

**STAFF SENATE RESOLUTION #199**

**Title:** Revision #7 to University Regulation 1-34  
**Date:** April 13, 2011  
**Author:** Staff Senate Executive Committee  
**Sponsors:** Senator Ginny Becker, Senator Rebecca Ashley

1 WHEREAS, University Regulation 1-34, Bylaws of the University of Wyoming Staff Senate,  
2 was last revised and approved by the University of Wyoming Board of Trustees in June of 2008  
3 during the reorganization of all University Regulations, and;  
4 WHEREAS, it is important for the Bylaws of the Staff Senate to be regularly examined and  
5 updated to ensure they accurately reflect working rules and procedures, position titles of  
6 University administration and staff, and officers of the Senate, and;  
7 WHEREAS, the changes suggested at this time require approval by the University of Wyoming  
8 Board of Trustees;  
9 THEREFORE, be it resolved that the University of Wyoming Staff Senate supports the changes  
10 to University Regulation 1-34 as outlined in Addendum A and requests approval of these  
11 changes by the University of Wyoming Board of Trustees.

**Date of Passage:** April 13, 2011  
**"Being enacted on** 4/13/11 **I do hereby sign my name hereto and approve this**  
**Senate action."** Stacy Lane  
**Staff Senate President, Stacy Lane**

## Addendum A

# **UW REGULATION 1-34**

## **Bylaws of the University of Wyoming Staff Senate**

### **1. PREAMBLE**

These Bylaws shall provide the means by which the University of Wyoming Staff Senate purposes may be achieved. These provisions shall remain in effect until repealed, modified, or otherwise changed.

### **2. ROLES AND RESPONSIBILITIES**

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

- a. To gain a spirit of unity, pride, and cooperation by being recognized equally with faculty and student bodies as participants in advising University administration.
- b. To be an active two-way 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 compensation, benefits, and grievances.
- e. To involve democratically chosen staff senators in the complexity of University administration and to increase awareness of interlocking problems and opportunities shared with others.

### **3. ADVISORY STATUS OF THE SENATE**

In serving its stated purposes and functions, the Senate shall be advisory to the President of the University.

### **4. COMPOSITION OF THE SENATE**

- a. The Senate shall consist of no more than forty (40) elected members, or 3% of 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 without vote.
- b. Benefited staff employees working at least twenty (20) hours per week shall be eligible for elected membership to the Senate with these qualifications:

- i. 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.
  - ii. Officers of the University, appointed by the Trustees, are excluded from elected membership to the Senate; and
  - iii. Each person nominated for election (or appointed to an unexpired term) shall have been an employee of the University of Wyoming for a full year preceding the date of nomination.
- c. The apportionment of Senators shall be calculated biannually in odd numbered years.

## **5. ELECTION OF SENATORS**

- a. Regular elections to fill vacant positions shall be held annually prior to the regular May Senate meeting, with elected Senators' terms starting July 1.
- b. For voting purposes, the voting staff shall be benefited staff employees working at least twenty (20) hours per week who are on the University payroll as of the first Monday in March of the election year. Officers of the University, appointed by the Trustees, are excluded from the voting staff.
- c. The Senate President shall appoint a credentials and elections committee consisting of not fewer than five (5) members, to rule on questions relating to qualifications of electors and members, and to nominate candidates for and conduct the membership election. The committee shall receive and present nominations of willing and eligible staff.

## **6. TERMS OF OFFICE OF SENATORS**

- a. 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.
- b. 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.

## **7. ABSENTEEISM**

A Senator's position may be vacated by a vote of the Senate, on a recommendation of the Executive Committee, after the Senator has four (4) absences from regular Senate meetings in any fiscal year or fraction thereof. 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.

## **8. 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.

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

- a. The Senate shall annually elect from its membership, at the January meeting, 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, his/her term shall be extended for one year to allow him/her to serve as President, unless he/she is elected to another term.
- b. The Senate shall 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 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 University of Wyoming Staff Senate.

## **10. 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 of the staff called by the Senate; shall serve ex-officio on all committees of the Senate without vote; and shall perform such other duties as prescribed by the Rules of the University of Wyoming 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 University of Wyoming Staff Senate.
- c. The Secretary shall maintain minutes of each meeting of the Senate and general meeting of the staff; shall maintain a roll of current members and their attendance at meetings; shall maintain an accurate record of all numbered resolutions duly 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 University of

Wyoming 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 University of Wyoming Staff Senate.
- e. The Member-at-Large shall serve as a representative of all Senators to the Executive Committee to assure that all elements and opinions within the University receive full consideration by the Senate; and shall perform such other duties as prescribed by the Rules of the University of Wyoming Staff Senate.

## **11. 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 University of Wyoming 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 University of Wyoming Staff Senate, or specifically assigned to it by the Senate.

## **12. 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 be responsible to the Senate and shall perform duties determined by the Senate and/or the Executive Committee.

## **13. MEETINGS AND ACTIONS**

- a. The Senate shall normally meet in regular session monthly or on call of the President. No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present, this shall constitute a quorum. In the conduct of the meetings, *Robert's Rules of Order* latest edition shall prevail, unless superseded by the Rules of the University of Wyoming Staff Senate.
- b. Meetings of the Senate shall be open. The Senate, at its option, may move into executive session by a two-thirds 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 University of Wyoming 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, and submitted to the Senate President.
- e. The Senate shall invite the President of the University of Wyoming 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.

#### **14. 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 administrative officer having cognizance over the subject matter.

#### **15. SENATE SUPPORT**

- a. The Senate shall have a budget as determined annually within University procedures including secretarial/clerical services, a salary for the President, office space, and appropriate supportive services.
- b. The Senate President shall be given a fifty percent (50%) release from his/her normal job responsibilities while holding office, and shall be paid one hundred percent (100%) of his/her normal salary from his/her home unit. Release time funds 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 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.

#### **16. AMENDMENTS TO THESE BYLAWS.**

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

Source:

University Regulation, Revision 6; adopted 7/17/08 Board of trustees meeting