

**THE UNIVERSITY OF OKLAHOMA
TULSA
STAFF SENATE BY-LAWS**

Revised February 4, 2022

I. REPRESENTATIVES

The University of Oklahoma-Tulsa Staff Senate (herein referred to as OU-Tulsa Staff Senate) shall represent all staff employees. Any benefits eligible (0.50 FTE or more) staff employee shall be eligible for election as a Representative of the OU-Tulsa Staff Senate.

The Staff Senate shall consist of not less than fifteen (15) and not more than twenty-five (25) Representatives by election.

The OU-Tulsa Staff Senate Membership and Policy Review Committee shall review the Staff Senate composition, as necessary, to maintain equitable representation and ensure the continuity of group representation and OU-Tulsa Staff Senate membership. The Committee should consider the composition of the University at large.

A. Nomination Procedures

Nominations, including self-nominations shall be submitted on the form provided by the OU-Tulsa Staff Senate to each eligible voting staff employee;

Council members whose terms are expiring and are eligible for re-election shall also submit the form provided by the OU-Tulsa Staff Senate;

Call for nominations will be sent in March;

The Membership and Policy Review Committee shall provide a list of eligible nominees for all vacancies to the Executive Committee.

B. Election Process

Elections of Representatives shall be held annually by the OU-Tulsa Staff Senate during the month of April with new members assuming office July 1;

The annual election shall be conducted by the Membership and Policy Review Committee;

The Executive Committee shall review all nominations submitted and create a ballot for the election process;

The voting period will conclude by the end of April;

Elections shall be completed and appointments placed on the May Staff Senate agenda.

C. Contesting Election Results

Results of an election may be contested by submitting a written complaint to the Staff Senate Executive Committee within five (5) working days of the posting of the final results.

The Executive Committee shall review the complaint and determine if a recount or further

action is necessary.

D. Terms of Office

Representatives shall be elected for a two (2) year term serving no more than two (2) consecutive terms as an elected Representative unless there are no opposing candidates.

E. Representative Orientation

An Orientation for new Representatives shall be held in June or July. The Chair or Chair Elect of the Staff Senate shall conduct the meeting, assisted by the Staff Senate officers. The Staff Senate Operating Procedures, the Staff Senate Constitution, and other material as deemed necessary by the Staff Senate Chair will be reviewed.

F. Removal and Vacancies

A position on the OU-Tulsa Staff Senate shall become vacant upon a Representatives termination of employment with the University, or resignation/dismissal from the OU-Tulsa Staff Senate;

Vacancies shall be filled by appointment of the Chair of the OU-Tulsa Staff Senate upon recommendation of the Membership and Policy Review Committee and approval of the OU-Tulsa Staff Senate;

The appointment shall be for the remainder of the vacant term.

G. Responsibilities of Representatives

Representatives Shall:

Aid in the fulfillment of the purposes of the OU-Tulsa Staff Senate as delineated in Article IV of the Constitution;

Attend all meetings, both regular and special;

Report the actions of the OU-Tulsa Staff Senate to staff on a regular basis;

Serve on OU-Tulsa Staff Senate committees when duly appointed;

Notify the OU-Tulsa Staff Senate Secretary or Administrative Coordinator when it is necessary to be absent.

II. OFFICERS

The officers of the OU-Tulsa Staff Senate shall be: Chair, Chair-Elect, Secretary, Treasurer and the Past Chair shall serve in an ex-officio capacity for one (1) year and serve as Parliamentarian.

A. Eligibility

To be eligible for candidacy as an officer an individual must have served one (1) full year as a Representative and;

Served as a Representative within the preceding four (4) years.

B. Election

The Membership and Policy Review Committee shall present candidates to the OU-Tulsa Staff Senate and call for nominations from the floor at the March meeting. The slate of candidates shall be final at the conclusion of the April meeting;

The slate of candidates shall be voted on by secret ballot at the May meeting. The candidate receiving the largest number of votes shall be declared the winner;

In the event there are no volunteers to fill an officer position, the Chair may go outside the Staff Senate to appoint an officer from the OU-Tulsa staff at large. In this event, the appointed officer shall automatically become a Staff Senate member with full rights of membership.

C. Terms and Succession

Officers shall serve terms of one (1) year;

If the elected officer is a Representative, they shall vacate their Representative position upon taking office. The vacancy shall be filled as outlined in Section 1.F of the By-Laws;

The Past Chair shall serve in an ex-officio capacity for one (1) year;

The Chair-Elect shall become Chair July 1 of the year following the year of their election to Chair-Elect;

The positions of Secretary and Treasurer may each serve two (2) consecutive full terms in office; additional terms may be considered if there are no other candidates.

D. Removal and Vacancies

Officers of the OU-Tulsa Staff Senate may be removed by a two-thirds (2/3) vote of the Representatives;

In the event of a vacancy in the office of Chair-Elect or Secretary, the Executive Committee shall present an eligible nominee for the office at the first OU-Tulsa Staff Senate meeting following the confirmation of the vacancy;

If the office of the Chair is vacated, the Chair-Elect shall complete the term created by the vacancy and then serve a full term;

For the office of Past Chair, the Executive Committee shall appoint a nominee taken from the preceding four (4) years of Past Chairs. If no such candidate is available, the Executive Committee shall present a nominee for the office of Past Chair at the first OU-Tulsa Staff Senate meeting following the confirmation of the vacancy.

E. Responsibilities of Officers

1. Chair shall:

Be the representative of the OU-Tulsa Staff Senate to the

University Administration, including attending meetings, events and speaking engagements;

Be a non-voting member of the OU-Tulsa Staff Senate except in the case of a tie vote, in which event the vote must be conducted by secret ballot;

Conduct all meetings of the OU-Tulsa Staff Senate and the Executive Committee;

Identify speakers and topics for the Staff Senate meeting agenda;

Serve on selection committees as requested by University Administration;

Serve as an ex-officio, non-voting member on all OU-Tulsa Staff Senate standing committees;

Require Committee Chairs to make oral reports at each Staff Senate meetings;

Perform such other duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

2. Chair-Elect shall:

Assist and understudy the Chair;

In the Chair's absence, have all the powers and prerogatives of the Chair;

Be a non-voting member of the OU-Tulsa Staff Senate except in the case of a tie vote, in which event the vote must be conducted by secret ballot;

Attend Staff Senate and Executive Committee meetings;

Review the Staff Senate agenda for monthly meetings; Chair the Membership and Policy Review Committee;

Serve on selection committees as requested by University Administration;

Perform such other duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

3. Past Chair shall:

Support and advise the Chair;

Serve as Parliamentarian and be knowledgeable about the OU-Tulsa Staff Senate Constitution and By-Laws;

In the absence of both the Chair and Chair-Elect, have all the powers and prerogatives of the Chair;

Be a non-voting member of the OU-Tulsa Staff Senate except in the case of a tie vote, in which event the vote must be conducted by secret ballot;

Attend Staff Senate and Executive Committee meetings;

Perform such other duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

4. Secretary shall:

Attend and record Staff Senate meetings;

Track attendance of Representatives;

Attend and record Staff Senate Executive Committee meetings;

Serve on the Membership and Policy Review Committee;

Perform such other duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

5. Treasurer shall:

Work with the Staff Senate Chair to track, document, and reconcile funds;

Document cash received with the cash handlers, sign and date a receipt for such, and deliver funds and receipt to the Staff Senate Chair at the conclusion of the event;

Recount the funds with the OU-Tulsa Staff Senate Chair and sign and date receipt for such;

Treasurer shall also report verbally and in writing at OU-Tulsa Staff Senate meetings.

III. EXECUTIVE COMMITTEE

A. Membership

Shall consist of the Chair, Chair-Elect, Secretary, Treasurer, and Past Chair, who shall be voting members. The Ex-Officio Member and OU-Tulsa President's Designees shall have full rights of membership, except voting privileges.

B. Duties and Responsibilities

Ensure that all Staff Senate functions are conducted in a fair and equitable manner;

Transact business of the OU-Tulsa Staff Senate between meetings and report any actions taken at the next OU-Tulsa Staff Senate meeting. Transact business delegated to it by the OU-Tulsa Staff Senate or University Administration;

Forward to University Administration the recommendations and advice of the OU-Tulsa Staff Senate on policy matters relating to staff;

Provide the Staff Senate with a slate of nominees for new Representative election at the April meeting.

C. Meetings

The Executive Committee shall meet as often as necessary and, in closed session;

The Executive Committee shall meet at the call of the Chair or at the request of any one (1) voting member thereof;

A quorum of the Executive Committee shall consist of three (3) of its voting members;

The Secretary shall record and transcribe the minutes of all Executive Committee meetings.

IV. MEETINGS

A. Regular Meetings

As a general rule, regular meetings of the OU-Tulsa Staff Senate shall be held on the second working Tuesday of each month at 8:30 a.m. from July through June; at least 10 meetings per year.

Special meetings may be called by the Chair or at the written request of one-third (1/3) of the Representatives directed to the Secretary.

All meetings shall be open to the public.

Meetings shall be conducted in accordance with the Constitution and these By-Laws.

B. Quorum and Voting

A simple majority of Representatives of the OU-Tulsa Staff Senate shall constitute a quorum authorized to transact business at any regular or special meeting.

Voting by Representatives shall be by voice except when deemed otherwise by the Chair, in which case voting shall be by a show of hands, by ballot or electronically.

All decisions shall be made by a simple majority vote of the Representatives unless otherwise specified in the Constitution.

C. Collaboration with Staff Senates at Health Sciences Center and Norman Campuses

The officers of the OU-Tulsa Staff Senate and the Staff Senates for the Health Sciences Center and Norman campuses shall meet periodically, but not less than annually, to discuss matters of mutual concern. Hosting of these meetings shall alternate among the campuses.

V. COMMITTEES

Any staff employee with 50% FTE or more employment may serve on OU-Tulsa Staff Senate committees.

Members of the OU-Tulsa Staff Senate committees shall be appointed by the Chair of each committee. Subsequent vacancies shall be filled in the same manner and shall be for the duration of the remaining term.

Each committee shall have a clearly defined function or charge from the OU-Tulsa Staff Senate and make frequent reports and recommendations to the OU-Tulsa Staff Senate.

Any member resigning from a committee must do so in writing to the Chair of the committee.

With the exception of the OU-Tulsa Staff Senate Chair, holding an office does not preclude serving on any committee either as members or as officers.

Standing Committee Chair shall:

Convene meetings and prepare and provide a copy of the agenda/needed materials to committee members. Meetings shall be held as needed to meet the requirements of the committee;

Report committee matters to the Staff Senate at monthly meetings;

Seek confirmation on issues requiring Staff Senate approval;

Encourage all members to participate in electronic and/or verbal discussions;

In the event a committee member is inactive, the Chair is given discretion to discuss membership options that best fit the individual member and the committee;

Notify the Chair of the Membership and Policy Review Committee in the event of any member resignation.

A quorum of a committee shall consist of one-third (1/3) of the members on record.

A. Standing Committees

1. Membership and Policy Review Committee

The function of the Membership and Policy Review Committee shall be:

To convene during the year when necessary to nominate staff employees to serve on committees, task forces, etc.

To convene during the year when necessary to review recommendations to form standing committees.

To oversee the OU-Tulsa Staff Senate elections.

To nominate a slate of candidates for officer vacancies for the OU-Tulsa Staff Senate elections.

To review (when presented) all suggested amendments to the Constitution and By-laws and make recommendations concerning policies, procedures, directives, etc., as directed by the changes to the OU-Tulsa Staff Senate.

To annually review the group distribution and recommend realignment of representation, if necessary.

To submit recommendations to the OU-Tulsa Staff Senate annually at the March meeting, for action at the April meeting for the next fiscal year:

- Slate of nominees to fill officer vacancies
- List of vacant Representative positions
- OU-Tulsa Staff Senate standing and special committee vacancies

The Membership and Policy Review Committee shall submit all recommendations to the OU-Tulsa Staff Senate for approval.

2. Staff Activities Committee

The Chair of the committee shall be elected by the OU-Tulsa Staff Senate. The past Chair of the Staff Activities Committee may serve in an advisory capacity.

The function of this committee shall be to plan, coordinate and execute various events and activities that are sponsored by OU-Tulsa Staff Senate both on and off campus including but not limited to: Some Staff Week activities; Chili-Cook Off; Food Trucks; campus beautification including seasonal decorations; fundraisers to benefit the OU-Tulsa Staff Senate account; and other events as planned by OU-Tulsa Staff Senate.

3. Merit Award Selection Committee

The Merit Award Program was developed to encourage recognition of the contributions made by OU-Tulsa staff employees who go beyond the expectations of their employment. The function of this committee shall be to coordinate staff employee recognition activities including, but not limited to, the following awards: Length-of-service, retirement, OU-Tulsa Staff Senate Merit Awards, and other staff recognition as determined by OU-Tulsa Staff Senate or the President's Office.

a. Committee Membership:

The Chair of the committee shall be elected by OU-Tulsa Staff Senate. The past Chair of the committee may serve in an advisory capacity.

b. Award:

The Merit Award recipients will receive \$250.00 each and recognition at the Annual Awards Reception held during Staff Week each year.

c. Number of awards:

Four awards will be distributed each year, although the Staff Senate reserves the right to add or omit the number of awards per year based on availability of funds.

d. Eligibility & Rules:

To be eligible for this award, the employee must have held a fifty percent (50%) or more FTE, permanent, non-faculty appointment at OU-Tulsa for at least two (2) consecutive calendar years. Nomination forms may be accompanied by supporting letters, but such letters are not required for a complete nomination form. Incomplete or anonymous nominations will not be considered.

Previous recipients of the Merit Award or the Regents' Award for Superior Staff cannot be considered as a nominee for a period of three (3) years after receiving one of the above awards.

e. Award Criteria:

An employee need not meet all criteria listed below to receive the award. In order for the Award Committee to fully evaluate the nominee, it is important that specific examples be cited in nomination form and any letters of recommendation.

- Does the employee have an outstanding attendance record?
- Does the employee consistently go the extra mile without being asked?
- Does the employee advance his/her knowledge by learning new skills?
- Does the employee contribute to his/her department or college with new ideas or improved efficiencies?
- Does the employee have exceptional qualities that distinguish him/her from other nominees?
- Does the employee serve on OU-Tulsa committees and special projects?
- Is the employee dedicated and loyal to OU-Tulsa?
- Is the employee cooperative and friendly to the public and OU-Tulsa employees and students?
- Does the employee perform well under pressure?
- Does the employee go out of his/her way to assist co-workers in their duties?

4. Communications Committee

The Chair of the Committee will be elected by OU-Tulsa Staff Senate. The function of the Communications Committee will be to update the Staff Senate website, send all email communication and update social media accounts as needed.

5. Special Committees

Special committees of the OU-Tulsa Staff Senate may be established at the discretion of the OU-Tulsa Staff Senate or the Chair.

A special committee shall be dissolved upon completion of its charge, presentation of a final oral report, and acceptance of such report by the OU-Tulsa Staff Senate.

If it is determined that a special committee should become a standing committee, a recommendation is to be submitted to the Membership and Policy Review Committee for action.

VI. OU-TULSA AND UNIVERSITY COMMITTEES

A. General Considerations

In addition to the Staff Senate committees, the OU-Tulsa Staff Senate shall have staff representation on other OU-Tulsa campus and University committees.

The Staff Senate Office is responsible for keeping a current list of Staff Senate, OU-Tulsa Campus and University committees, committee members, and their terms of service.

Members of these committees are expected to represent the interests of staff. They are responsible for participating in all meetings of the body and for reporting to the OU-Tulsa Staff Senate or its officers any matter under consideration of significance to staff.

Members of these committees shall be appointed by the Chair of the OU-Tulsa Staff Senate upon recommendation of the Membership and Policy Review Committee and approval of the Staff Senate. Subsequent vacancies shall be filled in the same manner and shall be for the duration of the unexpired term.

VII. AMENDMENTS

Amendments to the By-Laws of the OU-Tulsa Staff Senate shall be made only at a regular or special meeting by a two-thirds (2/3) affirmative vote of the Representatives present and voting, provided a quorum is present.

A proposed amendment shall be submitted in writing to the Chair who shall direct the proposal to the Membership and Policy Review Committee for review and presentation to the OU-Tulsa Staff Senate. The proposed amendments shall be distributed to the members of the OU-Tulsa Staff Senate at least ten (10) calendar days before the meeting at which it shall be considered.

A formal vote may not be taken until the first regular or special meeting at which a quorum is present after the meeting when the amendment was first considered.

VIII. RULES OF CONDUCT AND DISCIPLINARY ACTIONS

As representatives of the OU-Tulsa Staff Senate, Officers, Representatives, and appointees shall, at all times conduct themselves in a professional, cooperative, and collegial manner. OU-Tulsa Staff Senate membership expressly implies a representation of the Staff Senate and OU-Tulsa staff as a whole, and members shall present themselves as such. A member shall at all times strive to maintain the integrity of the Staff Senate by exhibiting behavior conducive to the Senate's mission.

Any OU-Tulsa Staff Senate Officer, Representative, or appointee who engages in conduct that could injure the good name of the OU-Tulsa Staff Senate, disturb its well-being, or hamper it in its work may face sanction or expulsion. The appropriate consequence shall be decided by a majority vote of the Executive Committee.

Three (3) absences from scheduled OU-Tulsa Staff Senate meetings during any operating year may be cause for dismissal. Dismissal shall not occur until the circumstances of the absences are reviewed by the Executive Committee.

After three (3) such absences, the Representative shall be notified in writing about possibly facing dismissal. The Representative should reply in writing within ten (10) days either assuring the OU-Tulsa Staff Senate that interest and participation shall continue or offering to resign, the Executive Committee shall be obliged to recommend to the OU-Tulsa Staff Senate that the Representative be replaced. In any event, replacement may automatically be recommended with the occurrence of the fourth (4th) absence.

IX. SUSPENSION OF RULES

Any provision of the By-Laws, with the exception of the provisions concerning amendments, may be suspended for the duration of any one (1) meeting by a two-thirds (2/3) affirmative vote of the Representatives of the OU-Tulsa Staff Senate present and voting, provided a quorum is present.