

April

1997

STAFF SENATE
University of Wyoming
Bill No. 6

Sponsored By: James E. Kaltentun
James Kaltenbach, Chairman UNIREG Committee

A BILL TO ALTER SECTION FIFTEEN OF UNIREG 34.

1 WHEREAS, section fifteen, part (a) states a simple majority shall
2 constitute a quorum; and
3 WHEREAS, section fifteen, part (a) also states that no vote can occur
4 unless two-thirds of the voting members be present; and
5 WHEREAS, the latter is the definition of a quorum; and
6 WHEREAS, this puts the two statements in direct conflict;
7 THEREFORE, BE IT RESOLVED that the section fifteen, part (a) be
8 changed so that it would read;
9 “The Senate shall normally meet in regular session monthly or on call of
10 the President. No vote on any matter pending before the Senate shall be
11 taken unless at least two-thirds of the voting members are present, this
12 shall constitute a quorum. In the conduct of the meetings, *Robert’s Rules*
13 *of Order* latest edition shall prevail, unless superseded by the Rules of the
14 University of Wyoming Staff Senate.”

STAFF SENATE DOCUMENT FLOW - BILLS

Date: 4-15-97

Staff Senate Bill # 6

Title: A Bill To Alter Section Section of UniReg 34

Introduced by: Jim Kastenbach

Staff Senate Action: Passed X Vote Count _____ for _____ against

Failed _____ Vote Count _____ for _____ against

Sent to Vice President's for Finance & Administration Office - Date: _____

Acknowledgment of receipt - Date: _____

Transmitted to President's Office - Date: _____

Acknowledgment of receipt - Date: _____

Referee, if UniReg changes required, forward to Special Assistant for preparation of necessary changes.

Comments:



Staff Senate
P.O. Box 3413
Room 201, Merica Hall
Laramie, Wyoming 82071-3413
(307) 766-5300

October 21, 1997

President Philip Dubious
Old Main
Campus

Dear President Dubious,

I am requesting that you present Bill #16 to the Trustees at their November meeting.. This Bill was voted upon and approved at the Staff Senate Meeting of October 8, 1997. As this Bill will affect UniReg #34, the approval of the Trustees is necessary.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Sandra K Gabriel'.

Sandra Gabriel

pc: Dan Baccari

THE UNIVERSITY OF WYOMING**Laramie, Wyoming****UNIREG 34, Revision 4****June 10, 1997****UNIVERSITY REGULATION 34, Revision 4****Initiating****Authority:** President of the University**Subject:** Bylaws of the University of Wyoming Staff Senate

I. PURPOSE. To revise University Regulation 34, Revision 3, by incorporating Staff Senate Bill No. 5 and 6, which was adopted April 15, 1997 by the Staff Council.

II. DIRECTIVE. Effective immediately, the following regulation shall supersede University Regulation 34, Revision 3.

III. PREAMBLE. Pursuant to the authority vested in the President of the University, these Bylaws shall provide the means by which the University of Wyoming Staff Senate purposes may be achieved. These provisions shall remain in effect until repealed, modified, or otherwise changed pursuant to approval of the President.

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

- a. To gain a spirit of unity, pride, and cooperation by being recognized equally with faculty and student bodies as participants in advising University administration.
- b. To be an active two-way communication link for meaningful information exchange between staff and administration relative to issues of mutual concern.
- c. To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in University affairs.
- d. To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including compensation, benefits, and grievances.
- e. To involve democratically chosen staff senators in the complexity of University administration and to increase awareness of interlocking problems and opportunities shared with others.

V. ADVISORY STATUS OF THE SENATE: In serving its stated purposes and functions, the Senate shall be advisory to the President of the University.

VI. COMPOSITION OF THE SENATE:

- a. The Senate shall consist of forty-five (45) elected members (plus or minus one (1) member as needed for equitable representative apportionment in subsection c. below). The President of the University annually shall appoint the Director of Human Resources, a Faculty Senate representative, and an ASUW representative to serve as ex-officio members of the Senate without vote.
- b. Benefited staff employees working at least twenty (20) hours per week shall be eligible for elected membership to the Senate with these qualifications:
 - i. Not more than one (1) Senator may serve from any one (1) unit having fewer than fifty (50) staff employees;
 - ii. Not more than two (2) Senators may serve from any one (1) unit having fifty (50) or more staff employees;
 - iii. Officers of the University, appointed by the Trustees, are excluded from elected membership to the Senate; and
 - iv. Each person nominated for election (or appointed to an unexpired term) shall have been an employee of the University of Wyoming for a full year preceding the date of nomination.
- c. The elected senators shall be apportioned among employment groups calculated biannually in even numbered years, with at least one (1) member from each employment group.

VII. ELECTION OF SENATORS:

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

VIII. TERMS OF OFFICE OF SENATORS:

- a. Senate membership shall be for a three (3) year term with approximately one-third (1/3) of the Senators elected each May. A Senator shall not serve more than two (2) consecutive full terms from one (1) employment group, unless permitted by Section 11.a. below.
- b. When Senators transfer within the University from one employment group to another a vacancy will be created and shall be filled according to the rules for interim vacancies.

IX. ABSENTEEISM: A Senator's position may be vacated by a vote of the Senate, on a recommendation of the Executive Committee, after the Senator has four (4) absences from regular Senate meetings in any fiscal year or fraction thereof. Following four (4) absences the Senator will be contacted in writing by the Senate President notifying the Senator that his/her position may be subject to vacation.

X. INTERIM VACANCIES: The Senate Credentials and Elections Committee shall nominate willing and eligible staff employees to fill vacancies on the Senate for ratification by a majority of those members present and voting at a regular Senate meeting.

Individuals so nominated and ratified shall serve the balance of the fiscal year. If more than one year remains of an unexpired term, an election to fill the remaining year(s) of the term shall be held at the same time as the regular membership elections.

XI. SELECTION OF OFFICERS OF THE SENATE:

a. The Senate shall annually elect from its membership, at the January meeting, a President-elect who shall serve as an ex-officio member of the Senate's Executive Committee until assuming the duties of President on July 1. The President-elect position may be held concurrently with other Senate positions. If the Senate term of the President-elect expires prior to his/her serving as President, his/her term shall be extended for one year to allow him/her to serve as President, unless he/she is elected to another term.

b. The Senate shall elect from its membership a Vice President, a Secretary, and a Member-at-Large for a term of one (1) year each. The election shall be held at the May meeting after election of Senators. These newly elected officers shall assume their duties on July 1.

c. Vacant offices of President-elect, Vice President, Secretary, and Member-at-Large shall be filled by special election at the first regular Senate meeting following the vacancy. The Senate may, by a two-thirds vote, declare an office vacant when an officer is unable to carry out or improperly performs the duties of the office.

d. The President, with the advice and consent of the Senate, may appoint such other officers as specified by the Rules of the University of Wyoming Staff Senate.

XII. DUTIES OF SENATE OFFICERS:

a. The President shall have the authority to appoint such committees as are deemed necessary for the business of the Senate; shall preside over all meetings of the Senate and over all general meetings of the staff called by the Senate; shall serve ex-officio on all committees of the Senate without vote; and shall perform such other duties as prescribed by the Rules of the University of Wyoming Staff Senate.

b. The Vice President shall preside in the President's absence; shall assume the office of President for the remainder of the current term when the office is vacant; and shall perform such other duties as prescribed by the Rules of the University of Wyoming Staff Senate.

c. The Secretary shall maintain minutes of each meeting of the Senate and general meeting of the staff; shall maintain a roll of current members and their attendance at meetings; shall maintain an accurate record of all numbered resolutions duly adopted by the Senate and the vote of each Senator on such resolutions; shall receive and keep all communications and reports to and from the Senate; and shall perform such other duties as prescribed by the Rules of the University of Wyoming Staff Senate.

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

XIII. EXECUTIVE COMMITTEE OF THE SENATE:

- a. The Executive Committee shall be composed of the elected officers of the Senate and such other Senate officers and members as provided by the Rules of the University of Wyoming Staff Senate.
- b. The President of the Senate shall serve as Chairman of the Executive Committee.
- c. The Executive Committee shall set the agenda for the regular meetings of the Senate and for general meetings of the staff.
- d. The Executive Committee shall act on behalf of the Senate in carrying on the business of the Senate between regular meetings.
- e. The Executive Committee shall perform such other responsibilities as prescribed by the Rules of the University of Wyoming Staff Senate, or specifically assigned to it by the Senate.

XIV. COMMITTEES OF THE SENATE: The Senate shall establish and disband such standing, special, and ad hoc committees as are necessary to the conduct of Senate business. Such committees shall be responsible to the Senate and shall perform duties determined by the Senate and/or the Executive Committee.

XV. MEETINGS AND ACTIONS:

- a. The Senate shall normally meet in regular session monthly or on call of the President. No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present, this shall constitute a quorum. In the conduct of the meetings, *Robert's Rules of Order* latest edition shall prevail, unless superseded by the Rules of the University of Wyoming Staff Senate.
- b. Meetings of the Senate shall be open. The Senate, at its option, may move into executive session by a two-thirds vote of the members present and voting. A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available by the Secretary of the Senate.
- c. The Senate shall establish and maintain reasonable procedures whereby any individual may be heard by a committee of the Senate or by the Senate in accordance with the Rules of the University of Wyoming Staff Senate.
- d. Any actions of the Senate may be reviewed at a general meeting of the staff upon written request signed by at least fifty (50) staff employees identified in Section 6.b. of these Bylaws, and submitted to the Senate President.
- e. The Senate shall invite the President of the University of Wyoming to present, at least once a year, a general message on the state of the University. The Senate shall consider any special recommendations made at any time by the President.

XVI. REPORTING OF ACTIONS: All approved, numbered bills and actions of the Senate shall be forwarded by the Senate President to the President of the University, with a copy to the administrative officer having cognizance over the subject matter.

XVII. SENATE SUPPORT:

- a. The Senate shall have a budget as determined annually within University procedures including secretarial/clerical services, a salary for the President, office space, and appropriate supportive services.

b. The Senate President shall be given a fifty percent (50%) release from his/her normal job responsibilities while holding that office. The Senate President shall be paid fifty percent (50%) of his/her normal salary from his/her home unit and release time funds up to fifty percent (50%) of salary shall be provided to the home unit by the Vice President for Administration and Finance for use as deemed necessary.

c. Senate members shall be released from normal work duties a minimum of eight (8) hours each month for the purpose of participating in Senate activities. Senate officers shall be granted such additional release time as is necessary to attend to specified Senate affairs. In no way shall this release time be charged against an individual member.

d. Additional support may be provided by the Vice President for Administration and Finance upon justified requests from the Senate President.

XVIII. AMENDMENTS TO THESE BYLAWS: These Bylaws may be amended in the manner provided for amendment of University Regulations.

APPROVED: June 10, 1997

Philip L. Dubois

President