

**Staff Senate Bylaws Committee
End-of-Year Report
2009-2010**

Committee: The Staff Senate Bylaws Committee was comprised of five (5) members: Glenn Christensen, Jeff Gimbel (Vice Chair), Bob Peterson, Kevin Schindlbeck (Chair) and Dale Summers.

The primary purpose of the Bylaws Committee is to review, suggest and propose amendments to the NDSU Staff Senate Bylaws and Constitution.

During this past academic year, a number of senators and committees proposed changes to the Bylaws and Constitution. The Bylaws Committee met six (6) times during the academic year to discuss the proposed changes we were tasked with.

Work was completed on all the proposed changes presented to the committee and was approved by vote of the NDSU Staff Senate body, as amended in some case. The changes were also reviewed and corrected by the NDSU General Counsel's office as well as approved and signed by NDSU Interim President Richard Hanson in April 2010.

Bylaws Changes:

3. 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.**

5. Election of Officers

- 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 plurality 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.**

7. Committees and Task Forces

A. Staff Senate Committees

2. Standing Committees of the Staff Senate

- f) Scholarship Committee: **administers the Broadbanded Staff Scholarship on an annual basis as outlined by the *Classified Staff Scholarship Endowment* (revised 9/23/93), by determining number and amount of scholarships based on available funds; by designing, updating, and disseminating application forms; and by selecting recipients. The committee also administers discretionary Staff Senate scholarships when additional funds are made available.**

C. Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

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) Arboretum Committee (2-year term): charged with the task of combining and centralizing campus beautification efforts.

- b) ND Council of State Employees (COSE) (3-year term: 1 representative a member of Staff Senate and 2 alternates can be any staff employee): strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.
- c) North Dakota University System (NDUS) Staff Senate (3-year term: 3 members of the NDSU Staff Senate at the time of election with one representative vote. 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): 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. Representatives and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 moving into the Representative position and Alternate 2 moving into the Alternate 1 position.
 - 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

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.

9. 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.** 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.

Constitution Change:

Article III Membership

The Senate shall consist of **up to sixty members; where fifty staff represent their broadband and ten staff serve as members at large as** elected in accordance with the Bylaws of the Senate. The broadbanded staff is defined as any staff member whose position falls under the broadbanding plan as described in the North Dakota University System **b**roadbanding **s**ystem, and who are regular, benefited employees.

Respectfully submitted,

Kevin Schindlbeck
Chair, Bylaws Committee