

# Staff Senate Operating Procedures

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This manual contains guidelines and procedures regarding the everyday functions of the Staff Senate. The Bylaws shall govern the Staff Senate. The most recent edition of Robert's Rules of Order shall be the guide for all parliamentary decisions for the Staff Senate. All Senators are sworn to uphold the Governing Regulations Part V and By-Laws of the Staff Senate.

Adopted: October 10, 2024

Effective: October 10, 2024

## **Staff Senate Operating Procedures**

### ***Purpose of the Staff Senate***

The University of Kentucky Staff Senate shall exist to provide a forum in which the diverse staff can work together to promote their common interests, needs and concerns, to create a stronger bond within the staff, and to encourage cooperation between the staff, faculty, and students for the long-term benefit of the University of Kentucky.

In accordance with GR V, the By-Laws shall govern the Staff Senate. The most recent edition of Robert's Rules of Order shall be the guide for all parliamentary decisions for the Staff Senate. All Senators are sworn to uphold the By-Laws of the Staff Senate.

The Staff Senate Operating Procedures offers a further guide in to the operation of the Staff Senate.

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### **Senate Operating Procedures**

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# Article 1 - Senators

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1.7 At-Large Senators

**1.7.1 At-Large Senators are made by meeting one of the requirements according to the following criteria:**

**1.7.1.1** A Senator who was elected to a senate seat and then has vacated that seat by transfer to another sector will become an At-Large Senator.

**1.7.1.1.1** Senators transferring to a new sector must notify the Staff Senate Program Coordinator before the next regular Senate meeting.

**1.7.1.1.2** An At-Large Senator shall serve out his/her term.

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## 1.8 Ex-Officio members of the Staff Senate

**1.8.1 Ex-Officio members of the Staff Senate:**

**1.8.1.1** The President of the University

**1.8.1.2** The Staff Representative to the Board of Trustees

**1.8.1.3** The Chair of the Human Resources Committee of the UK Board of Trustees

**1.8.1.4** The Chair of the Women's Forum

**1.8.1.5** The Chair of the University Senate

**1.8.1.6** The President of the Student Government Association

**1.8.1.7** The Executive Vice President of Finance and Administration

**1.8.1.8** The Executive Vice President of Health Affairs

**1.8.1.9** The Provost

**1.8.1.10** The Vice President for Institutional Diversity

**1.8.1.11** The Associate Vice President for Human Resources

**1.8.1.12** The Director of Employee Benefits

**1.8.1.13** The Staff Senate Program Coordinator

**1.8.2 Requests for Ex-Officio membership are submitted to the Executive Committee**

**1.8.2.1** The Executive Committee will review the request;

**1.8.2.2** The Executive Committee will forward recommendations to the Staff Senate floor for approval by a majority vote;

**1.8.2.3** The Executive Committee shall add to the membership list the approved recommendations;

**1.8.2.4** The Executive Committee shall inform those that made the membership request of their approval or denial to the Ex-Officio membership list; and

**1.8.2.5** The Ex-Officio membership list will be maintained by the Executive Committee and posted to the Staff Senate website.

**1.8.3 *The Executive Committee shall review annually, the Ex-Officio membership list; and***

**1.8.3.1** Shall inform members, as needed, of their membership.

**1.8.3.2** Shall make, if necessary, any recommendations for additions to the Ex-Officio membership.

**1.8.3.3** Shall make, if necessary, any recommendations for removals from the Ex-Officio membership.

**1.8.3.4** Shall forward, if any, recommendations to the Staff Senate floor for approval by a majority vote.

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## 1.9 Removal of a Staff Senator

**1.9.1 *For all cases, except for absenteeism and resignations, the call for removal of a Senator shall be submitted to the Executive Committee and shall be submitted by a current Senator:***

**1.9.1.1** In writing (electronic or manually);

**1.9.1.2** Stating the reason(s) for removal;

**1.9.1.3** The document requesting the removal must be submitted at least five (5) working days before the next regularly scheduled Executive Committee meeting.

**1.9.1.4** The Executive Committee will review the document requesting the removal and decide, by a majority of the Executive Committee, whether to move forward with removal proceedings;

**1.9.1.5** After review at the Executive Committee meeting, the Chair of the Executive Committee shall contact the Senator whose name is up for removal and the Senator calling for removal to inform them of the Executive Committee's decision.

**1.9.1.5.1** Method of contact for this may be by any one of the following:

**1.9.1.5.1.1** Direct phone call

**1.9.1.5.1.2** Face to face meeting

**1.9.1.5.1.3** Email with read receipt

**1.9.1.5.1.4** Certified letter

**1.9.1.5.2** If the Chair of the Executive Committee is unable to oversee the removal proceedings, then the order of who will oversee the proceedings will be as follows:

**1.9.1.5.2.1** Vice Chair

**1.9.1.5.2.2** Parliamentarian

**1.9.1.5.2.3** Secretary

**1.9.1.5.2.4** Treasurer

**1.9.1.6** If the Executive Committee decides, based upon review of the document requesting removal, not to move forward with removal proceedings, the Senator called for removal and the Senator calling for removal will be informed of the Executive Committee's decision. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.1.7** If the Senator called for removal decides, during the course of the removal proceedings, to resign as a Staff Senator, their position will be considered a vacancy. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.1.8** If the Executive Committee decides, based upon review of the document requesting removal, to move forward with removal proceedings, the accused Senator and the one making the accusation must be notified, in writing, no less than three (3) days prior to attend the next Executive Committee meeting following the review of the document at the previous Executive Committee Meeting. The accused Senator shall have an opportunity for rebuttal;

**1.9.1.8.1** Method of notification must be one of the following:

**1.9.1.8.1.1** Email with Read Receipt

**1.9.1.8.1.2** Certified Letter

**1.9.1.8.2** The Executive Committee will verify receipt of this notification.

**1.9.1.9** Once the Senator has had the opportunity for rebuttal, the Executive Committee will, based upon the evidence presented and by a majority of the Executive Committee, make their recommendation to the Full Senate.

**1.9.1.10** The Full Senate will discuss and vote on the recommendation.

**1.9.1.10.1** The Senator under consideration for removal will have the opportunity for rebuttal in the Full Senate during the discussion.

**1.9.1.11** Failure of Response

**1.9.1.11.1** If the Senator called for removal fails to respond after contact is made by the Executive Committee Chair in 5 working days, the Executive Committee, based upon review of the document requesting removal, shall move forward with removal proceedings at the next Executive Committee meeting. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.1.12** Failure of Appearance

**1.9.1.12.1** If the Senator called for removal responds but fails to appear at the Executive Committee meeting at which

removal will be discussed, the removal proceedings shall be moved forward to the next Full Staff Senate meeting. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.2 For cases of absenteeism, the call for removal of a Senator shall be submitted to the Executive Committee based upon official Staff Senate and/or its committees' attendance records of which the Senator is a member.**

**1.9.2.1** Submission of the Senator called for removal will be based upon Article 1.5. Attendance and Leave.

**1.9.2.2** The Chair of the Executive Committee shall contact the Senator whose name is up for removal to inform them of the call for removal.

**1.9.2.2.1** Method of contact for this may be by any one of the following:

**1.9.2.2.1.1** Direct phone call

**1.9.2.2.1.2** Face to face meeting

**1.9.2.2.1.3** Email with read receipt

**1.9.2.2.1.4** Certified letter

**1.9.2.2.2** If the Chair of the Executive Committee is unable to oversee the removal proceedings, then the order of who will oversee the proceedings will be as follows:

**1.9.2.2.2.1** Vice Chair

**1.9.2.2.2.2** Parliamentarian

**1.9.2.2.2.3** Secretary

**1.9.2.2.2.4** Treasurer

**1.9.2.3** If the Senator up for removal decides, during the course of the removal proceedings, to resign as a Staff Senator their position will be considered a vacancy. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.2.4** If the Executive Committee decides, based upon review of the attendance records, to move forward with removal proceeding, the Senator called for removal will be notified, in writing, no less than three (3) days prior to attend the next Executive Committee meeting following the review of the attendance records at the previous Executive Committee Meeting. The accused Senator shall have an opportunity for rebuttal.

**1.9.2.4.1** Method of notification must be one of the following:

**1.9.2.4.1.1** Email with Read Receipt

**1.9.2.4.1.2** Certified Letter

**1.9.2.4.2** The Executive Committee will verify receipt of this notification.

**1.9.2.5** Once the Senator has had the opportunity for rebuttal, the Executive Committee will, based upon the evidence

presented and by a majority of the Executive Committee, make their recommendation to the Full Senate.

**1.9.2.6** The Full Senate will discuss and vote on the recommendation.

**1.9.2.6.1** The Senator under consideration for removal will have the opportunity for rebuttal in the Full Senate during the discussion.

**1.9.2.7** Failure of Response

**1.9.2.7.1** If the Senator called for removal fails to respond after contact is made by the Executive Committee Chair in 5 working days, the Executive Committee, based upon review of the document requesting removal, shall move forward with removal proceedings at the next Executive Committee meeting. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

**1.9.2.8** Failure of Appearance

**1.9.2.8.1** If the Senator called for removal responds but fails to appear at the Executive Committee meeting at which removal will be discussed, the removal proceedings shall be moved forward to the next Full Staff Senate meeting. This will be officially recorded in the Staff Senate records and reported to the full Staff Senate.

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## 1.10 Resignations - No SOP

# Article 2 – Officers

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## 2.1 Term of Office

**2.1.1** *Officer position is a one-year term (July – June) voted by the majority of Staff Senators (51%)*

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## 2.2 Eligibility - No SOP



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## 2.3 Election of Officers

### **2.3.1 Election of Officers:**

**2.3.1.1** The election of the Officers of the Staff Senate shall be conducted at the May regular meeting with elected Officers being seated in July.

**2.3.1.2** Applicants must submit an application signed by their supervisor.

**2.3.1.3** Signed applications are due by the March Executive Committee meeting.

**2.3.1.4** An orientation for senators interested in chair position is suggested to be held in January annually. This would include discussion with past chairs on the job description.

**2.3.1.5** The Parliamentarian of the Staff Senate shall preside over the Senate officer elections, with the exception of the election for Parliamentarian, which shall be presided over by the Vice Chair. The Parliamentarian shall appoint two members of the Staff Senate to serve as Tellers in the counting of votes cast in these elections. Any Teller nominated for any office shall be ineligible to serve as Teller in the counting of votes for the office to which he or she has been nominated, in which case the Parliamentarian shall appoint a temporary Teller to serve.

**2.3.1.6** All nominees for each office must accept the nomination and introduce themselves to the Senators before the election for that office. If a Senator wants to be nominated to an Officer position, and cannot be present at the Senate meeting at which nominations would be accepted, the Senator must submit a letter of intent for the position to the Election Committee. The letter must be received by the Election Committee by its regular April meeting. The nominee shall be allowed to stand for election for the position once the Senator's eligibility is confirmed by the Election Committee. The election shall be conducted by secret ballot.

**2.3.1.7** The current Chair takes the newly elected Chair to the May/June Board of Trustees meetings.

### **2.3.2 Special Election of Officers**

**2.3.2.1** To fill a vacancy for any Office, elections shall be conducted at the next regular meeting after such vacancy occurs. At least two (2) weeks' notice to the membership of a vacancy is required; therefore, if the vacancy occurs less than two (2) weeks before the next regularly scheduled meeting, the election shall be postponed to the following regularly scheduled meeting.

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## 2.4 Duties of the Chair

**2.4.1 The Chair's position is currently considered a half time position and as such is funded at 50% of the elected Chair's salary by the Office of the President.**

**2.4.2 The duties of the Chair shall include, but not be limited to:**

**2.4.2.1** Preside at all meetings of the Staff Senate and the Executive Committee;

**2.4.2.1.1** Preside over Regular and Special Meetings.

**2.4.2.1.2** Use Robert's rules as a guide for order on running meetings.

**2.4.2.1.3** Uphold the Senate by-laws during meetings.

**2.4.2.1.4** Maintain civility during discussions and debate.

**2.4.2.1.5** Present University issues for discussion and/or directing them to the appropriate committee.

**2.4.2.1.6** Call for Special Meetings of the full Senate as needed.

**2.4.2.2** Determine, in consultation with the Executive Committee, the agenda for all meetings of the Staff Senate;

**2.4.2.2.1** Preside over the Senate Executive Committee (EC).

**2.4.2.2.2** Use Robert's Rules as a guide for Order to run meetings.

**2.4.2.2.3** Uphold the Senate by-laws during meetings.

**2.4.2.2.4** Maintain civility during discussions and debates.

**2.4.2.2.5** Present University issues for discussion and/or direct them to the appropriate committee.

**2.4.2.2.6** Call Special Meeting of the EC as needed.

**2.4.2.2.7** Work with the Secretary of the Staff Senate to update the agenda prior to meetings.

**2.4.2.3** In response to a majority vote of the Executive Committee or the Staff Senate, issue calls for special meetings of the Staff Senate through the Secretary;

**2.4.2.3.1** Responsible for creating the agenda in interim for all Senate Meetings.

**2.4.2.3.2** Receive all matters directed to the Staff Senate.

**2.4.2.3.3** Work with Staff Senate secretary in creating an agenda to distribute to the Staff Senate members and non-voting members of the Staff Senate five business days prior to the next regular meeting and five business days prior to the EC meeting.

**2.4.2.4** Receive all matters directed to the Staff Senate and refer these to the Staff Senate or one of its committees, as appropriate; and

- 2.4.2.4.1** In consultation with Vice Chair, oversee Standing and Ad Hoc Committees.
- 2.4.2.4.2** Guide committees in designating chairs of the standing committees when vacancies arise.
- 2.4.2.4.3** Establish ad hoc committees and appoint chairs as appropriate.
- 2.4.2.4.4** Monitor reporting of standing, University, presidential and ad hoc committee chairs.
- 2.4.2.4.5** Serve as ex-officio member of all committees.
- 2.4.2.4.6** Appoint the chair for the Appreciation Day Commission.
- 2.4.2.4.7** Consult with the EC to appoint senators to University and presidential committees.
- 2.4.2.4.8** Ask Senators for their interest in committees prior to assigning Committee Chairs.
- 2.4.2.5** Act as the official representative of the Staff Senate.
  - 2.4.2.5.1** Annual Senate Reports
    - 2.4.2.5.1.1** Create the overall annual report for submission to the Office of the President.
    - 2.4.2.5.1.2** In consultation with the vice chair, ensure that committee chairs file annual committee reports.
  - 2.4.2.5.2** Administrative Responsibilities
    - 2.4.2.5.2.1** Secure and prepare budgetary allocations.
    - 2.4.2.5.2.2** Serve as the official administrator for the Staff Senate, reporting to the Office of the President.
    - 2.4.2.5.2.3** Consult with the Program Coordinator and Treasurer to prepare and present the proposed Senate operating budget.
    - 2.4.2.5.2.4** Consult with the Program Coordinator and Treasurer, with input from Senate committee chairs, to prepare the Senate operating budget for approval by the Executive Committee at the May meeting and the Senate as a whole at the June full Senate meeting.
    - 2.4.2.5.2.5** Serve as the direct supervisor for the Program Coordinator.
    - 2.4.2.5.2.6** Approve appropriate use of funds up to \$500.
    - 2.4.2.5.2.7** Meet with the Chief of Staff to request budget allocations for the year.
    - 2.4.2.5.2.8** Approve time for the Staff Senate Program Coordinator.
    - 2.4.2.5.2.9** Conduct the yearly Performance Evaluation with the Staff Senate Program Coordinator.
    - 2.4.2.5.2.10** Maintain all written correspondence for all approvals of funds.
  - 2.4.2.5.3** The Official Representative of the Senate
    - 2.4.2.5.3.1** Communicate concerns to University administration when needed by meeting or emailing with the President and/or President's personnel.
    - 2.4.2.5.3.2** Represent the Senate as an ex-officio member of the University Senate and University Senate Council meetings.

- 2.4.2.5.3.3** Facilitate presentations to inform the Senate body on upcoming, present or past events that affect the University and staff.
  - 2.4.2.5.3.4** Meet monthly with the President.
  - 2.4.2.5.3.5** Meet monthly with the Associate Vice President for Human Resources or the Executive Director of Human Resources.
  - 2.4.2.5.3.6** Attend the regular meetings of the Board of Trustees (BOT) and committee meetings, when applicable. Upon request, speak before the BOT.
  - 2.4.2.5.3.7** Address the media upon consultation with University Public Relations Office.
  - 2.4.2.5.3.8** Serve as Public Relations liaison to the Senate.
  - 2.4.2.5.3.9** Attend business and social University events upon invitation by the Office of the President.
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## 2.5 Duties of the Vice Chair - No SOP

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## 2.6 Duties of the Secretary

### **2.6.1 The duties of the Secretary shall include, but not be limited to:**

- 2.6.1.1** Maintain attendance records and approved minutes of Staff Senate and Executive Committee meetings.
- 2.6.1.2** Routinely update the senate SharePoint site with this information so it is easily accessible for any member of the Senate, as well as the Program Coordinator, for posting on the web site.
- 2.6.1.3** Record minutes at the Staff Senate and Executive Committee meetings and distribute at least 2 days before the meetings.
- 2.6.1.4** Record attendance at Staff Senate and Executive Committee meetings.
- 2.6.1.5** Prepare and distribute the agenda for the Staff Senate and Executive Committee meetings (at least two days before the meeting).
- 2.6.1.6** Upload all approved minutes and agendas to the Staff Senate SharePoint site on a timely basis.

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## 2.7 Duties of the Treasurer

### **2.7.1 The duties of the Treasurer shall include, but not be limited to:**

#### **2.7.1.1** Allocations

**2.7.1.1.1** Allocations over \$500 dollars must be referred to the Executive Committee for approval;

**2.7.1.1.2** Allocations over \$1,000 dollars must be referred to the Staff Senate body for approval;

#### **2.7.1.2** Second signature and notifications

**2.7.1.2.1** If the Treasurer is unavailable, the Vice Chair shall provide the second signature.

**2.7.1.2.1.1** If the Vice Chair is unavailable, the Parliamentarian shall provide the second signature.

**2.7.1.2.2** The Treasurer shall be notified by the Program Coordinator within twenty-one (21) days of any transaction signed by the Vice Chair or Parliamentarian.

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## 2.8 Duties of the Parliamentarian - No SOP

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## 2.9 Duties of the Program Coordinator

### **2.9.1 The duties of the Program Coordinator shall include, but not be limited to:**

**2.9.1.1** Jointly manage with the Treasurer, the Staff Senate operating budget(s) and ensure all financial records are available upon request in accordance with University business procedures and policy;

**2.9.1.2** Jointly provide with the Treasurer and Chair, a proposal for approval that outlines allocations for operating budget(s) to the Staff Senate body after approval of the Staff Senate budget by the Office of the President; subsequent allocations over \$500 dollars must be referred to the Executive Committee for approval; subsequent allocations over \$1,000 dollars must be referred to the Staff Senate body for approval;

**2.9.1.3** Provide, as necessary, a first signature and obtain a second signature from the Treasurer on financial transactions.

**2.9.1.3.1** If the Treasurer is unavailable, the Vice Chair shall provide the second signature.

**2.9.1.3.1.1** If the Vice Chair is unavailable, the Parliamentarian shall provide the second signature.

**2.9.1.3.2** The Program Coordinator shall notify the Treasurer within twenty-one (21) days of any transaction signed by the Vice Chair;

**2.9.1.4** Jointly maintain, with the Secretary, a current list of Staff Senate membership and vacancies;

**2.9.1.5** Jointly maintain, with the Secretary, attendance records for posting on the Staff Senate Website.

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## 2.10 Removal of Staff Senate Officers - No SOP

# Article 3 - Meetings

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## 3.1 Time - No SOP

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## 3.2 Place - No SOP

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## 3.3 Notice of Meetings - No SOP

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## 3.4 Agenda

**3.4.1** *All committees of the Staff Senate and individual members of the Staff Senate may submit agenda items to the Vice Chair not less than five (5) working days before (unless otherwise noted in writing, i.e. email from an EC member of the Staff Senate) a regular meeting.*

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## 3.5 Special Meetings - No SOP

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## 3.6 Open Meetings - No SOP

# Article 4 – Voting

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## 4.1 Method

**4.1.1 Refer to the Staff Senate Bylaws: Voting: Methods for how the voting method will be prescribed.**

**4.1.2 Voting methods approved by the Staff Senate are:**

**4.1.2.1** Roll call vote

**4.1.2.2** Voice vote

**4.1.2.3** Raising of hands

**4.1.2.4** 'Clickers'

**4.1.2.5** Technology vote:

**4.1.2.5.1** Adobe Connect

**4.1.2.5.2** Microsoft Lync

**4.1.2.5.3** Go To Meeting

**4.1.2.5.4** Zoom

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## 4.2 Limits - No SOP

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## 4.3 Quorum - No SOP

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## 4.4 Debate - No SOP

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## 4.5 Tie Votes - No SOP

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# Article 5 - Executive Committee of the Staff Senate

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## 5.1 Purpose

### **5.1.1 The Executive Committee shall:**

**5.1.1.1** Facilitate the functioning of the Staff Senate and oversee all committees;

**5.1.1.1.1** Organize, plan and implement ideas/tasks to the appropriate committees.

**5.1.1.1.2** Schedule meetings with appropriate liaisons to help with solutions to problems.

**5.1.1.1.3** Bring monthly reports to discuss as a group

**5.1.1.2** Act on urgent matters which cannot wait for action by the Staff Senate in regular sessions. Such actions shall be reported to the Staff Senate no later than the next regular meeting;

**5.1.1.2.1** Time sensitive items voted and approved at the EC level are taken to the Body in the next meeting. The issue is presented, the vote is presented and the information is shared to all senators.



- 5.1.1.3** Review and recommend action on the Staff Senate annual budget;
  - 5.1.1.3.1** When the original budget is approved, the EC discusses the allocations per committee prior to taking to the body to vote.
  - 5.1.1.3.2** During the year, if funds are lean in some areas and there are extra in others, the EC discusses reallocating funds to help finish the year. This is done at the EC level and communicated to the body in the monthly financial report.
  - 5.1.1.3.3** If it is a large amount (over \$1000) the body must approve the reallocation.
  - 5.1.1.4** Recommend the formation of Special or Ad Hoc committees as necessary;
  - 5.1.1.4.1** If a need arises, the EC will discuss and work to create a special or Ad Hoc committee.
  - 5.1.1.4.2** The ending of an Ad Hoc or Special committee is also done by the EC.
  - 5.1.1.5** Appoint representatives to University-wide committees;
  - 5.1.1.5.1** The Chair works with the EC to make sure staff are represented on as many University-wide committees as possible.
  - 5.1.1.6** Maintain and regulate the Staff Senate listserv; and
  - 5.1.1.6.1** Program Coordinator and PR send the majority of marketing materials out via the listserv.
  - 5.1.1.6.2** Relevant information is to be shared via the listserv.
  - 5.1.1.6.3** Technology/Program Coordinator maintain the user list for access to the listserv.
  - 5.1.1.7** Determine the agenda for Staff Senate meetings.
  - 5.1.1.7.1** All committees of the Staff Senate and individual members of the Staff Senate may submit agenda items to the Vice Chair not less than five (5) working days before (unless otherwise noted in writing, i.e. email from an EC member of the Staff Senate) a regular meeting.
  - 5.1.1.7.2** The Vice Chair discusses ideas with the Chair
  - 5.1.1.7.3** The Chair communicates with the Secretary, what items to add to the agenda for the next Staff Senate meeting.
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## 5.2 Composition - No SOP

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## 5.3 Reports - No SOP

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## 5.4 Quorum - No SOP

# Article 6 - Standing and Standing Advisory Committees of the Staff Senate

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## 6.1 Purpose - No SOP

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## 6.2 Committee Officers - No SOP

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## 6.3 Standing Committees of the Staff Senate

### **6.3.1** *The following are Standing Committees:*

- 6.3.1.1** By-Laws Committee;
- 6.3.1.2** Community Outreach Committee;
- 6.3.1.3** One Community Committee;
- 6.3.1.4** Elections Committee;
- 6.3.1.5** Employee Engagement Committee;
- 6.3.1.6** HealthCare Administration Counsel;
- 6.3.1.7** Professional Development Committee;
- 6.3.1.8** Public Relations Committee;
- 6.3.1.9** Special Events Committee;
- 6.3.1.10** Technology Committee;

- 6.3.1.11 University Benefits and Compensation Committee;
- 6.3.1.12 University Policy and Processes Committee
- 6.3.1.13 Higher Ed Administration Advisory Committee
- 6.3.1.14 Shared Governance Collaboration Committee
- 6.3.1.15 University Budget and Finance Committee
- 6.3.1.16 University Infrastructure Committee

**6.3.2 *The Standing Committees shall be comprised of Senators assigned by the Executive Committee and approved by a majority vote of the Staff Senate.***

### **6.3.3 *Reports***

**6.3.3.1** The Standing Committee shall submit all recommendations for action to the Executive Committee, for consideration as an agenda item(s) for the whole body.

**6.3.3.2** The Standing Committees shall be responsible for submitting current activity reports to the Executive Committee, as well as a written annual report, which shall be provided to the Executive Committee at or before the last meeting of the fiscal year.

**6.3.3.3** The Annual Report should include, but not be limited to:

**6.3.3.3.1** Title page (includes)

**6.3.3.3.1.1** University of Kentucky Staff Senate

< Committee Name >

Annual Report

July 20XX – June 20XX

**6.3.3.3.1.2** Committee Members and Titles

**6.3.3.3.2** Table of contents

**6.3.3.3.3** Attendance

**6.3.3.3.3.1** Resignations

**6.3.3.3.3.2** Additions

**6.3.3.3.3.3** Overall Attendance

**6.3.3.3.4** Committee charge for the year in a bulleted list

**6.3.3.3.4.1** Standing charges from bylaws.

- 6.3.3.3.4.2 Other charges assigned by the Senate and other committees.
  - 6.3.3.3.5 Discussion of charges in an outline format, including:
    - 6.3.3.3.5.1 Minutes and other documents; and
    - 6.3.3.3.5.2 What the committee accomplished for the year.
  - 6.3.3.3.6 Motions brought to the full senate in an outline format.
    - 6.3.3.3.6.1 Discuss each in turn.
    - 6.3.3.3.6.2 Include language submitted to Senate (original).
    - 6.3.3.3.6.3 Include final motion passed.
  - 6.3.3.3.7 Suggestions for next year's committee.
  - 6.3.3.3.8 Appendices
    - 6.3.3.3.8.1 Agendas
    - 6.3.3.3.8.2 Minutes
    - 6.3.3.3.8.3 Other documents such as presentations, etc.
- 

## 6.4 Standing Advisory Committees of the Staff Senate

### **6.4.1 *These committees shall be comprised of Staff Senators:***

- 6.4.1.1 Presidential Advisory Committee

### **6.4.2 *The Standing Advisory Committees shall be comprised of Senators assigned by the Executive Committee and approved by a majority vote of the Staff Senate.***

### **6.4.3 *Reports***

6.4.3.1 The Standing Advisory Committees shall be responsible for submitting current activity reports to the Executive Committee, as well as a written annual report, which shall be provided to the Executive Committee at or before the last meeting of the fiscal year.

6.4.3.2 The Annual Report should include, but not be limited to:

6.4.3.2.1 Title page (includes)

6.4.3.2.1.1 University of Kentucky Staff Senate

< Committee Name >

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July 20XX – June 20XX

**6.4.3.2.1.2** Committee Members and Titles

**6.4.3.2.2** Table of contents

**6.4.3.2.3** Attendance

**6.4.3.2.3.1** Resignations

**6.4.3.2.3.2** Additions

**6.4.3.2.3** Overall Attendance

**6.4.3.2.4** Committee charge for the year in a bulleted list

**6.4.3.2.4.1** Standing charges from bylaws.

**6.4.3.2.4.2** Other charges assigned by the Senate and other committees.

**6.4.3.2.5** Discussion of charges in an outline format, including:

**6.4.3.2.5.1** Minutes and other documents; and

**6.4.3.2.5.2** What the committee accomplished for the year.

**6.4.3.2.6** Motions brought to the full senate in an outline format.

**6.4.3.2.6.1** Discuss each in turn.

**6.4.3.2.6.2** Include language submitted to Senate (original).

**6.4.3.2.6.3** Include final motion passed.

**6.4.3.2.7** Suggestions for next year's committee.

**6.4.3.2.8** Appendices

**6.4.3.2.8.1** Agendas

**6.4.3.2.8.2** Minutes

**6.4.3.2.8.3** Other documents such as presentations, etc.

---

## 6.5 Duties of Standing and Standing Advisory Committee Chairs

**6.5.1** *The Standing and Standing Advisory Committee Chairs' duties shall include, but are not limited, to:*

**6.5.1.1** Call for and preside at all committee meetings;

- 6.5.1.2** Determine the committee agenda;
  - 6.5.1.3** Ensure that all matters referred to the committee are followed through to conclusion;
  - 6.5.1.4** Ensure that committee conduct is governed by the By-Laws and Robert's Rules of Order (latest revision); and
  - 6.5.1.5** Serve as a member of the Executive Committee.
  - 6.5.1.6** In the event that the Chair cannot be present at a Standing, Standing Advisory or Executive Committee meeting, the Chair may appoint a substitute from the Standing Committee.
- 

## 6.6 Duties of Standing and Standing Advisory Committee Secretaries

### **6.6.1** *The Standing Committee and Standing Advisory Committee Secretaries' duties shall include, but not be limited, to:*

- 6.6.1.1** Keep accurate minutes of all regular and special meetings of the Standing or Standing Advisory Committee;
  - 6.6.1.2** Make the minutes available to the Standing or Standing Advisory Committee members at least five (5) working days prior to the next regular meeting;
  - 6.6.1.3** Maintain a current list of the Standing or Standing Advisory Committee membership;
  - 6.6.1.4** Maintain attendance records of Standing or Standing Advisory Committee meetings and forward those records to the Staff Senate Secretary with a copy to the Staff Senate Program Coordinator by the last day of the month prior to the next regular Staff Senate meeting; and
  - 6.6.1.5** Forward the approved minutes of all regular and special meetings of the Standing or Standing Advisory
  - 6.6.1.6** Committee to the Staff Senate Secretary with a copy to the Staff Senate Program Coordinator by the last day of the month prior to the next regular Staff Senate meeting.
- 

## 6.7 Responsibilities of Standing Committees (Election Committee)

### **6.7.1** *Election Committee*

#### **6.7.1.1** The Election Committee shall:

- 6.7.1.1.1** Conduct an annual review of the Staff Senate sectors and make recommendations for changes to ensure that the Staff Senate represents the staff effectively and proportionately.

- 6.7.1.1.1.1** Gathers data from Analytics analytics@uky.edu.
- 6.7.1.1.1.2** Create an initial report that will have the staff listed by their reporting hierarchy and then sorted the file into sectors based on department numbers.
- 6.7.1.1.1.3** Determine the number of seats based on the distribution of staff across the sectors to ensure that all staff have appropriate representation.
- 6.7.1.1.2** Certify eligibility of candidates for election to the Staff Senate and Staff Representative to the Board of Trustees;
- 6.7.1.1.2.1** Once all nomination forms for either the candidates for a senate seat or the Representative to the BOT are submitted, the Program Coordinator will check in SAP to ensure that the candidates meet the requirements set by the by-laws and the Governing regulations.
- 6.7.1.1.3** Conducts annually the election of Senators to the Staff Senate.
- 6.7.1.1.3.1** Set a timeline.
- 6.7.1.1.3.1.1** October
  - 6.7.1.1.3.1.1.1** Create a schedule, make a PR plan, kick off elections internally.
- 6.7.1.1.3.1.2** November
  - 6.7.1.1.3.1.2.1** Meeting with Councils
- 6.7.1.1.3.1.3** December
  - 6.7.1.1.3.1.3.1** Meeting with Councils
- 6.7.1.1.3.1.4** January
  - 6.7.1.1.3.1.4.1** Information out about elections
  - 6.7.1.1.3.1.4.2** Video campaign from President/Provost
- 6.7.1.1.3.1.5** February
  - 6.7.1.1.3.1.5.1** Meet the senator events – Big Events
- 6.7.1.1.3.1.6** March
  - 6.7.1.1.3.1.6.1** Outreach
    - 6.7.1.1.3.1.6.1.1** Reception type events
    - 6.7.1.1.3.1.6.1.2** Councils
    - 6.7.1.1.3.1.6.1.3** Parking Structures
  - 6.7.1.1.3.1.7** Nomination Period - April 3 - 28
    - 6.7.1.1.3.1.7.1** Continued outreach – another visit to councils, etc.
    - 6.7.1.1.3.1.7.2** Time to prepare voting information, etc. (May 1-5 Also final exam week)

**6.7.1.1.3.1.8** Elections - May 8 - 19

**6.7.1.1.3.1.8.1** Booths around campus for voting, emails sent out, etc.

**6.7.1.1.3.1.8.2** Time to produce Congratulatory emails, UKnow article etc. May 22-24

**6.7.1.1.3.1.9** Senators Announced May 25th (Dependent on UKAD Date)

**6.7.1.1.3.2** Gather data on sectors.

**6.7.1.1.3.3** Determine that number of seats needed.

**6.7.1.1.3.4** Setup promotional events in conjunction with the PR committee that include but not limited to: visiting Staff Councils, meet and greets around campus, ice cream socials.

**6.7.1.1.3.5** Work with PR committee to send out UKnow articles and mass emails promoting the election.

**6.7.1.1.3.6** Work with the Chair to ensure that the upper administration is aware of the elections.

**6.7.1.1.4** Conduct the election of the Staff Representative to the Board of Trustees.

**6.7.1.2** Nomination forms shall be made available to all sectors with vacancies available for nomination no fewer than ten (10) working days before the nomination deadline.

**6.7.1.2.1** Nomination forms for staff members who desire to be candidates for election must be returned to the Election Committee by the required deadline.

**6.7.1.2.2** The Election Committee will verify the eligibility of the nominee. After this verification, the ballots shall be set.

**6.7.1.3** It shall be the responsibility of the Election Committee to ensure that:

**6.7.1.3.1** A slate of eligible candidates shall be made available within ten (10) working days after the nomination deadline; and

**6.7.1.3.2** Election results are certified as soon as is reasonably possible.

**6.7.1.4** The Election Committee shall annually review the staff structure and population to ensure proportional representation. The recommendations of the Election Committee shall be reported by the February meeting of the Staff Senate.

**6.7.1.5** Any challenges regarding the election process shall be reviewed by the Election Committee. Upon completion of such a review, a recommendation shall be made to the Staff Senate where the challenges shall be resolved by a vote of the Staff Senate.

**6.7.1.6** Senators will be sworn in to office in the month of July.

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## 6.7 Responsibilities of Standing Committees (Staff Issues Committee)



## **6.7.2 Staff Issues Committee**

**6.7.2.1** The Staff Issues Committee shall:

**6.7.2.1.1** Research all issues affecting University Staff.

**6.7.2.1.1.1** The Chair is a member of the University Work Life Committee.

**6.7.2.1.1.1.1** The Chair brings topics discussed at the meeting to the Staff Issues Committee for vetting.

**6.7.2.1.1.2** The Chair meets with HR Administrators to discuss issues concerning policy changes and request information pertaining to topics and concerns brought to the Staff Issues Committee for vetting

**6.7.2.1.1.3** The Chair speaks with employees across campus, phone calls, emails or face to face, to gather information on concerns and issues. He directs the Staff Issues Committee members and Staff Senators to bring matters of concern to the Staff Issues Committee for vetting.

**6.7.2.1.2** Lead initiatives regarding staff issues

**6.7.2.1.2.1** The Staff Issues Committee members try to be active in participating in planned or spontaneous University function centered around staff.

**6.7.2.1.2.1.1** Staff Appreciation Day

**6.7.2.1.2.1.2** College Staff Council meetings

**6.7.2.1.2.1.3** University committees

**6.7.2.1.2.1.4** In partnership with Work Life create committees that help staff.

**6.7.2.1.2.1.4.1** CRISIS

**6.7.2.1.2.1.4.2** Shared Leave

**6.7.2.1.3** Generate recommendations for action on such issues.

**6.7.2.1.3.1** The Staff Issue Committee creates reports based on research that include possible solution to resolve the concerns or issues to be presented to the EC or at the Staff Senate meeting.

**6.7.2.1.3.2** The Staff Issue Committee creates motions/resolution in reaction to changes to changes in benefits, ARs, GRs or HR policies to be brought by the Chair to the EC or regular Staff Senate meeting for approval.

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## **6.7 Responsibilities of Standing Committees (Public Relations Committee)**

### **6.7.3 Public Relations**

**6.7.3.1** Disseminate Staff Senate information via:

**6.7.3.1.1** UK ListServes

**6.7.3.1.2** Deliverables designed by PR committee

**6.7.3.1.3** Staff Senate Website

**6.7.3.1.4** Staff Senate Facebook

**6.7.3.1.5** Staff Senate Twitter

**6.7.3.1.6** Staff Senate Instagram

**6.7.3.1.7** New Employee Orientation (NEO)

**6.7.3.2** Design and order deliverables for use by the Senate for communications, elections or ad hoc informational purposes.

**6.7.3.2.1** Per request of the body, or individual committees (mainly Elections) as needed.

**6.7.3.2.2** As needed for NEO, UK Appreciation Day or other Senate events.

**6.7.3.2.3** For special informational needs, such as publicizing the CRISIS program.

**6.7.3.3** Run Staff Senate social media accounts, for increased penetration of Staff Senate and other University-focused issues.

**6.7.3.3.1** Combing UKNow, HR Thrive, In the Loop, etc.

**6.7.3.3.2** Retweeting high-profile UK posts.

**6.7.3.3.3** Staff Selfie Instagram project

**6.7.3.3.4** Livestreaming Staff Senate events via FB Live.

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## **6.7 Responsibilities of Standing Committees (Bylaws Committee)**

### **6.7.4 By-Laws Committee**

**6.7.4.1** The By-Laws Committee shall:

**6.7.4.1.1** Keep the Staff Senate By-Laws up to date;

**6.7.4.1.1.1** The committee will accept proposed changes to by-laws and SOPs from any committee, the senate chair, or full senate body.

**6.7.4.1.1.2** The committee will review the proposed change and begin investigating feasibility of the proposed change

regarding ARs and GRs, at the first meeting following receipt of the proposed change.

**6.7.4.1.1.3** The committee will request any follow-up information necessary to make to requested change.

**6.7.4.1.1.4** Draft language will be submitted to the senate chair and EC for consideration.

**6.7.4.1.1.5** When draft language is approved by the EC, the Chair of the Bylaws Committee or designee will present a resolution to the full senate for consideration.

**6.7.4.1.1.6** After appropriate discussion and first reading, the chair of the by-laws committee will give the second reading and prompt the senate chair to call for a motion to vote on the proposed item.

**6.7.4.1.2** Keep the records of any amendments to the By-Laws and Standard Operation Procedures (SOP's);

**6.7.4.1.2.1** The committee chair will upload all work regarding changes to by-laws to share point within one week from the date the change is made.

**6.7.4.1.2.2** Changes requiring senate EC and/or full senate approval will be kept as draft documents until such time as they are approved.

**6.7.4.1.2.3** The committee secretary will include records of work regarding changes to bylaws and SOPs in the minutes of monthly meetings.

**6.7.4.1.2.4** The committee secretary will upload the minute meetings to SharePoint within one week after the meeting.

**6.7.4.1.3** Review and consider any proposed changes to the By-Laws and make recommendations on those changes;

**6.7.4.1.4** Ensure that copies of the By-Laws are readily available to all members of the University community as well as the general public; and

**6.7.4.1.4.1** The By-laws Committee will visit the staff senate website quarterly to assure that the most recent approved staff senate by-laws and SOPs are present on the website with a logical pathway for access.

**6.7.4.1.4.2** Any availability issues regarding access to the by-laws or SOPs will be reported by the committee chair to the technology committee by e-mail at the time of discovery.

**6.7.4.1.5** Audit the By-Laws every three (3) years, which shall be done during the election cycle corresponding to the election of the Staff Representative to the Board of Trustees.

**6.7.4.1.5.1** The committee will conduct a full audit of the by-laws and SOPs every three years.

**6.7.4.1.5.2** The committee will review by-laws and SOPs for compliance with ARs and GRs as well as compatibility with current practice.

**6.7.4.1.5.3** All recommended changes will be referred to the parliamentarian for review.

**6.7.4.1.5.4** After review by the parliamentarian, suggested changes will be referred to the EC for review.

**6.7.4.1.5.5** After review by the EC, suggested changes will be brought to the full senate for discussion and eventual vote.

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## 6.7 Responsibilities of Standing Committees (Technology Committee)

### 6.7.5 Technology Committee

**6.7.5.1** The Technology Committee shall:

**6.7.5.1.1** Ensure maintenance of the Staff Senate website, SharePoint, listservs, and other technologies as necessary, in collaboration with the Staff Senate and other committees.

**6.7.5.1.2** Ensure that technological needs for assembly meeting are met.

**6.7.5.1.2.1** Get Camera, tripod and laptop equipment from McVey #61 (Large suitcase and tripod. All equipment including cameras and computers are included in the suitcase).

**6.7.5.1.2.1.1** Laptop password:\*\*\*\*\*

**6.7.5.1.2.2** Connect to Zoom using main laptop (presenters laptop) with your LinkBlue credentials (Zoom Website).

**6.7.5.1.2.2.1** Technology Committee members should all be hosts to the UK Connect Internet Broadcast. If you are not a host, have a current host to make you host within the session.

**6.7.5.1.2.3** Select "Start My Webcam" (allow).

**6.7.5.1.2.3.1** Do not begin to "share" until camera and mic positions are in place.

**6.7.5.1.2.3.2** Select "allow" on camera and microphone access

**6.7.6.1.2.4** Set up Laptops and position cameras on tri-pods at locations below. Select "Start Webcam" on main laptop.

**6.7.5.1.2.4.1** Podium View

**6.7.5.1.2.4.1.1** Camera on tri-pod, second row of auditorium seats pointing towards podium, between second and third chair.

**6.7.5.1.2.4.2** Audience View

**6.7.5.1.2.4.2.1** Front far right, laptop on chair, camera on tri-pod pointing towards audience. Mute laptop.

**6.7.5.1.2.4.3** Rear View

**6.7.5.1.2.4.3.1** Although not being used at this time, is placed on the back table of auditorium, camera pointing for overall rear view from the back of the auditorium.

**6.7.5.1.2.5** From Main laptop (located near the podium), access camera software program.

**6.7.5.1.2.5.1** Select camera software.

**6.7.5.1.2.5.2** Select Webcam Options, then advanced settings

**6.7.5.1.2.5.2.1** Select slider to adjust zoom to approx. 250.

- 6.7.5.1.2.5.3** Select Start my Webcam
  - 6.7.5.1.2.5.3.1** Once you have the focus set with a clear view of speaker at the podium, turn off auto focus.
  - 6.7.5.1.2.6** Download any documents to be shown on the screen during the presentation into "Files" on the Software for broadcasting.
  - 6.7.5.1.2.6.1** Place local copies of the documents on the desktop for access during the presentation by the speakers.
  - 6.7.5.1.2.6.2** Encourage presenters to share files (thumb drive) so you can pre-load presentation.
  - 6.7.5.1.2.7** Share Screen, desktop. Open agenda
  - 6.7.5.1.2.7.1** If chat is on from the previous session, clear chat.
  - 6.7.5.1.2.7.2** Activate microphone in connect session (Green indicator means it is on). Testing should indicate between "57-75" on the scale.
  - 6.7.5.1.2.8** Record Session
  - 6.7.5.1.2.8.1** Meeting Tab – Record Meeting.
  - 6.7.5.1.2.9** Adjust lighting for the spotlight (located on the wall to the left of the podium) to "D".
  - 6.7.5.1.2.10** Adjust house lighting to "75" for presentations on the screen.
  - 6.7.5.1.2.11** Check to make sure house (free standing) microphones are fully charged.
  - 6.7.5.1.3** Coordinate with University IT to resolve technology concerns for the Staff Senate; and
  - 6.7.5.1.4** Generate recommendations regarding technology.
- 

## 6.7 Responsibilities of Standing Committees (Healthcare Administration Committee (Counsel)/EVPHA Committee (Counsel))

### **6.7.6 Healthcare Administration Committee (Counsel)/EVPHA Committee (Counsel)**

- 6.7.6.1** The Healthcare Administration Counsel shall:
  - 6.7.6.1.1** Provide advice on any issue brought to it by the Hospital Administration; and
  - 6.7.6.1.2** Bring to the Hospital Administration any issue the Staff Senate deems appropriate.
    - 6.7.6.1.2.1** The primary responsibilities of the Healthcare Administration Advisory Committee are to bring Staff related concerns to Healthcare Administration and to increase communication between Healthcare administration and staff.
    - 6.7.6.1.2.2** The committee liaises with UK Healthcare Administration, Communications, Human Resources, and Employee Relations as well as the Senate Body and Office of the Staff Senate to resolve staff related concerns, increase communication,

and generate recommendations on issues regarding staff. Tasks are generated for this committee through any of these connections.

**6.7.6.1.3** Committee Make-up

**6.7.6.1.3.1** 3-5 Staff Senators

**6.7.6.1.3.2** Ex-officio members: Staff Senate Chair, past HAAC chair, more as needed

**6.7.6.1.3.3** UKHC EVPHA/UKHC Leadership members:

**6.7.6.1.3.3.1** Mark Birdwhistell, VP Health System Administration, EVPHA

**6.7.6.1.3.3.2** Bo Cofield, Chief Clinical Operations Officer, EVPHA

**6.7.6.1.3.3.3** Matthew Sanger, Corporate Affairs & Outreach, EVPHA (sits in for Mark Birdwhistell when he cannot attend)

**6.7.6.1.3.3.4** Jan Taylor, Corporate Communications Director, UKHC

**6.7.6.1.3.3.5** Angie Lang, Office of Patient Experience

**6.7.6.1.3.3.6** Jennifer Campbell, SR HR Business Partner, UKHC

**6.7.6.1.3.3.7** Amberlee Fay, Senior Product Line Manager, UKHC

**6.7.6.1.4.3.8** \*Other members added as needed. When new positions are created in UKHC/EVPHA that fit our committee, they are invited.

**6.7.6.1.4** Meeting Details

**6.7.6.1.4.1** Currently, there are monthly HAAC Committee meetings. Meetings can be called at any time a need arises by the HAAC Chair, EVPHA, or Staff Senate Chair.

**6.7.6.1.4.2** Attendance to the monthly Employee Advisory Group, coordinated by Communications, is mandatory and should be rotated among Senate HAAC members. These are in addition to the mandatory Staff Senate and Standing Committee (as well as Executive Committee if you are an Officer or Chair) meetings.

**6.7.6.1.4.3** The committee currently meets in Wethington 327C (EVPHA Conference Room).

**6.7.6.1.4.4** The conference room (CTW 327C) is scheduled through the EVPHA office (Judy Cramer is the best contact). The room is also Dr. Karpf's conference room, so there are occasions when he will need the room and we will need to find another location. There are several conference rooms on the 3rd floor of Wethington and Judy can also help you with those. The meeting is held the last Monday of the month from 11am-Noon. An Outlook calendar invite has been created for this group to serve as a reminder. The EVPHA members mostly stay the same, but as new administrators are hired, they can of course be added.

**6.7.6.1.4.5** A "call for agenda items" email is usually sent by the Chair at least two weeks prior to the meeting. The agenda is finalized and emailed approximately one week before the meeting.

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## 6.8 Purpose and Responsibilities of Standing Advisory Committees

### **6.8.1 Staff Trustee Advisory Committee**

**6.8.1.1** The Staff Trustee Advisory Committee shall:

**6.8.1.1.1** Provide advice on any issue brought to it by the Staff Trustee; and

**6.8.1.1.2** Bring to the Staff Trustee any issue the Staff Senate deems appropriate.

### **6.8.2 Advisory Committee to the President of the University**

**6.8.2.1** The Advisory Committee to the President of the University shall:

**6.8.2.1.1** Provide advice on any issue brought to it by the President;

**6.8.2.1.1.1** Having regular meetings with the President's Chief of Staff or the President to receive any issues that may be looming in the future.

**6.8.2.1.1.2** Vet the issues in a meeting of the committee prior to the meeting with the Staff Senate or EC.

**6.8.2.1.1.3** Need to setup the meetings through the President's office. The Program Coordinator can assist with contacting the appropriate person in the President's office.

**6.8.2.1.2** Bring to the President any issue the Staff Senate deems appropriate.

**6.8.2.1.2.1** Setup meeting ether shortly after the regular Staff Senate meeting or the Executive meeting to help in gathering information on issues and bring those to the President's Chief of Staff or the President.

**6.8.2.1.2.2** Send out emails to committee chairs asking for pertinent issues brought up in their committee meetings.

### **6.8.3 Executive Vice President for Finance and Administration Advisory Committee/EVPFA Advisory Committee**

**6.8.3.1** The EVPFA Advisory Committee shall:

**6.8.3.1.1** Provide advice on any issue brought to it by the EVPFA; and

**6.8.3.1.2** Bring to the EVPFA any issue the Staff Senate deems appropriate.

## Article 7 - Special and Ad Hoc Committees

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## 7.1 Authority - No SOP

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## 7.2 Limitation - No SOP

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## 7.3 Reports

**7.3.1 At the completion of the Special or Ad Hoc Committee task, a final report shall be forwarded to the Staff Senate after review by the Executive Committee.**

**7.3.1.1** The Final Report should include, but not be limited to:

**7.3.1.1.1** Title page (includes)

**7.3.1.1.1.1** University of Kentucky Staff Senate

< Committee Name >

Final Report

20XX - 20XX

**7.3.1.1.1.2** Committee Members and Titles

**7.3.1.1.2** Table of contents

**7.3.1.1.3** Attendance

**7.3.1.1.3.1** Resignations

**7.3.1.1.3.2** Additions

**7.3.1.1.3.3** Overall Attendance

**7.3.1.1.4** Committee charge in a bulleted list

**7.3.1.1.5** Discussion of charges in an outline format, including:

**7.3.1.1.5.1** Minutes and other documents; and

**7.3.1.1.5.2** What the committee accomplished

**7.3.1.1.6** Motions brought to the full senate in an outline format

**7.3.1.1.6.1** Discuss each in turn



- 7.3.1.1.6.2** Include language submitted to Senate (original)
- 7.3.1.1.6.3** Include final motion passed
- 7.3.1.1.7** Appendices
  - 7.3.1.1.7.1** Agendas
  - 7.3.1.1.7.2** Minutes
  - 7.3.1.1.7.3** Other documents such as presentations etc.

## Article 8 - Special Events

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### Article 8.1 - Events (UK Appreciation Day)

#### **8.1.1 UK Appreciation Day**

##### **8.1.1.1** Duty

**8.1.1.1.1** The President has given the Staff Senate the responsibility of organizing Staff Appreciation Day.

##### **8.1.1.2** Planning and Execution

**8.1.1.2.1** In order to carry out this responsibility, all aspects of the Staff Appreciation Day event will be planned and executed by the Staff Appreciation Day Commission.

##### **8.1.1.3** Composition

**8.1.1.3.1** The Staff Appreciation Day Commission shall be comprised of any University of Kentucky employee who would like to volunteer.

**8.1.1.3.2** The Staff Senate Chair shall appoint the Staff Appreciation Day Commission Chair, who must be a member of the Staff Senate.

##### **8.1.1.4** Process

##### **8.1.1.5** Reports

**8.1.1.5.1** The Staff Appreciation Day Commission shall be responsible for submitting an annual report to the Staff Senate at the last meeting of the fiscal year as well as current activity reports at each regular meeting.

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## Article 8.1 - Events (Conversation with the President)

### **8.1.2 Conversation with the President**

#### **8.1.2.1** Duty

#### **8.1.2.2** Planning and Execution

#### **8.1.2.3** Composition

#### **8.1.2.4** Process

**8.1.2.4.1** All staff are contacted via email, open to all staff, asking them to visit the Staff Senate website to sign-up.

**8.1.2.4.2** Sign-up information includes: email address, college where they are employed, physical campus address, telephone or preferred contact number.

**8.1.2.4.3** Names are then collected in a database or spreadsheet with Program Coordinator and designated Senator working to maintain.

**8.1.2.4.4** Names are added in the order in which they are received, NOT alphabetically.

**8.1.2.4.5** Before each event the designated Staff Senator, who coordinates this event, selects 10-12 names to become 'Attendees'.

**8.1.2.4.6** The Senator then contacts the attendees via email.

**8.1.2.4.7** The first email congratulates the staff person on being selected and shares details of the event, i.e. date, time, etc. and asks the attendee to respond as soon as possible to the Senator.

**8.1.2.4.8** The Senator then sends a meeting reminder, as confirmation, to the Outlook calendar belonging to each attendee.

**8.1.2.4.9** The Senator then sends a reminder email 1 to 2 days before each event.

**8.1.2.4.10** The President's Assistant and Boone Center personnel (for food) also receive a list of attendees.

**8.1.2.4.11** Any special parking needs (such as Attendee is coming from off-campus) are to be coordinated through the Administrative Assistant to the President as well.

**8.1.2.4.12** The following months have no events: December; May; June; July; August.

**8.1.2.4.13** The current Staff Senate Chair, PAC Chair, Senator who coordinates event and any invited Staff Senators (typically an EC member and with invitation coming from Staff Senate Chair) also attend each event.

#### **8.1.2.5** Reports

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## Article 8.1 - Events (Chat with the Provost)

### **8.1.3 Chat with the Provost**

- 8.1.3.1** Duty
- 8.1.3.2** Planning and Execution
- 8.1.3.3** Composition
- 8.1.3.4** Process
- 8.1.3.5** Reports

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## Article 8.1 - Events (Lunch with the EVPFA)

### **8.1.4 Lunch with EVPFA**

- 8.1.4.1** Duty
- 8.1.4.2** Planning and Execution
- 8.1.4.3** Composition
- 8.1.4.4** Process
- 8.1.4.5** Reports

# Article 9 - Amendments to the Bylaws

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## 9.1 Petition - No SOP

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## 9.2 Process - No SOP

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## 9.3 Effective Date - No SOP

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## 9.4 Limitation - No SOP

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# Senate Operating Procedures Amendments

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## As Amended: 2024

As Amended:

- April 11, 2024
  - Dissolvement of Institutional Finances and Resource Allocation Committee (IFRAC)
    - effective July 1, 2024
    - The following committees renumbered due to the dissolvement of IFRAC (Article 6.3.1)
      - Professional Development Committee
        - Renumbered from 6.3.1.8 to 6.3.1.7
      - Public Relations Committee
        - Renumbered from 6.3.1.9 to 6.3.1.8
      - Special Events Committee
        - Renumbered from 6.3.1.10 to 6.3.1.9

- Technology Committee
      - Renumbered from 6.3.1.11 to 6.3.1.10
    - University Benefits and Compensation Committee
      - Renumbered from 6.3.1.12 to 6.3.1.11
    - University Policy and Processes Committee
      - Renumbered from 6.3.1.13 to 6.3.1.12
  - Removal of 6.3.2.1
    - Referring to the process of how the committee members were assigned.
  - The following committees renumbered due to the dissolution of IFRAC (Article 6.7.5)
    - Technology
      - Renumbered from 6.7.6 to 6.7.5
    - Healthcare Administration Committee
      - Renumber from 6.7.7 to 6.7.6
- September 12, 2024
    - Renaming of the Diversity, Equity, & Inclusion Committee
      - Renamed to One Community Committee
  - October 10, 2024
    - Approval of the following ad hoc committees into full standing and standing advisory committees
      - effective October 10, 2024
        - Ad hoc: Higher Ed Administration Advisory Committee to now be:
          - **6.3.1.13** Higher Ed Administration Advisory Committee
        - Ad hoc: Shared Governance Collaboration Committee to now be:
          - **6.3.1.14** Shared Governance Collaboration Committee
        - Ad hoc: University Budget and Finance Committee to now be:
          - **6.3.1.15** University Budget and Finance Committee
        - Ad hoc: University Infrastructure Committee to now be:
          - **6.3.1.16** University Infrastructure Committee

---

## As Amended: 2023

### As Amended:

- June 8, 2023
  - Reformatting of the numbering system from "Article, Section, Number, Letter System, i.e. Article I, Section 1, 1, a, i" to the "Article Number System, i.e. Article 1.1.1.1.1"
    - as approved by the July 2022 – June 2023 Bylaws Committee

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## As Amended: 2022

### As Amended:

- June 6, 2022
  - Article VI\* updated to reflect the full list of standing and advisory committees.
    - \*New numbering: now **Article 6**

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## As Amended: 2020

### As Amended:

- August 13, 2020
  - Article VI, Section 7\*: Institutional Finances and Resource Allocation Committee (IFRAC) modified SOP's to more accurately reflect the role of the committee.
    - \*New numbering format: Now **Article 6.7.5**

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## As Amended: 2017

As Amended:

- May 11, 2017
  - Complete audit of the SOP's
    - All Articles
- June 8, 2017
  - Healthcare Administration Advisory Committee (HAAC)
    - Changed from a standing advisory committee to a standing committee
    - Now called Healthcare Administration Counsel (HAC).

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## Created: 2014

**Created:**

- February 13, 2014
  - Creation of the Standard Operating Procedures (SOPs)
    - Created from the Staff Senate Bylaws
    - Effective Date: July 1, 2014

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## Combined Amendments List (2014 - Current)

As Amended:

- May 11, 2017
  - Complete audit of the SOP's
    - All Articles
- June 8, 2017
  - Healthcare Administration Advisory Committee (HAAC)
    - Changed from a standing advisory committee to a standing committee
    - Now called Healthcare Administration Counsel (HAC).
- August 13, 2020
  - Article VI, Section 7\*: Institutional Finances and Resource Allocation Committee (IFRAC) modified SOP's to more accurately reflect the role of the committee.
    - \*New numbering format: Now **Article 6.7.5**
- June 6, 2022
  - Article VI\* updated to reflect the full list of standing and advisory committees.
    - \*New numbering: now **Article 6**
- June 8, 2023
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  - Dissolvement of Institutional Finances and Resource Allocation Committee (IFRAC)
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        - **6.3.1.15** University Budget and Finance Committee
      - Ad hoc: University Infrastructure Committee to now be:

- **6.3.1.16** University Infrastructure Committee

**Created:**

- February 13, 2014
  - Creation of the Standard Operating Procedures (SOPs)
    - Created from the Staff Senate Bylaws
    - Effective Date: July 1, 2014

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