff Senate.
- 2) Each ad-hoc committee must be chaired by a senator and may include non-senate members selected by the committee.
- 3) The ad hoc committee will report its progress to the full senate monthly. A final report shall be given before being dissolved.

d. Other Committees/Advisory Boards/Councils

- 1) The Staff Senate shall nominate and elect (or recommend when warranted) a senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee with the exception of the NDUS Staff Senate. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be

responsible to attend his/her committee meetings and report to the Staff Senate. A brief description of each committee follows.

- (a) North Dakota University System (NDUS) Staff Senate (3-year term): three (3) members of the NDSU Staff Senate at the time of election with one representative vote. Members serve the staff employees of the NDUS colleges and universities as a forum to consider matters, concepts and developing trends related to staff, promoting communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.
 - i. Representative and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 will assume the Representative position and Alternate 2 moves into the Alternate 1 position. There will be one member elected each year.
 - ii. The Alternate 2 position shall be the open position in any official annual election year.
 - iii. If multiple openings, special elections shall be held to complete the remainder of the vacant Alternate 1 position, with the new representative completing the remaining term of office, then continuing for the new three (3) year term.
 - iv. A member shall become an ex-officio senator of the NDSU Staff Senate with no voting privileges at the end of his/her third elected term or if not re-elected to a new term as a senator.

2) Task Forces and Temporary University Committees

The Executive Committee will select staff employees to serve on university task forces and temporary university committees, as requested.

IX. Transfer of Job Band

Senate members who transfer from one job band to another within the university will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

X. Attendance/Absenteeism

Senators are required to attend all Staff Senate meetings. Senators who must be absent from a Staff Senate meeting are required to send a proxy. Any regular broadbanded employee who is a non-senator can be designated as the proxy and will have all the rights and privileges of the senator that is absent. Absent senators shall notify the Membership/Attendance Officer with the name of their proxy. The proxy will sign in on the attendance sheet listing his/her name and for whom he/she is substituting. A senator who has two absences will be contacted by the Membership/Attendance Officer. A senator's position will be considered vacated after three absences where no proxy has been assigned and no committee participation has been reported. In the event that a proxy was assigned but failed to appear for the meeting, that senator's absence shall be waived. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

XI. Vacancies

A. Interim Vacancies

Interim vacancies will be filled using the following procedures.

1. Vacancies of Staff Senate positions will be filled by the person receiving the next highest number of votes from the previous general election.

2. In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read and the election will take place. Election will be by a plurality of those members present and voting at the Staff Senate meeting.
3. If there are no candidates from the previous general election, the vacancy will be advertised in It's Happening at State, in the Staff Senate minutes, and sent to the NDSU Staff listserv prior to the meeting when elections take place. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality of those members present and voting at the regular Staff Senate meeting.
4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.
5. Staff from the vacant broadband classification shall have the opportunity to fill a vacancy before it is opened to staff from another broadband classification.

B. Unfilled Vacancies

1. In the event a Staff Senate position is not filled due to lack of (a) candidate(s) from a broadband classification, the vacancy will be advertised in It's Happening at State, in the Staff Senate minutes, and sent to the NDSU Staff listserv, seeking (a) candidate(s) from that broadband.
2. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek assistance from supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings.
3. The Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a plurality of those members present and voting at the regular Staff Senate meeting. The vacancy will be filled until the completion of the unexpired term. The staff senator will serve the normal term of that position no matter when the member is elected.
4. In the event of (a) continued opening(s) in a broadband classification following the general election and seeking other candidates within the vacant broadband classification, a secondary election, with voting being limited to the elected senators in attendance, will be held to fill the open position(s) by interested staff members from other broadband classifications.

XII. Meetings and Actions

Staff Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Staff Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- A. Meetings of Staff Senate shall be open.
- B. A record of proceedings shall be kept to include the agenda and minutes, and shall be posted at www.ndsu.edu/staff_senate.
- C. Staff Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next senate meeting.
- D. Staff Senate shall invite the President of North Dakota State University to attend a Staff Senate meeting at least once a year. Staff Senate shall consider any recommendations made at any time by the President of NDSU.

XIII. Amendments

A. Bylaws

1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Staff Senate. If approved by a majority vote of the senate, a proposed amendment shall be submitted to the President of the University for final approval.
2. A hard copy of final, approved amendments to the Bylaws, as signed by the President of the University, shall be kept permanently by the Staff Senate Secretary.

B. Constitution

1. Proposed amendments must have a minimum of two readings prior to voting on changes.

XIV. Dissolution

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the President of the University.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995; Amended March 12, 2003; Amended April 14, 2004; Amended May 10, 2006; Amended March 14, 2007; Amended September 24, 2008; Amended April 14, 2010; Amended April 24, 2010; Amended September 27, 2011; Amended June 12, 2013; Amended September 18, 2013; Amended February 5, 2014; Amended September 3, 2014; Amended February 4, 2015; Amended June 3, 2015; Amended May 4, 2016.

Questions and Comments related to this page can be sent to the Staff Senate Executive Committee at NDSU-STAFF-SENATE-EXEC@listserv.nodak.edu.

POLICY APPROVAL

The attached **BYLAWS OF THE STAFF SENATE OF NORTH DAKOTA STATE UNIVERSITY** is approved.

These BYLAWS will be effective as of:

☒

Date of Signing

☐

Other Effective Date _____

Date



Dean Bresciani, President



Date

Assistant Attorney General
Approved: Form & Legal Sufficiency

