

Policy Number: _____

Date Created: March 21, 2024

Executive Responsibility: Human Resources

Functional Responsibility: Staff Senate

0000.1. Creation and Purpose of Wright State University Staff Senate.

The Wright State University Staff Senate (the “Staff Senate”) is an advisory body created to counsel and assist the President and senior University leadership (the “University Administration”) upon request and regarding matters of particular interest to the University’s staff. The Staff Senate shall act in an advisory capacity only, except when specifically authorized in writing by the University Administration, or by University Policy, to perform other functions.

0000.2. Authority.

The Staff Senate shall have the following authority:

- A. Solicit information from the University’s staff concerning their sentiments regarding specific proposals, policies, or initiatives, and report that information to the University Administration;
- B. In consultation with the Communications Department, assist the University Administration in communicating with the staff regarding specific information about proposals, policies, or initiatives of particular interest to the staff;
- C. Plan, assist in the planning, and conduct morale-building and professional development activities for the University’s staff; and
- D. Research and recommend to the University Administration proposals, policies, and initiatives that are of specific interest to the University’s staff.

0000.3. Membership.

All full-time University staff employees, whether classified or unclassified, exempt or non-exempt, shall be considered members for the purposes of this policy (“Members”). Independent contractors, part-time employees, seasonal employees, faculty employees, student employees, and graduate assistants shall not be Members. Further, if a staff employee’s University employment is governed by a collective bargaining agreement or other employment contract that is inconsistent with membership on Staff Senate, that staff employee will be deemed ineligible and not a Member. All determinations of eligibility will be vetted with the appropriate units of the University, e.g. Office of General Counsel.

0000.4. Staff Senate Composition and Elections.

- A. The Staff Senate shall be composed of twenty-one (21) voting Senators. The composition of these Senators shall be proportionate to the constituencies they represent. No less than six (6) seats will be reserved for assignment to either Classified or Unclassified classification, when possible, as pursuant to Section 4.I. below (not including the Staff Senate seat held by the Lake Campus Advisory Council Chair).
- B. Senators shall be elected from ballots cast by Members who are employed at the time balloting is opened. The Lake Campus Advisory Council Chair shall be appointed pursuant to that Council's procedures. However, Members at Lake Campus will also have the opportunity to cast ballots for Senators during the Staff Senate election cycle.
- C. Senators shall serve a three (3) year term commencing on the first day of the fiscal/academic year (July 1 through June 30) after which they are elected, except the Lake Campus Advisory Council Chair and as provided below in Section 4.D. Senators may not serve more than two (2) consecutive terms, full or partial.
- D. The expiration of the terms of Senators shall occur in a staggered manner. This allows for continuity of membership to provide for optimal conditions to carry Staff Senate business and collective awareness forward from one year to the next. No more than ten (10) and no less than five (5) full-term Staff Senate seats shall be filled during the annual election cycle. In the event of an irregularity in membership expirations or other unforeseen circumstance, a motion to suspend this section and elect an alternative number of Senators must be approved by a simple majority of the full Staff Senate prior to the balloting process taking place.
- E. Senators may not miss more than three (3) regularly scheduled meetings of the Staff Senate in any rolling twelve-month period, and any Senator shall be automatically removed from office, without further action by the Staff Senate, upon violation of this requirement.
- F. Senators may resign voluntarily, at any time, by delivering written notice of resignation to the Senate Chair. A Senator will be deemed to have resigned voluntarily automatically upon: (1) the ending of their employment with the University, for any reason; (2) if the Senator's primary role is no longer staff (e.g. promotion, transfer); (3) placement on indefinite leave, or for definite leave for more than three months; or (4) becoming covered by a collective bargaining agreement or entering into an employment contract inconsistent with their service as a Senator. In the case of a resignation under this provision, the Senate Chair shall appoint an eligible Member from the results of the most recent election cycle based on the procedures outlined in section (i) to fill the remainder of the resigned Senator's term.
- G. Senators may be involuntarily removed from office by the affirmative vote of at least three-fourths of the total number of remaining Senators at an official meeting of Staff Senate. The Senate Chair shall appoint an eligible Member from the results of the most

recent election cycle to fill the remainder of the removed Senator's term. In the event there are no remaining vote recipients who have not been assigned a Staff Senate term, the vacated term shall remain unoccupied until the next annual election cycle and will be filled as a partial term from the candidates receiving votes in that election cycle.

- H. Staff Senate elections shall be conducted by the Senate's Membership and Governance Committee. Nominations shall be submitted to such committee no later than the end of April of the academic year prior to the academic year in which the candidate seeks to begin their term. Elections shall be held between April 1 and May 31 of the academic year immediately before candidates begin their term. Only Members may vote, and all votes shall be given equal weight. Nominations will be open the first two weeks of April. The committee will then have two weeks to contact all nominees and confirm their participation and collect any materials needed for ballot creation. The finalized election ballot will be open for voting during the first two weeks of May.
- I.
 1. Election results shall be published on or before May 31 of the academic year before the academic year in which candidates begin their term. The candidates shall be ranked by votes received with the highest vote recipients being assigned to the available Staff Senate seats. The filling of open full-term Staff Senate seats will be completed first before the filling of any partial (unexpired) terms that are open. All open full-term Staff Senate seats that require a specific staff classification to meet the minimums outlined in section A will be filled first by Members who are assigned that classification at the time of the elections in the order of their vote rankings.
 2. If there are not enough candidates of that specific classification elected to fill the open seats, then elected Senators of another classification may be used to fill open seats. Candidates who are assigned either full or partial terms on Staff Senate shall be declared to have been elected to office. In the event that there are insufficient candidates to fill the available vacancies, the unfilled seats will remain vacant until the next election cycle where they will be filled. However, the term will be considered an unexpired term and will be shortened accordingly.
 3. In the event of a tie between candidates for Senator, a randomized draw (coin flip, random outcome generator, etc.) may be used to resolve the tie. Therefore, if there is a multi-way tie for a specific position in the vote count rankings, multiple randomizations will be required to resolve this tie. (Example: In the case of a four-way tie, the first randomization will contain all four elected candidates with the same number of votes, the second randomization will contain the remaining 3, the third randomization would contain the remaining two). These randomized selections for the purposes of tie breaking will be held in the presence of, at least, the Senate Chair, the Chair-Elect, and the Parliamentarian (who is the chair of the Governance and Membership Committee). This is specifically intended to replace the need for run-off elections.
- J. The Staff Senate shall meet no less than every other month, however all attempts should be made to hold a monthly meeting. The Staff Senate shall be considered to have achieved a quorum at a meeting if at least eleven (11) Senators are present. All actions or

votes shall be considered affirmed or passed if a majority of the quorum present at a meeting vote to do so. Notice of a regularly scheduled Staff Senate meeting shall be published and given to each Senator by the Secretary at least two (2) weeks before it is held. Such meetings may be held in person or online. Minutes of the proceedings of Staff Senate meetings will be recorded by the Secretary or their designee. In the event a meeting is required outside the regularly scheduled meetings of the Senate, at least one (1) calendar week notice is required to be given to all active Senators.

- K. In accordance with Ohio open meetings regulations, meeting dates and times of the Staff Senate shall be made available at least 72 hours prior to the meeting occurrences. Such notifications are not required for committee meetings.

0000.5. Staff Senate Officers.

- A. The Staff Senate shall have a Chair, a Secretary, and a Treasurer as acting Officers. The Staff Senate shall have as “-Elect” positions, also Officers, a Chair-Elect, Secretary-Elect and Treasurer-Elect. The Staff Senate shall elect members to the “-Elect” positions by majority vote at the first meeting of the annual session. Officers serve for one annual session as an “-Elect” member and assume the duties of the acting position for the next annual session. Officers must be serving an active term as Senators for both sessions of their appointments.
- B. The Staff Senate shall also have a Parliamentarian as an acting Officer. The Staff Senate shall have as an “-Elect” position, also an Officer, a Parliamentarian-Elect. The Staff Senate shall elect a member to the “-Elect” position at the first meeting of the annual session every other year. This Officer serves in an “-Elect” capacity for one annual session then assumes the duties of the acting position for the next two annual sessions. This Officer must be serving an active term as Senator for all sessions of their appointments.
- C. Upon the completion of a Chair’s full term, and contingent upon that individual’s continued employment with the University, the Chair shall occupy the position of “Past-Chair” for the succeeding annual Staff Senate session. If their Staff Senate term has expired, they shall be entitled to the privileges of non-voting ex officio membership in the Staff Senate. In the event that the Senator occupying the role of Past-Chair resigns from or otherwise departs the Staff Senate for any reason, the office shall remain vacant until a new Chair takes office and the current Chair becomes Past-Chair.
- D. Officers may be removed at any time by a two-thirds majority vote of the Staff Senate members and may resign at any time. Any acting Officer vacancy shall be offered to the corresponding “-Elect” position. If an “-Elect” position is also vacant, the “-Elect Officer” does not accept, or the vacancy is in an “-Elect” position, the position will be filled by a majority vote of the Staff Senate at its next meeting.

- E. The Senate Chair shall schedule and conduct Staff Senate meetings and serve as the Staff Senate's representative to any University-wide committees to which the Senate Chair has been invited by the University Administration. The Chair may designate any Senator to serve as the Chair's representative on any committees on which the Chair is a member. The Chair may create committees, and nominate members of such committees, subject to confirmation by the Staff Senate.
- F. The Chair-Elect shall assist the Chair in their powers, duties, and obligations, but shall also execute the Chair's powers, duties, and obligations at meetings where the Chair is unable to attend.
- G. The Secretary shall keep the meeting minutes, resolutions, and other records of the Staff Senate. The Secretary shall also ensure that all Senators have notice of Staff Senate (and related) meetings, and that all meeting-related materials are distributed in a timely manner to Senators.
- H. The Parliamentarian shall ensure that Staff Senate meetings are conducted according to *Robert's Rules of Order, Newly Revised*.
- I. The Treasurer shall maintain an accurate record of funds (if any) allocated by the University for the Staff Senate's use, or (if authorized by the University Administration) independently raised by the Staff Senate. The Treasurer shall develop and implement the Staff Senate's budget. All fiscal matters shall be conducted in accordance with applicable University policies and procedures.

0000.6. Staff Senate Committees.

- A. There shall be an Executive Committee, which shall consist of the Chair, Chair-Elect, Past Chair, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Parliamentarian, Parliamentarian-Elect and The Lake Campus Advisory Council Chair. The Executive Committee shall develop an annual agenda for the Staff Senate's affairs, subject to the Staff Senate's approval, and agendas for each Staff Senate meeting, subject to approval by the Senate Chair. The Executive Committee shall also execute the Staff Senate's resolutions upon receipt of the same. The Executive Committee shall meet monthly unless a motion to suspend a meeting is approved by a majority of the Executive Committee membership.
- B. The standing Governance and Membership Committee will have at least three (3) members and shall also serve as the Election Committee. The Election Committee is responsible for conducting fair and impartial Staff Senate elections. It shall collect all Members' votes for Staff Senate candidates during the annual election cycle, count them, and publish the results. The Senate Chair shall appoint the members of the Governance and Membership Committee on or before October 1 of the academic year. This committee could be activated to conduct any special elections.

- C. There shall be a Communications Committee of at least three (3) members. The Communications Committee shall develop and maintain a system for communicating Staff Senate information with the University's staff. It shall publish the Staff Senate's business via the Staff Senate blog, the Staff Senate's website, and other appropriate measures as determined by the Staff Senate. If the University Administration requests assistance from the Senate Chair in communicating specific matters with the staff, the Communications Committee shall be responsible for evaluating and subsequently executing the task if deemed appropriate by this committee or motion put before the full Staff Senate by this committee. The Senate Chair shall appoint the members on or before October 1 of the academic year.
- D. There shall be a Policy Committee of at least three (3) members. The Policy Committee may review and recommend changes to the University's policies. The Committee's recommendations shall be delivered according to the schedule and format designated by the Chair or other motion put before the Staff Senate. This committee shall deliver its recommendations and analysis to the Staff Senate. If the University Administration makes a request to the Chair for the Staff Senate's assistance in researching, developing, or implementing proposals, policies, or initiatives, the Policy Committee shall conduct research and prepare the requested items. The Senate Chair shall appoint the members on or before October 1 of the academic year.
- E. There shall be a Community Committee of at least three (3) members. The Community Committee shall plan and conduct, when deemed appropriate, community-building activities as requested by the University Administration. It shall also investigate the feasibility of, and recommend to the Staff Senate, events to promote spirit and unity among the University's staff, such as campus beautification efforts, potlucks, concerts, lunch + learn events, after-hours gatherings, and other initiatives. If the University's President requests the Staff Senate to conduct an event, the Community Committee shall be responsible for its execution. The Senate Chair shall appoint the members on or before October 1 of the academic year.
- F. The Senate Chair may create *ad hoc* committees to investigate or implement other Staff Senate initiatives. Each such committee must have at least three (3) members, all of whom shall be appointed by the Senate Chair, and shall meet as needed to execute its purpose.
- G. Each standing committee, except for the Executive Committee and any *ad hoc* committees, shall meet at a minimum of quarterly. The Committee Chair shall be responsible for attending and ensuring the taking of the minutes of such meetings.
- H. The Committee Chair (where one is appointed) shall serve as the liaison between the respective committees and the Staff Senate. The Chair also shall be responsible for communicating each committee's progress to the full Staff Senate at meetings.

- I. At their discretion, the Committee Chair may delegate any of their duties under this section to an active member of said committee including their requirement to report to the Staff Senate.

- J. Each Senator is required to serve on, and actively participate on, at least one committee (Staff Senate, University, or ad hoc committee as a representative of Staff Senate) per year. Appointments or adjustments to committee appointments will be handled by the acting Senate Chair.