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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Bylaws of the University of Wyoming Staff Senate

**Number:** UW Regulation 1-3

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### I. PREAMBLE

These Bylaws describe the roles and responsibilities of the University of Wyoming Staff Senate. These provisions shall remain in effect until repealed, modified, or otherwise changed.

### II. ROLES AND RESPONSIBILITIES

The University Staff Senate shall be the representative body of the University's staff employees and shall serve the following functions:

- A. To achieve a spirit of unity, pride, and cooperation by being recognized equally with faculty and student bodies in advising University administration.
- B. To provide a means of communication between staff and administration relative to issues of mutual concern.
- C. To provide open meetings to express, propose, represent, investigate, debate, and recommend action to University administration.
- D. To advise the administration of working and employment conditions and practices, including compensation, benefits, and grievances.
- E. To involve staff senators in University administration and to increase awareness of staff problems and opportunities.

### III. ADVISORY STATUS OF THE SENATE

The Senate shall be advisory to the President of the University.

### IV. COMPOSITION OF THE SENATE

- a. The Senate shall consist of no more than forty (40) elected members, or three percent (3%) of the total number of benefited staff at the time of reapportionment, whichever is less. The Senate shall request annually a Faculty Senate representative and an ASUW representative to serve as ex-officio members of the Senate. Ex-officio members are non-voting members of the Senate.

- b.** Benefited staff employees working at least twenty (20) hours per week and who are not on probation shall be eligible for elected membership to the Senate, subject to the following qualifications:
  - (1.)** Each of the University's eight (8) divisions shall have at least one Senator, with the remaining seats allocated in relation to the percentage of benefited staff from each division;
  - (2.)** Officers of the University, appointed by the Trustees, are excluded from elected membership to the Senate; and
  - (3.)** Each person nominated for election (or appointed to an unexpired term) shall have been an employee of the University for a full year preceding the date of nomination.
- c.** The apportionment of Senators shall be calculated biannually in odd numbered years.

#### **V. ELECTION OF SENATORS**

- a.** Regular elections to fill vacant positions shall be held annually prior to the regular May Senate meeting.
- b.** For voting purposes, the voting staff must meet the requirements listed in Section 4 above and must be on the University payroll as of the first Monday in March of the election year.

#### **VI. TERMS OF OFFICE OF SENATORS**

- a.** Elected Senators shall assume their duties on July 1.
- b.** Senate membership shall be for a three (3) year term with approximately one-third (1/3) of the Senators elected each May. A Senator shall not serve more than two (2) consecutive full terms from one (1) division.
- c.** When Senators transfer within the University from one division to another a vacancy will be created and shall be filled according to the rules for interim vacancies.

#### **VII. ABSENTEEISM**

If a Senator has four (4) absences from regular Senate meetings in any fiscal year or fraction thereof, a Senator's position may be vacated by a vote of the Senate, on a recommendation of the Executive Committee. Following four (4) absences the Senator will be contacted in writing by the Senate President notifying the Senator that his/her position may be subject to vacation.

## **VIII. INTERIM VACANCIES**

The Senate Credentials and Elections Committee shall nominate willing and eligible staff for ratification by a majority of those members present and voting at a regular Senate meeting to fill vacancies for the remainder of the term.

## **IX. SELECTION OF OFFICERS OF THE SENATE**

- a.** At the January meeting, the Senate shall annually elect from its membership a President-elect who shall serve as an ex-officio member of the Senate's Executive Committee until assuming the duties of President on July 1. The President-elect position may be held concurrently with other Senate positions. If the Senate term of the President-elect expires prior to his/her serving as President, and he/she is not elected to another term, his/her term shall be extended for one year to allow him/her to serve as President.
- b.** The Senate shall annually elect from its membership a Vice President, a Secretary, a Parliamentarian, and a Member-at-Large for a term of one (1) year each. The election shall be held at the May meeting after election of Senators. These newly elected officers shall assume their duties on July 1.
- c.** Vacant offices of President-elect, Vice President, Secretary, and Member-at-Large shall be filled by special election at the first regular Senate meeting following the vacancy. The Senate may, by a two-thirds (2/3) vote, declare an office vacant when an officer is unable to carry out or improperly performs the duties of the office.
- d.** The President, with the advice and consent of the Senate, may appoint such other officers as specified by the Rules of the Staff Senate.

## **X. DUTIES OF SENATE OFFICERS**

- a.** The President shall have the authority to appoint such committees as are deemed necessary for the business of the Senate; shall preside over all meetings of the Senate and over all general meetings called by the Senate; shall serve as an ex-officio non-voting member on all committees of the Senate; and shall perform such other duties as prescribed by the Rules of the Staff Senate.
- b.** The Vice President shall preside in the President's absence; shall assume the office of President for the remainder of the current term when the office is vacant; and shall perform such other duties as prescribed by the Rules of the Staff Senate.
- c.** The Secretary shall maintain minutes of each meeting of the Senate and general meetings of the staff; shall maintain a roll of current members and their attendance at meetings; shall maintain an accurate record of all numbered resolutions adopted by the Senate and the vote of each Senator on such resolutions; shall receive and keep all communications and reports to and from the Senate; and shall perform such

other duties as prescribed by the Rules of the Staff Senate.

- d. The Parliamentarian shall keep Staff Senate procedures in accordance with Senate Bylaws, the Rules and Procedures and the most recent version of Robert's Rules of Order; and shall perform such other duties as prescribed by the Rules of the Staff Senate.
- e. The Member-at-Large shall serve as a representative of all Senators to the Executive Committee to ensure that all opinions within the University receive full consideration by the Senate, and shall perform such other duties as prescribed by the Rules of the Staff Senate.

## **XI. EXECUTIVE COMMITTEE OF THE SENATE**

- a. The Executive Committee shall be composed of the elected officers of the Senate and such other Senate officers and members as provided by the Rules of the Staff Senate.
- b. The President of the Senate shall serve as Chairman of the Executive Committee.
- c. The Executive Committee shall set the agenda for the regular meetings of the Senate and for general meetings of the staff.
- d. The Executive Committee shall act on behalf of the Senate in carrying on the business of the Senate between regular meetings.
- e. The Executive Committee shall perform such other responsibilities as prescribed by the Rules of the Staff Senate, or specifically assigned to it by the Senate.

## **XII. COMMITTEES OF THE SENATE**

The Senate shall establish and disband such standing, special, and ad hoc committees as are necessary to conduct Senate business. Such committees shall perform duties determined by the Senate and/or the Executive Committee.

## **XIII. MEETINGS AND ACTIONS**

- a. The Senate shall meet in regular session monthly or if the President requests a meeting. No vote on any matter pending before the Senate shall be taken unless a quorum is present. At least two-thirds (2/3) of the voting members must be present for there to be a quorum. In the conduct of the meetings, *Robert's Rules of Order* latest edition shall prevail, unless superseded by the Rules of the Staff Senate.
- b. Meetings of the Senate shall be open. The Senate, at its option, may move into executive session by a two-thirds (2/3) vote of the members present and voting. A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available by the Secretary of the Senate.

- c. The Senate shall establish and maintain reasonable procedures whereby any individual may be heard by a committee of the Senate or by the Senate in accordance with the Rules of the Staff Senate.
- d. Any actions of the Senate may be reviewed at a general meeting of the staff upon written request signed by at least fifty (50) benefited staff employees who work at least twenty (20) hours per week. This written request must be submitted to the Senate President.
- e. The Senate shall invite the President of the University to present, at least once a year, a general message on the state of the University. The Senate shall consider any special recommendations made at any time by the President.

#### **XIV. REPORTING OF ACTIONS**

All approved, numbered bills and actions of the Senate shall be forwarded by the Senate President to the President of the University, with a copy to the appropriate administrative officer.

#### **XV. SENATE SUPPORT**

- A. The Senate shall have a budget as determined annually by University procedures including secretarial/clerical services, a salary for the President, office space, and appropriate support services.
- B. The Senate President shall be given a fifty percent (50%) release from his/her normal job responsibilities while holding that office. The Senate President shall be paid one hundred percent (100%) of his/her normal salary from his/her home unit. In addition, release time funds of up to fifty percent (50%) of the Senate President's salary shall be provided to the home unit by the Vice President for Administration for use as deemed necessary.
- C. Senate members shall be released from normal work duties for a minimum of eight (8) hours each month for the purpose of participating in Senate activities. Senate officers shall be granted such additional release time as is necessary to attend to specified Senate affairs. In no way shall this release time be charged against an individual member.
- D. Additional support may be provided by the Vice President for Administration upon justified requests from the Senate President.

#### **XVI. AMENDMENTS TO THESE BYLAWS**

These Bylaws may be amended in the manner provided for amendment of UW Regulations.

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**Responsible Division/Unit:** Staff Senate

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation, Revision 6; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 5/6/2011 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: formerly UW Regulation 1-34, now UW Regulation 1-3