

UNIVERSITY OF MARYLAND BALTIMORE

STAFF SENATE BY-LAWS

I. Introduction

The staff of the University of Maryland, Baltimore (UMB) is integral in achieving UMB's vision of excellence in its academics, research, and service by functioning in a support role to its faculty and students. The President of UMB and the President's Cabinet have found it appropriate that the staff exercise an informed advisory role in areas of policies and procedures which affect the quality of their work life and their level of contribution to the strategic goals of the campus. The opportunity to be heard on these matters through a recognized Staff Senate is indicative of UMB's goal to develop a more responsive environment distinguished by consistently high levels of commitment and productivity from its staff.

II. Purpose and Functions of the Senate

A. There shall be a Staff Senate representing all regular and contingent II employees of UMB (hereinafter referred to as "eligible employees"), excluding the following groups of employees: (a) faculty, (b) USM employees designated in USM BOR Policy VII-P1.00- (II) (1) (a and b), and (c) employees represented by a certified exclusive representative.

B. The functions of the Senate shall include the following:

1. To advise and make recommendations to the President of UMB and his/her Cabinet with regard to the following matters:

- a. Policies, procedures and/or rules affecting eligible employees as defined in these bylaws;
- b. Work environment and staff morale
- c. Issues impacting wages, benefits, and working conditions.

2. To serve as a channel of communication between:

- a. Eligible employees and the President of UMB with his/her Cabinet; and
- b. Eligible employees and the Council of University System Staff (CUSS).

3. To act as a body of the eligible employees to enhance “informed participation and collaboration” in the affairs of the University (UMB).

4. To establish its own committees.

5. To elect representatives to CUSS from its membership as per CUSS Bylaws.

C. In carrying out its purpose and functions, the Senate will observe all established University administrative policies and procedures, including but not limited to USM BOR Policy I-6.00 (Shared Governance).

III. Membership and Election

A. There shall be a maximum of twenty (20) members of the Staff Senate composed of eligible employees. Its membership includes representation from each employment category as set forth in the Federal Fair Labor Standards Act (FFLSA) as follows:

1. Sixteen (16) members from the eligible Exempt category;
2. Four (4) members from the eligible Non-Exempt category;
3. Four (4) alternates, selected by next highest vote counts, shall be elected to fill temporary vacancies created by long-term illness or other personal reasons. Alternates will serve in the temporary absence of elected members, and shall have voting rights.

B. All eligible employees may vote for candidates from both employment categories.

C. At its first meeting for the inaugural term [October 2003- June 2004], the Senate will elect representatives to CUSS for the August term and self-determine which eight (8) Senate seats will stand for re-election during the next regular election. The other seven (7) Senate seats will stand for re-election during the following regular election. This will establish staggered terms for the Staff Senate membership. All terms of election after the initial term shall be for two (2) years. The election for members shall be held during May of each year, if practicable. The elected members shall begin their Senate service at the July meeting immediately following the verification of the election process just held.

D. Regular elections shall be held during the month of May for the upcoming term year (July 1 through June 30). During April, the Office of Human Resource Services will inform each eligible employee of their employment category. Candidates will be self-nominated. The results of the election will be reported to the President and the Associate Vice President, Human Resource Services no later than the first week of June of that year.

E. The Senate, by two-thirds (2/3) vote of the entire body, may vote to remove any of its members for just cause.

F. Seats vacated by resignation, removal or for any other reason shall be filled by Staff Senate appointment until the next regular election for that seat. Permanent vacancies will be filled by the candidate with the next highest vote count within the employment category. If no candidates are available in the employment category, the vacancy will be filled by the next highest vote count from the other employment category. If all possible alternates and candidates have been exhausted then the Executive Committee will fill vacancies by appointment.

G. Every three years (starting with the 2005 elections) the Staff Senate, with input from Human Resource Services, will conduct a staff audit to determine the percentage of eligible employees in each employment class (FFLSA). This audit will be utilized to determine the proportion of the eligible Exempt and Non-Exempt Staff that should compose this body. Necessary adjustment will be made within the upcoming election class. The Executive Committee will assist the Nomination Committee Chair with this responsibility.

IV. Meetings

A. There shall be a minimum of four (4) Open Forum meetings of the Senate each term. Working full Senate and/or committee meetings may also be held, as necessary. Prior to its first Open Forum meeting, the Senate will establish its calendar of Open Forum and working meetings for the year and forward it to the UMB President who will notify each member's school or department of that schedule.

B. If any member is absent from more than twenty five percent (25%) of the yearly scheduled working meeting sessions (July through June), without prior approval from the Chair, the Executive Committee will notify the member in writing of its recommendation for removal from the Senate.

C. Special meetings may be called by the Chair of the Senate, by the Executive Committee, by resolution of the Staff Senate or by petition signed by at least one-third (1/3) of the membership.

D. All eligible employees may attend Open Forum meetings of the Senate, without voice or vote, subject to requirements of space and good order. Special meetings may be open, with or without voice, or closed to all eligible employees at the discretion of the Executive Committee.

E. A quorum shall consist of fifty percent (50%) plus one member of the current membership. An affirmative vote of a majority of the members present and voting shall be necessary to adopt any motion or resolution.

F. Notices to members are properly given when placed in the campus mail addressed to the members, listed campus address or acknowledged via confirmed receipt of e-mail.

G. Any two (2) Senate members may require that an item be placed on the agenda of an Open Forum or special meeting.

H. Senate members shall be released from their normal work responsibilities, if necessary, each term year in order to attend the following meetings:

1. Four (4) Open Forum Senate meetings;
2. Monthly Scheduled Executive meetings but not less than ten (10) meetings (officers only).

3. Scheduled working meetings (closed) not to exceed twelve (12) meetings (full body).

Additional time may be required for members to fulfill their Senate responsibilities, e.g. attendance at committee or special meetings and other activities. Members and their supervisors shall work together in coordinating these activities so as to not interfere with the member's normal work responsibilities as an employee of UMB.

I. All procedures not otherwise set forth in these Bylaws or by rules adopted by the Staff Senate shall be in accordance with the latest revised edition of Robert's Rules of Order.

V. Officers

A. There shall be five (5) officers of the Staff Senate elected from its membership who will form the Executive Committee. The officers shall be the Chair, Vice-Chair, Secretary, Past Chair and Member at Large. The Past Chair position will be filled by the individual who served as Chair during the previous Senate term. The duties of the officers will be as follows:

1. Chair - preside at all meetings of the Senate, finalize the agenda of each Senate meeting, serve as chief liaison with the UMB President and perform other duties as assigned by the Senate.
2. Vice-Chair - serve in the absence of the Chair, serve as Senate parliamentarian, and perform other duties as assigned by the Senate.
3. Secretary/Treasurer - responsible for recording and distributing minutes, maintain all records of the Senate, monitor the Senate's budget and report on its fiscal status to the Executive Committee/Senate, and perform other duties as assigned by the Senate.
4. Past Chair - serve as an advisor to the Executive Committee in order to provide continuity and perform other duties as assigned by the Senate. This position is normally filled by the immediate past Senate Chair but can be filled by any past Senate Chair. This position is appointed by the current sitting Senate Chair. If there are no past Senate Chair members or if no one wishes to accept the appointment to this position, the position will remain vacant.
5. Member at Large - serves on the Executive Committee and performs duties as assigned by the Senate.

B. Nominations for Executive Committee officers for the upcoming term will be accepted in May and up to the start of the voting process at the June meeting. The officers will be elected by the Senate membership for a term of one (1) year by written ballot or verbal vote during the June Senate meeting and will take official office at the July meeting.

C. The Executive Committee shall fulfill the following functions:

1. Set the agenda for Senate meetings;

2. Prepare and submit reports on the work of the Senate to the UMB President, CUSS and the UMB campus community;
3. Be a point of contact with the UMB President;
4. Recommend to the Senate the establishment, composition and responsibilities of standing and/or special committees; fill irregular vacancies on committees, and recommend participation in campus committees;
5. Manage the Senate's annual operating budget as provided for the costs of duplicating, printing, mailing, supplies, etc.; and
6. Perform such functions as given by the Senate.

D. Committees

1. The Senate will establish standing committees, with membership by self selection, to include but not be limited to a CUSS Committee, General Election Committee and a Communications Committee. The Senate may also establish special committees, as recommended.
2. The Senate also will establish committees as assigned by the President of UMB. The Senate will send representation to inter-campus committees, as requested.
3. Every Senator is required to be a member of at least one committee per term.

VI. Administrative Resources

UMB resource staff (i.e.: Human Resource Services, Center for Information Technology Services, Facilities Management) is available to assist the Staff Senate in its functions. Resource staff may be included as non-voting participants in Senate, Executive or committee meetings in order to provide information and other support activities. The Associate Vice President, Human Resource Services and his/her designee(s) shall function as the primary resource for the Staff Senate.

VII. Amendment(s)

The Staff Senate shall, on a regular basis, self-evaluate the Bylaws and operations to determine if the purposes and functions of the Senate are being fulfilled. Within at least three years following the initial election, the Staff Senate shall conduct the first self-evaluation. This will include, but not be limited to, a review of the composition of the membership to ensure all eligible categories are fairly represented. Self-evaluations may result in proposed amendment(s) to the existing By-Laws.

A. Amendment(s) to existing Bylaws may be proposed by any two (2) current members of the Staff Senate and shall be submitted in writing to the Senate Chair, according to Section VII.B.

B. Proposed amendment(s) shall be distributed to the Staff Senate membership at least two weeks prior to any meeting at which the amendment(s) will be reviewed discussed. Presentation of the proposed amendment(s) will take place at the earliest scheduled working meeting of the Staff Senate, provided they were distributed at least two (2) weeks prior to the meeting date. A vote on the proposed amendment(s) may not occur until the next scheduled Staff Senate working meeting following the meeting at which the proposed amendment(s) were discussed.

C. Approval of the proposed amendment(s) shall require a simple majority affirmative vote, providing a quorum (50% of the current Staff Senate membership, plus one member) is in attendance. Approved amendment(s) take effect immediately following an approval as defined in these Bylaws.