Staff Senate Standing Rules
March 21, 2008

Standing Rules are informal, yet detailed, guidelines that describe the procedures of the Staff Senate. Their purpose is to provide guidance regarding the procedures, expectations, and standards of the Senate that are not outlined in the Constitution or By-Laws. These Standing Rules are meant to be flexible and reflect the will of the body; therefore, they may be revised at any Senate meeting by a majority vote.

I. MEETINGS
a. Staff Senate meetings take place from 2:30 – 4:30. According to Robert’s Rules, the Chair can request a simple majority vote to extend the meeting time.
Rationale: clarifies ending time

b. Debate on any one topic will generally not exceed 20 minutes. The Chair, however, can call for a simple majority vote to extend the debate for a certain period of time.
Rationale: prevents extended discussion on any one topic except when the Chair and the Senate deems it desirable or necessary

c. The Chair should establish time limits for guest speakers.
Rationale: ensures there is sufficient time to conduct Senate business

d. In order for action items to be considered at the Senate meeting, they should be submitted to the Senate Chair at least 10 working days prior. Such notice should include a statement of the issue, a summary of the investigation, and a rationale for the action or commendation. Excluded from this requirement are membership elections that occur throughout the year.
Rationale: allows for well-informed voting

II. GENERAL PROCEDURES
a. Constituent lists will be updated monthly and made available to all senators. In July each year, all senators will be provided instructions as to how to obtain their constituency list(s), and any new senators appointed throughout the year will be provided these instructions within 30 days of their appointment.
Rationale: allows Senators to communicate with their constituents in a more timely manner and allows each senator to be more self-sufficient.

b. The Staff Senate Secretary/Treasurer should coordinate with the President’s office and the Staff Senate Coordinator to arrange for letters supporting the work of the Senate from the President to Senator’s supervisor within 30 days of the general election.
Rationale: provides proof to supervisors that the President supports the participation of Senators

c. Upon missing four senate meetings, the Chair of C&N, or his/her designee, shall send a written communication (email) to the senator advising the dates of the missed
meetings, and the potential loss of eligibility if they miss another. Upon missing five Senate meetings, the Chair of C&N or his/her designee (the Staff Senate Program Coordinator) shall send a written communication (email and regular mail to workplace) to the Senator and his/her constituents indicating removal from the Senate.  
_Rationale: self-explanatory_

**III. MEMBER ELECTIONS**

a. Candidates for Senate seats may submit a 100 word statement that will be posted to the website and used for balloting purposes. Longer submissions will be truncated at the 100 word mark.  
_Rationale: standardizes procedures_

b. All persons who apply for a Senate seat by the stated deadline shall be notified by the Chair of C&N or his/her designee of voting outcomes no later than one week after voting or ratification by the full Senate.  
_Rationale: ensures that candidates are notified officially and promptly_

c. Candidates for uncontested seats will be invited by the Chair of C&N to attend the Senate meeting where voting on their candidacy will take place.  
_Rationale: standardizes procedures_

**IV. OFFICER ELECTIONS**

_Rationale: all rules pertaining to officer elections are intended to standardize procedures, thus avoiding year-to-year variations_

a. Nominations for Senate officer positions must be received by the Staff Senate office in writing **no later than noon the second Monday of May**. Nominations from the floor will be accepted only during the May meeting. A Senator may accept a nomination for only one officer position. All senators nominated, either from the floor or previously in writing, must be in attendance at the May meeting to accept or reject their nomination, or have provided written acceptance to the Staff Senate office in writing by noon of the day of the May meeting.

b. Candidate statements for officer positions must be received in writing at least two weeks before the June meeting. Statements are limited to 500 words; longer submissions will be truncated at the 500 word mark.

c. Candidate speeches and elections shall be the first order of business at the regular June Senate meeting.

d. Candidates for Senate officer positions are allowed to speak no more than five minutes during the June Senate meeting. Candidates for the office of Secretary/Treasurer shall go first, followed by Vice-Chair and Chair. Candidates will speak in alphabetical order within each group.
e. Candidates in attendance must deliver their own speech. However, if a candidate is unable to attend, he/she should notify the Chair of the Senate and the Parliamentarian as soon as possible and identify a proxy to speak for them.

f. Candidate names for all three officer positions will be printed on a single ballot which Senators will receive as they sign in for the meeting.

V. COMMITTEES

a. C&N shall appoint interim chairs of standing committees by the July Senate meeting. Interim chairs are responsible for facilitating the election of permanent chairs and vice-chairs.
   *Rationale: allows committee to commence work more quickly*

b. Standing committees, in consultation with the Staff Senate support office, should establish a standard meeting date and time.
   *Rationale: may improve committee attendance*

c. Written standing committee reports or outlines should be submitted to the Vice-Chair of the Senate five working days in advance of the meeting. If a committee does not meet during a given month, a did-not-meet notice should be forwarded to the Senate Vice-Chair.
   *Rationale: assists the Vice-Chair in monitoring committee work*

d. If the need arises to fill a vacancy on an existing university-wide committee, or an appointment to a new initiative, including ad hoc committees, working groups, task forces, etc., the Staff Senate Coordinator shall solicit nominations via the listserv. C&N shall recommend nominees to the Chair, who either appoints or forwards names to the appropriate committee conveners.
   *Rationale: standardizes previous ad-hoc procedures*