UB Staff Senate
Meeting and Communication Procedures
(per Article VII.4 of the Staff Senate Bylaws)

Setting the Meeting Agenda

- Agenda items come from constituents and Senators on an ongoing basis to the Chair, who sets the agenda for the next UBSS meeting, per UBSS Bylaws.
  - The UBSS meeting agenda will also include standing committees and other items, which are scheduled on a rotating or regular basis (i.e. Chair’s Report, UB Committee Reports, etc.).
- At least two weeks prior to an established UBSS meeting, Senators will seek out items of interest from constituents.
  - The UBSS website will be used as a vehicle to receive constituent input and agenda items for consideration.
- A week prior to the meeting, the Chair will share the draft agenda with the Executive Board for comment and suggestions.
  - Recommendations for time allotted to each topic or presentation can be made at the time of the request for consideration by the Chair.
  - Items that have been brought to the attention of UBSS, but are not appropriate for discussion at a UBSS meeting, will be addressed by the Executive Board or the appropriate committee.
- The final agenda is distributed to the constituents at least three business days prior to the next UBSS meeting.
  - The final agenda will include the estimated time to be dedicated to a topic or presentation during the meeting.

Executive Board Meetings

- The UBSS Executive Board will meet at least once between UBSS meetings.
- Ad hoc Executive Board meetings can be called by the Chair at any time when an urgent issue emerges.
- The Executive Board manages progress in achieving the goals of the UBSS Action Plan.
- The Executive Board will discuss any updates from UBSS committees and will help the Chair determine items to be included in the UBSS meeting agenda.
- Items discussed at the Executive Board meetings will be included in the Chair’s Report during the next UBSS meeting.

Constituent Concerns

- Issues can be brought forth for UBSS consideration directly from constituents or through Senators.
- At the time an issue is presented, the corresponding Senator should become involved, if not already.
• The issue will be discussed at the next Executive Board meeting.
  o If a meeting is not scheduled and the issue is considered urgent, a special meeting of the Executive Board is called.
  o The Executive Board decides if the issue is germane to shared governance and if the issue should be discussed at the next UBSS meeting.
  o The Executive Board can request information from appropriate University units or committees, according to their established processes, to determine relevance to shared governance and next steps.
• If the issue is determined to be germane to shared governance and worthy of discussion of the full Senate, it is included as an agenda item for the next UBSS meeting and the constituent will be notified.
  o In some instances, the Executive Board may decide to make a resolution to the full Senate to defer discussion and refer issues directly to an appropriate committee.
    ▪ The committee will be expected to report back to the full Senate with recommendations and/or progress update by the next scheduled UBSS meeting.
  o Once an issue is discussed by the full Senate, a formal response with recommendations and/or progress update will be provided to the constituent by the next scheduled UBSS meeting.
• If the issue is determined not to be germane to shared governance, a formal response will be provided to the constituent, which may include information on accepted policies/processes and potential next steps they may undertake for resolution.

Communication

• Any formal communications to be disseminated on behalf of the UBSS shall be provided to Senators, Committee Representatives, and specific constituents, as appropriate, for review and vetting before the information is shared. This does not imply a Senate vote will take place.
• Senators shall provide timely feedback, so as not to hinder or further delay such communications. Failure to respond to a document within a specified period will imply consent with or approval of its content.
• Sources of information will be cited, whenever possible, with the sources’ consent.