

# Rules and Procedures of the University of Wyoming Staff Senate

These Rules of the University of Wyoming Staff Senate supplement the Bylaws of the Staff Senate contained in University Regulation 1-3 and shall not conflict with the Bylaws.

## Mission Statement

The Staff Senate will fulfill its advisory capacity while upholding the core values of unity, pride, professionalism, and integrity and with a dedication to honest and open communication, by providing a forum to foster and support a positive and meaningful dialogue among staff, faculty, students, and the administration. The Staff Senate will participate in decision-making processes, serve as a responsible voice for the University of Wyoming staff, promote professional development, provide leadership in community events, and support other contributions of staff which further and uphold the mission and values of the University of Wyoming.

## Article I      **Composition of the Senate**

### Section 1.      Size of the Senate

- A. The Senate shall consist of no more than forty (40) elected members, or three (3) percent of the total number of benefitted staff at the time of reapportionment, whichever is less.
- B. The apportionment of Senators shall be calculated biannually.

## Article II      **Meetings**

### Section 1.      Regular and Special Meetings

- A. The Staff Senate will meet in regular session of the first Wednesday of each month at 1:15 p.m. in the Senate Chambers of the Wyoming Union, unless another date, time, and/or place is designated by the President.
- B. Meetings of the Senate shall be open. The Senate may, at its option, move into an executive session by a two-thirds (2/3) vote of the voting members present.
- C. The President and/or the Executive Committee may call special meetings as need, or upon petition by at least one-fourth (1/4) of the voting membership of the Senate.
- D. At the discretion of the Executive Committee, representatives from Administration, Human Resources, Academic Affairs, Faculty Senate, and the Associated Students of the University of Wyoming (ASUW) may be invited to give monthly reports at regular Staff Senate meetings.
  - a. The Senate shall invite the President of the University of Wyoming, at least once per year, to attend and present at a regular Staff Senate meeting.
- E. Meetings may include programs about the University of Wyoming and its opportunities for education, recreation, and services.
- F. A quorum must be present at any regular meeting of the Staff Senate in order to take action. If a quorum is not reached within thirty (30) minutes of the announced meeting time, no action may be taken at the meeting.

- a. At least two-thirds (2/3) of the voting members must be present for there to be a quorum.
- G. Prior to speaking, a Senator must be recognized by the President by use of a speaking list maintained by the Parliamentarian. When recognized, the Senator will confine their remarks to the question or matter under consideration.
- H. The President will relinquish the Chair to another officer if they wish to actively debate an issue.
- I. Any non-Staff Senate members may speak at any Staff Senate meeting after being introduced by a Senator who has been recognized by the President.
- J. Any actions of the Senate may be reviewed at a general meeting of the staff upon written request to the Senate President by at least fifty (50) benefitted staff employees who work at least twenty (20) hours per week.

Section 2. Order of Business

- A. The following items may be included in the order of business for all regular meetings:
  - a. Call to order
  - b. Roll call
  - c. Approval of the minutes of the previous meeting
  - d. Approval of the agenda
  - e. Officer reports
  - f. Liaison reports
  - g. Committee reports
  - h. University of Wyoming Administration reports
  - i. Guests and special programs
  - j. Old business
  - k. New business
  - l. Announcements
  - m. Adjournment

**Article III Membership**

Section 1. Membership

- A. Benefitted staff employees working at least twenty (20) hours per week and who are not on their initial probationary period shall be eligible for elected membership to the Senate, subject to the following qualifications:
  - a. Each of the University's eight (8) divisions shall have at least one (1) Senator with the remaining seats allocated in relation to the percentage of benefitted staff from each division.
  - b. Officers of the University, appointed by the Trustees, are excluded from membership to the Senate.
  - c. Each person nominated for election or appointed to an unexpired term shall have been an employee of the University for a full year preceding the date of nomination.

Section 2. Terms of Office

- A. Elected Senators shall assume their duties on July 1<sup>st</sup>.
- B. Senate membership shall be for a three (3) year term with approximately one-third (1/3) of the Senators elected each May.
- C. Any member of the Staff Senate may serve up to two (2) consecutive terms. Any member wishing to serve more than two (2) full terms must have a break of at least (1) year between each set of consecutive terms. Staff Senate officers shall serve for one (1) year, beginning each July 1<sup>st</sup>.
- D. Any eligible staff member can participate in elections for any division of the University of Wyoming and any eligible staff member can be nominated and confirmed to interim vacancies on Staff Senate as per Staff Senate Bill #37 passed April 6, 2022.

Section 3. Absences

- A. If a Senator has four (4) absences from regular Senate meetings in any fiscal year or fraction thereof, that Senator's position may be vacated by a two-thirds (2/3) vote of the Staff Senate membership on recommendation from the Executive Committee. The Senator will be contacted in writing by the Senate President notifying the Senator that their position may be subject to vacation.
- B. Any member of the Staff Senate may be removed from office, by a two-thirds (2/3) vote of the Staff Senate membership, if found in violation of the University of Wyoming Staff Handbook or other University policies.

Section 4 Term Limits

- A. Any member of the Staff Senate may serve up to two (2) consecutive terms from one (1) division. Any member wishing to serve more than two (2) full terms must have a break of at least one (1) year between each set of consecutive terms.
- B. Senators will maintain constituency independent of a change to another division or unit.

Section 5. Responsibilities

- A. Staff Senators shall have the following responsibilities:
  - a. Have a working knowledge of all governing documents of the Staff Senate and a general understanding of basic University business processes.
  - b. Attend all regular meetings of the Staff Senate. If unable to attend, Senators must notify the President and Secretary in writing as soon as possible.
    - i. Senators are allowed and encouraged to send a Proxy.
  - c. Participate fully in activities planned by the Staff Senate for University of Wyoming staff and participate in at least one (1) community event supported by Staff Senate per year.
  - d. Communicate with their constituents in a timely and effective manner.
  - e. Serve on at least one (1) standing committee, chosen by the Senators within one (1) month of taking office.

- i. A Senator shall not serve on more than two (2) committees at any given time unless approved by the President.

## **Article IV      Officers**

### Section 1.      Membership

- A. All officers consist of elected members of the Staff Senate.
- B. Officers will consist of President, Vice President, Secretary, Treasurer and Member-at-Large.

### Section 2.      Terms of Office

- A. Elected officers shall assume their duties on July 1<sup>st</sup>.

### Section 3.      Absences

- A. Officers must adhere to the absence policy as outlined in Article III, Section 3.

### Section 4.      Term Limits

- A. Officers' term limit is for one year.
- B. Officers may be re-elected for one (1) additional term in the same office. If, after the second term there are no other nominees for office, the Senate may vote to suspend the rules and the officer may appear on the ballot for re-election for one more term.
- C. Officer positions must adhere to the term limits outlined under Article III, Section 4.
- D. An officer's term cannot exceed their full senate term limit.

### Section 5.      Responsibilities

- A. The Staff Senate President shall have the following authority and responsibilities:
  - a. Serve as the Chair of regular Staff Senate meetings.
  - b. Preside over meetings of the Executive Committee.
  - c. Appoint ad-hoc committees and working groups as deemed necessary for the business of the Senate.
  - d. Serve as a representative of the Staff Senate to students, faculty, administration, Board of Trustees, other officials of the University, and entities outside of the University community. In special situations, the President can delegate this responsibility to another member of the Executive Committee.
  - e. Provide a formal annual report to all University staff.
  - f. Have signature authority for Staff Senate.
  - g. With the advice and consent of the Staff Senate, appoint other offices as specified by the Rules and Procedures of the Senate.
  - h. For the year following their office, the President shall:
    - i. Serve as an advisor to the Officers and Executive Committee as requested.

- ii. Attend Executive Committee meetings as a non-voting member.
  - i. The President-elect shall serve as an ex-officio member of the Senate's Executive Committee until assuming their duties.
    - i. This position may be held concurrently with other Senate positions.
  - j. President to delegate responsibilities as see fit.
  - k. President to serve as ex-officio to continue knowledge.
- B. The Staff Senate Vice-President shall have the following authority and responsibilities:
  - a. Preside over regular Staff Senate meetings when the President is unable to attend.
  - b. Verify that each committee has elected a chair (s) for the year.
  - c. Vice President will act as a liaison for ASUW (Associated Students of the University of Wyoming) and Faculty Senate.
  - d. Monitor liaison commitments and assign as needed.
- C. The Staff Senate Secretary shall have the following authority and responsibilities:
  - a. Call roll at each regular Staff Senate meeting.
  - b. Report excessive absences to the Executive Committee.
  - c. Collaborate with Office Associate to record and distribute minutes.
  - d. Approve documents for the Office Associate to catalogue.
  - e. Ensure and approve all legislated document changes are reflected in the Senate's working documents where appropriate.
- D. The Staff Senate Treasurer shall have the following authority and responsibilities:
  - a. Oversee and approve financial activity of the Staff Senate and its Committee's.
  - b. Create the Senate budget for each fiscal year to be presented for approval by Staff Senate at the February meeting, review and approve reports on the expenditures of the past quarter, provide a final report of all expenditures at the end of the fiscal year, and perform other duties outlined in the Finance Policy of the University of Wyoming Staff Senate.
  - c. Consult Senate committee's during their budget preparations sessions.
  - d. Present and oversee budget requests to the Executive Committee monthly, to include all requests for funding and all funding dispersed, as well as copies of the most current foundation reports.
  - e. Present financial report to Executive Committee monthly, to include all requests for funding and all funding dispersed, as well as copies of the most current foundation reports.
  - f. Oversee the processing of field purchase orders, payment requests, interdepartmental requests, and procurement card reconciliation.
    - i. Must have completed, or complete by July 1<sup>st</sup> training in P-Card reconciliation.
- E. The Staff Senate Member-at-Large shall have the following authority and responsibilities:
  - a. Represent any constituents that do not have Staff Senate representation as a result of seat vacancies or lack of department participation.

- b. Assist new Senators with understanding all working documents and procedures of Staff Senate.
  - c. Mentor Senators in procedural responsibilities so that Senators understand their duties and are equipped to carry them out successfully.
  - d. Responsible for drafting and submitting the Nelson Report by Friday after the Full Senate meeting.
  - e. Outgoing Member-at-Large to train new Member-at-Large.
- F. The Outreach and Engagement Administrative Officer shall have the following authority and responsibilities:
- a. Serve as an extension to the Executive Committee.
  - b. Will not have voting rights or constituency within the Senate.
  - c. Position and responsibilities be appointed at the discretion of the Executive Committee and confirmed by the Senate.
  - d. Position may consist of a former Senator and/or other non-Senate University of Wyoming staff.
- G. The Legislative Affairs Administrative Officer shall have the following authority and responsibilities:
- a. Serve as an extension to the Executive Committee.
  - b. Will not have voting rights or constituency within the Senate.
  - c. Position and responsibilities be appointed at the discretion of the Executive Committee and confirmed by the Senate.
  - d. Position may consist of a former Senator and/or other non-Senate University of Wyoming staff.
  - e. Keep Staff Senate procedures in accordance with the Staff Senate Bylaws, these Rules and Procedures, and the most recent version of Robert's Rules of Order.
  - f. Advise the Executive Committee, standing committees, and Senators on appropriate bill and resolution preparations.
  - g. Maintain a working knowledge of all Staff Senate bills and resolutions.
  - h. Monitor quorum and maintain speaking lists throughout the regular Staff Senate meetings.

## **Article V      Committees**

### **Section 1.      Standing Committees**

- A. In order to divide Staff Senate business, activities, and duties most effectively, the Staff Senate shall include the following standing committees:
- a. Executive Committee
    - i. Function
      - 1. The Committee shall act on behalf of the Staff Senate in conducting the business of Staff Senate between regular meetings.
    - ii. Powers

1. The Committee shall interpret and enforce the Staff Senate Bylaws and these Rules and Procedures, and shall recommend action to the Staff Senate if applicable.
2. The Committee shall set the agenda for regular meetings of the Staff Senate and for general meetings of all staff and will perform other responsibilities assigned to it by membership of the whole.
3. Verify that all Senators are serving on one (1) committee. If a senator has not chosen a committee within one (1) month of taking office, the Executive Committee shall assign the Senator to a committee.
4. Meet with each committee chair to discuss the goals of that committee.
5. Oversee special programs and community events included but not limited to:
  - A. Guest presentations at regular Staff Senate meetings.
  - B. Highway Cleanup.
  - C. Homecoming activities.
  - D. Holiday food drive.

iii. Membership

1. The Committee shall consist of the elected Staff Senate Officers and the chairs of the Staff Senate standing committees.
  - A. Officers of the committee will meet weekly.
  - B. The Executive Committee will meet once a month.
2. The President shall serve as the chair.

b. Governance Committee

i. Function

1. The Committee shall conduct the elections of the Staff Senate and its officers and fill vacant seats, as outlined in these Rules and Procedures.
2. The Committee shall provide a list of each division's constituents to the Senators (s) representing that division.
3. Sub-committees formed to explore the following: Rules and Procedures, Elections, University Regulation Review.
4. The Committee shall keep oversight of the Rules and Procedures, evaluating areas that require improvement or clarification.
5. Assist the Legislative Affairs Administrative Officer and Executive Committee regarding the interpretation of the Rules and Procedures when necessary.
6. Each member of the Governance Committee Shall absorb the constituents of an officer.

- ii. Powers
    1. The Committee shall ensure that candidates for Staff Senator have fulfilled the requirements as set forth in the Bylaws.
  - iii. Membership
    1. The Committee shall have a minimum of five (5) members, with one member elected by the committee and approved by the President to serve as the chair.
    2. The Legislative Affairs Administrative Officer will sit as an ex-officio member of this committee.
- c. Recognition Committee
- i. Function
    1. The Committee shall provide consistent and fair recognition of the achievements and contributions of the University of Wyoming Staff by selecting the Employee of the Quarter, coordinating the annual Staff Recognition Day and its related awards, leading efforts to fund the Staff Endowment, and other related recognition activities as appropriate.
  - ii. Powers
    1. The Committee shall organize award nominations and select winners according to guidelines provided in the Staff Senate Recognition Awards Committee Handbook.
    2. The Committee shall coordinate or collaborate any staff recognition event.
    3. The Committee may appoint and charge subcommittees as necessary in order to conduct business in a timely and efficient manner.
  - iii. Membership
    1. The Committee shall have a minimum of nine (9) members, six (6) of which must be Staff Senators, one (1) of which is elected by the committee and approved by the President to serve as the chair. Other members may consist of former Senators and /or other non-Senate University of Wyoming staff.
    2. The Committee may elect a co-chair as necessary in order to efficiently conduct business.
- d. Staff Relations Committee
- i. Function
    1. The Committee shall advise and participate in discussions with the University of Wyoming administration regarding salary, benefits, classifications, and staff rights and responsibilities.



2. The Committee shall develop, process and provide information regarding classification, salary, benefits and staff rights and responsibilities.
3. The Committee shall appoint liaisons to partner/communicate/work with different departments or units to monitor Staff Senate initiatives.
4. The Committee shall facilitate and create process efficiencies across the divisions of the University as they relate to staff and advise on process improvements.
5. The Committee shall advise on potential university regulations and policies as it relates to staff process (es) improvement.
6. The Committee will put forth bills and resolutions before the Staff Senate.

ii. Powers

1. The Committee, with the assistance of appropriate staff from the Human Resources departments of the University of Wyoming, shall research any changes to staff classification, compensation, and rights and responsibilities (including the staff handbook), and communicate pertinent information regarding these changes to Senators for dissemination to constituents.
2. The Committee shall appoint and charge any ad hoc subcommittee (s) it deems necessary.
3. The Committee shall provide guidance and develop improvements in the process as identified by the Staff Senate constituents.

iii. Membership

1. The Committee shall have no more than eleven (11) voting members with a least six (6) of them being Staff Senators, with one (1) of which is elected by the committee and approved by the President to serve as the chair.

Section 2. Ad Hoc Committees

- A. Ad hoc committees and their members will be appointed by the President, with the advice and consent of the Executive Committee, to address concerns brought before the Staff Senate that fall outside the standing committee charges.
- B. Ad hoc committees and working groups will be formed as deemed necessary and terminated once business is resolved.
- C. Ad hoc committees and working groups are not members of the Executive Committee.

Section 3. Committee Chairs

- A. Each committee chair shall have the following authority and responsibilities:
  - a. Set the date, time, place and agenda of regular meetings and preside over those meetings.
  - b. Provide a written report to the Staff Senate the Monday prior to each regular Staff Senate meeting for distribution with the agenda. All written reports are to be given in the form designated by the Executive Committee and are also uploaded to the appropriate folder in SharePoint.
  - c. Provide a verbal annual report at the last regular meeting of the fiscal year and a written report to the Secretary no later than June 30. This report can include, but is not limited to, committee membership, accomplishments for the year, votes taken and the results, projects in progress and suggestions of potential investigations for consideration in the next fiscal year.
  - d. May elect vice-chairs and/or organize sub-committees as needed. The vice-chairs will divide duties equally. Only one of the chairs is allowed to vote on the Executive Committee.

## **Article VI      Legislative System**

### **Section 1.      Major Actions**

- A. All major actions shall be submitted in legislative form as follows:
  - a. Any bills, resolutions, or items brought before the Staff Senate during the fiscal year and not resolved by the full Staff Senate by the last regular or special meeting of the fiscal year must be resubmitted in the new fiscal year and be introduced as new business to be further considered.
  - b. Any legislation previously enacted by the Staff Senate shall remain in effect until the Staff Senate repeals or amends such prior actions, or it expires of its own accord. Prior actions inconsistent with these Rules and Procedures or the Staff Senate By-Laws shall automatically be considered superseded.
  - c. A bill shall be an action to be held binding upon the Staff Senate. A resolution shall be a statement of the opinion of the Staff Senate and those it represents.
  - d. Bills and resolutions may be submitted by any staff member represented by Staff Senate.
  - e. Bills and resolutions shall have the following heading:
    - i. "Staff Senate Bill #" or "Staff Senate Resolution #"
    - ii. Title
    - iii. Date (introduction date)
    - iv. Author(s)
    - v. Sponsors
  - f. All bills and resolutions must be sponsored by no less than two Staff Senators. Authors may sponsor their own legislation but must have at least two additional Staff Senator sponsors. Sponsors of all bills and resolutions must be clearly defined; therefore, standing committees may author, but not sponsor, legislation.

- g. Each line of the resolution or bill shall be numbered to facilitate debate and changes.
- h. The bill or resolution shall conclude with the following:
  - i. Action (Passed, Failed, Tabled/Postponed)
  - ii. Date (of action)
  - iii. Signature of the President
- i. Any specific wording of legislation that creates new, amends, or repeals previous actions and/or working documents shall be added as an addendum to the legislation.

j.

## Section 2. Legislative Process

- A. Bills and resolutions shall be submitted to the Secretary at least ten calendar days prior to the day of their introduction on the floor. The Secretary shall number the bill or resolution according to the order of its introduction on the floor.
- B. Bills and resolutions must be read in not less than two consecutive Staff Senate meetings before passage.
- C. Bills and resolutions shall be read the first time by the Secretary. There shall be no debate following the first reading.
- D. The Secretary will forward all legislation to the Executive Committee for review and recommendation following the first reading.
  - a. The Executive Committee shall have broad powers to amend any bill or resolution, and correct grammatical and related errors. The amendments shall not contradict the original intent of the legislation.
  - b. The Committee's recommendation shall be in the form of "Pass," "Pass with amendments," "No recommendation," or "Do not pass."
- E. After being reported out of Executive Committee, the bill or resolution shall be placed on the next regular meeting agenda and shall be read a second time. Recommendations of the Executive Committee shall be given by the chair of that committee. The bill or resolution is now open for debate and subject to amendments.
- F. At the end of debate, the bill or resolution shall be read a third time, as amended, if applicable, by the Secretary and shall be voted upon at the end of this reading. No debate or amendments shall be permitted after the President has put forth the question to the voting membership.
  - a. The final vote on all Staff Senate bills and resolutions shall be a roll call vote.
- G. The final copy of the legislation shall be signed by the President to attest to the action and sent by the President to any appropriate persons or departments, including the President of the University.
- H. None of the above rules shall be construed as an abridgment of the right of any Senator to move to table indefinitely or definitely until any future time.
- I. In the case of unexpected interference or deadlines, a bill or resolution may be voted on in the meeting of its introduction if the Staff Senate, by a four-fifths (4/5) vote of its members present, shall vote to suspend the rules. After such action, the Executive Committee shall be asked for its recommendation. This recommendation may have been prepared prior to the Staff Senate meeting or the Executive

Committee may meet in a special session during the Staff Senate meeting if a quorum of the committee is present.

## **Article VII Elections and Vacancies**

### **Section 1. Election of Senators**

- A. As soon as possible after February 1 of each even numbered year, the Governance Committee will conduct the biannual calculation of eligible staff employees per division. Based on this calculation, the Governance Committee will apportion Staff Senate seats for the biennium which begins July 1 of that year.
- B. Nominations for Senate seats will open by the third Wednesday of March and close on the third Friday of April.
  - a. Senators with expiring terms shall be asked if they wish to be placed on the ballot for reelection before nominations open. The Governance Committee shall ensure that Senators wishing to be reelected will not be exceeding the term limits as outlined in the Bylaws and these Rules.
  - b. Names of candidates may be submitted by any staff employee eligible to vote in the upcoming election. An individual may submit the name of an employee outside their division, and/or may submit his/her own name.
    - i. For voting purposes, the voting staff must meet the requirements listed in Article III above and must be on the University payroll as of the first Monday in March of the election year.
  - c. The Governance Committee will verify that all staff nominated are eligible to serve and will contact each nominee to determine his/her willingness to serve.
- C. Elections will be by electronic ballot, with the help of the Office Associate if needed.
  - a. A write-in option shall be included on each ballot.
  - b. The Governance Committee shall ensure that eligible staff receive the ballot for the vacancy (ies) in their division.
  - c. To be counted, all ballots must be received by the close of business on the last Friday of April.
  - d. In the event of a tie, the seat shall be awarded to the candidate that was nominated first. The candidate(s) of the tie not awarded the seat shall be offered a Senator-At-Large position if one is available.
  - e. All write-in candidates who win the election shall be verified for eligibility and contacted to confirm their willingness to serve.
  - f. The results of the election shall be submitted to the Office Associate for distribution to constituents.

### **Section 2. Election of Officers**

- A. The Governance Committee will accept nominations for President-elect throughout the month of December for election at the January Senate meeting.
- B. The Governance Committee will begin accepting nominations for the offices of Vice President, Secretary, and Member-at-Large in March. Election of these offices shall be held at the April Senate meeting.
- C. A Senator cannot be nominated and/or elected for an office if they have served less than six months as a Senator.

- D. In the event that no person is elected (by nomination or write-in) for an office, the nomination and election process shall be repeated until the seat is filled.
- E. In the event that an officer position is vacated mid-year, the position shall be filled by special election at the first regular Senate meeting following the vacancy. The Senate may, by a two-thirds (2/3) vote, declare an office vacant when an officer is unable to carry out or improperly performs the duties of the office.

Section 3. Interim Vacancies

- A. The Governance Committee shall nominate willing and eligible staff to fill vacated seats.
  - a. Runners-up in the annual election will be contacted first for consideration to fill interim vacancies. If there were no runners-up in the election, nominations will be opened.
  - b. If there is only one candidate the Senate shall vote to confirm the nominee. If there is more than one candidate, the Senate shall vote by ballot to elect one of the nominees.
- B. The names of nominees for the vacant seat will be presented to the Senate for confirmation at a regular meeting.
- C. Senator-At-Large seats are used to fill seats that have been vacant for three months or more in a division that has no other representation. The Senator-at-Large, though not from that division, will represent the staff of that division.
  - a. The Senate shall vote to confirm the nominee for a Senator-At-Large seat.

**Article VIII Suspension**

Section 1. Suspension of Rules

- A. These rules, or any portion thereof, may be temporarily suspended by a two-thirds vote of the members present.

**Article IX Adoption and Revisions**

Section 1. Adoption and Revision of Document

- A. Upon approval of these Rules and Procedures, all changes shall require a two-thirds majority vote of the current Staff Senate membership.
- B. All revisions and amendments to these Rules and Procedures shall facilitate the requirements of, and not be in conflict with, the Staff Senate Bylaws.

**Article X Office Associate Duties and Responsibilities**

- A. Provide administrative support by scheduling meetings, maintaining Senate records and files and managing correspondence.
- B. Assist Staff Senate leadership by researching relevant topics and policies and preparing presentations and summaries of findings.
- C. Serve as a point of contact for inquiries and communication with staff members, Senators, administrators, faculty, and students.

- D. Provide support to Senate Committees by coordinating meetings, assisting with agenda preparation, compiling minutes, and maintaining communication with committee members.
- E. Collaborate with Committee's to track action items, deadlines, and follow-up tasks to ensure timely completion of projects or events.
- F. Aid in planning and organizing events or initiatives led by the committee.
- G. Manage Staff Senate listserves as necessary.
- H. Coordinate meetings with invitations, room reservations, and associated zoom links.
- I. Perform website management by updating content and ensuring information is current and easily accessible.
- J. Maintain accurate records of Staff Senate activities, including meeting minutes, attendance records, resolutions, and other official documents. Ensure all records are properly filed and in compliance with relevant regulations.
- K. Manage creation and distribution of surveys via Qualtrics.
- L. May perform a variety of marketing, public relations and special events projects and tasks.
- M. Manage all incoming and outgoing communication.
- N. Provide training regarding Staff Senate and University procedure; may provide computer applications/procedures training to Staff Senators.
- O. Manage the cataloging system of legislation processed in the Staff Senate.
- P. Perform special projects as directed.

#### Document Tracking

<u>Date Modified</u>	<u>Action</u>
January 13, 2010	Updated version approved by Staff Senate
October 13, 2010	Updated version approved by Staff Senate
January 12, 2011	Updated per Senate Bill # 38
June 16, 2011	Updated per Senate Bill's #39, #40 & #41
January 30, 2013	Updated per Senate Bill # 42
March 1, 2013	Updated per Senate Bill # 43
November 11, 2013	Updated per Senate Bill # 44
December 2, 2021	Updated per Senate Bill #50
June 26, 2023	Updated per Senate Bill #59

