

BY-LAWS OF THE STAFF SENATE OF
ARKANSAS TECH UNIVERSITY

ARTICLE I: ELECTION OF MEMBERS

Section 1: Time of Elections and Appointments

During **May of each year, elections shall be held to fill the vacancies on the Staff Senate which shall come into existence on the following **July 1.

Section 2: Conduct of Elections

All elections of Senators shall be by secret ballot.

ARTICLE II: AGENDA

Section 1: The President of the Staff Senate shall distribute among the members of the Senate, at least one week before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

Section 2: Called meeting agendas will be emailed at the time the meeting is requested.

ARTICLE III: CONDUCT OF MEETINGS

Section 1: Parliamentary Procedure

All meetings of the Staff Senate shall be conducted according to standard parliamentary procedure.

Section 2: Quorum

Two-thirds of the Senators shall constitute a quorum and shall have the power to transact business as the Staff Senate at any regular or called meeting.

Section 3: Method of Voting

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Staff Senate shall be conducted in whatever parliamentary manner may be called for by the acting president. Each senator present shall have one vote except for the President. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present. In the event of a tie, the president shall cast the deciding vote.

Section 4: Attendance at Meetings

Paragraph A: Official meetings called by the Staff Senate president are open to the general university staff and invited guests.

Paragraph B: Senators are expected to be present at all regular meetings. Senators who have more than three unexcused absences will be required to resign. Excused or unexcused absences will be determined by the executive officers and will follow staff handbook procedures.

ARTICLE IV: MINUTES OF MEETINGS

The Secretary of the Senate shall keep accurate minutes of each meeting and distribute among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire staff via the Staff Senate website.

ARTICLE V: COMMITTEES

Section 1. Structure

- a. Standing Committees – operating committees that the Staff Senate will use on a continual basis
- b. University Committees - representatives of the Staff Senate will be appointed as necessary
- c. Ad Hoc Committees - will be formed as necessary for a limited time to address a specific need at the time

*Approved by the Arkansas Tech University Board of Trustees on 10/20/22.

**Amendment approved by the Arkansas Tech University Board of Trustees on 10/19/23.