

UB Staff Senate Bylaws
Revised Nov. 22, 2013

Article I – Name The name of this body shall be the University of Baltimore Staff Senate.

Article II – Purpose

1. To implement the Policy on Shared Governance, in the University System of Maryland (USM), which was approved by the Board of Regents on October 4, 1996 and was effective May 15, 1997, at the University of Baltimore.
2. To provide a role in shared governance for Regular Exempt, Regular Non-Exempt not represented by the union, and Contractual II (Exempt and Non-Exempt) staff at the University of Baltimore.
3. To provide advice to the University of Baltimore President and the Executive Committee on staff matters.
4. To formulate, recommend and review University policies as they affect staff and to provide equal representation of staff on policy-making boards and committees at the University of Baltimore, University System of Maryland and other agencies as appropriate.
5. To keep staff informed and to provide a forum for discussion and recommendations on matters of interest to staff and involving staff welfare at the University of Baltimore.

Article III – Membership The Staff Senate shall comprise Regular Exempt, Regular Non-Exempt not represented by the union, and Contractual II (Exempt and Non-Exempt) staff at the University of Baltimore.

Article IV - Parliamentary Authority The rules contained in the current edition of The Modern Rules of Order by Donald A. Tortorice shall govern the organization and shall be upheld by the Parliamentarian. The Staff Senate may adopt special rules if needed, provided they do not limit the expression of the minority's opinion.

Article V – Organization

1. There shall be 11 voting Senators selected via general election to compose the Senate. Senators shall be elected for two-year terms.
2. The 11 elected Senators shall elect from among themselves an Executive Board comprising a Chair, a Vice Chair, a Parliamentarian, a Secretary and two Council of University System Staff representatives. All Executive Board members shall serve a term of one year, except for the Council of University System Staff representative, who shall serve a term of two years.
3. Those Senators who do not serve as members of the Executive Board shall represent all Staff Senate members in the following areas, with distribution of representation to be determined on an annual basis: Office of the President; Office of Institutional Advancement; academic affairs including the Office of the Provost and the various schools and colleges; Division of Administration and Finance; Division of Enrollment Management and Student Affairs; Office of Technology Services.

4. Of those Senators, a Council of University System Staff alternate representative will be elected at the same meeting during which the Executive Board members are elected. The alternate shall serve a term of one year. If there are multiple nominees to the positions of Council of University System Staff representatives, the nominee who receives the third largest number of votes shall serve as alternate.
5. The University President, Provost, Senior Vice President for Enrollment Management and Student Affairs, Senior Vice President for Administration and Finance, Chief Information Officer and chief human resources officer shall be *ex-officio*¹ members.
6. For any Executive Board member (excluding the Chair) who cannot complete the term, the remaining elected Senators shall elect from among themselves a replacement. If the Chair cannot complete the term, the Vice Chair will assume the position of Chair for the balance of the Chair's term; the Senators shall elect a new Vice Chair from among themselves.
7. For any Senator who cannot complete the term, the Chair shall nominate and appoint, with the Executive Board's approval, another Senator from the membership at large to serve for the remainder of the term.
8. No Executive Board member may serve in the same capacity for more than two terms (excluding partial terms). There are no term limits for Senators.

Article VI – Nominations and Elections

1. Annually, the Chair will appoint a Nominating Committee, chaired by the Secretary, that shall be responsible for soliciting nominations and preparing, distributing electronically and tabulating the election ballots.
2. Nominations for Senators shall be solicited by the Nominating Committee in March. The General Election shall be held in April; ballots shall be distributed to all members of the Staff Senate. Before ballots are counted, a quorum of ballots, comprising 25 percent of the Staff Senate membership, must be received. If no quorum is achieved at the time of the first counting, the election shall be extended until the quorum is met.
3. During the first Staff Senate meeting following the general election, Senators shall elect from among themselves the Executive Board (see Article V – Organization).
4. Special circumstances may require a different schedule of elections.

Article VII – Meetings

1. The Staff Senate shall hold a meeting, open to all members, the second Monday of every month, September-May; other meetings may be called as necessary.
2. A quorum to hold a Staff Senate meeting shall consist of 50 percent of the total number of voting Senators plus one Senator.
3. An organizing retreat will be held during the summer for all Senators.
4. Meeting procedures will be governed by a separate Meeting Procedures document, drafted and/or amended by the Executive Board, to be voted on and approved by voting Senators.

Article VIII – Voting

¹ *Ex officio* membership is defined as an individual granted a "voice" or the right to speak but not the right to vote in a governance activity.

1. A quorum for voting during meetings shall consist of 50 percent of the total number of voting Senators plus one Senator. An item is approved by a simple majority of voting Senators.
2. If a quorum has not been reached or has been lost during a meeting, and the need for a decision on a matter is urgent (with the exception of the bylaws), the chair may, at his or her discretion, send a summary of the issue/question and any discussion of it by email to all Senators, requesting that each Senator vote by email by a specified deadline. Such a vote by email shall be a valid vote of the Senate. An item is approved by a simple majority of voting Senators.

Article IX – Duties

1. The duties of the Chair shall be to preside over general meetings, to uphold the rules of order, to serve on the Governing Steering Council, to appoint committee chairs, to set the agenda, to call special meetings, and to fulfill other duties as appropriate.
2. The duties of the Vice Chair shall be to substitute for the Chair when that officer is absent, to serve on the Governing Steering Council and to otherwise assist the Chair as needed.
3. The duties of the Secretary shall be to take minutes at the general and special meetings, to make them available to members at least one week prior to each monthly meeting and to post them to the Staff Senate website upon approval. The Secretary shall make sure that all relevant information is distributed to the general membership in a timely manner. The Secretary shall also serve as the Chair of the Staff Senate Nominating Committee.
4. The duties of the Parliamentarian are to uphold the rules of order (see Article IV – Parliamentary Authority) and to serve as the timekeeper during meetings.
5. The duties of the Council of University System Staff representatives shall be to provide a voice for the University of Baltimore Staff Senate membership's concerns in reference to basic decisions that affect the welfare of the University System of Maryland, its constituent institutions and its employees. They shall also keep the Staff Senate and its members informed of Council of University System Staff activities and System-related actions.
6. The duties of the Council of University System Staff alternate are to hold all Council meetings on his or her calendar in case one of the elected Council of University System Staff representatives cannot attend a meeting; in that case, the alternate can vote in the representative's place. The alternate is not obligated to attend any Council meetings other than when one of the representatives cannot attend, but the alternate is invited to attend all Council meetings. The alternate maintains his or her responsibilities to represent Senate members in the assigned area.
7. The duties of the Executive Board are to represent fairly the Staff Senate membership in the best interest of the University of Baltimore on all appropriate boards and committees.
8. The duties of Senators not serving as members of the Executive Board shall be to represent and serve the area of membership to which they are assigned (see Article V – Organization, No. 3).
9. All members of the Staff Senate (see Article III – Membership) bear responsibility for:

- a. Being informed on issues confronting higher education, the University System of Maryland and the University of Baltimore
 - b. Acting within time constraints often imposed by external agencies and influences
 - c. Appropriately sharing information and providing timely feedback
 - d. Recognizing the specific goals and needs of the University of Baltimore, and being accountable to the Staff Senate membership
 - e. Distinguishing the roles played by various units and individuals in decision-making and administration
 - f. Recognizing that there may be occasions when University of Baltimore leaders must act in the best interest of the University of Baltimore without benefit of the shared governance process and shall inform Staff Senate in a timely fashion
 - g. Informing Staff Senate members in a timely manner when University of Baltimore leaders choose to reject, in whole or in part, Staff Senate advice and recommendations. The Staff Senate may, if it chooses, present a written statement of its position and/or any objections to the administration's position. This written statement will become part of the University's record on this issue
 - h. Recognizing that while participation by staff, faculty and students in governance is necessary and important, the final responsibility for decision-making rests with the University of Baltimore President, the University System of Maryland Chancellor, or the Board of Regents, who are ultimately held accountable by the public and its elected leaders.
- (5a-h taken from Policy on Shared Governance in the University System of Maryland - Practice)

Article X – Committee Membership

1. The Staff Senate shall provide appropriate representation as requested and/or required to University Committees, including standing and ad hoc committees, per the Plan of Organization for Shared Governance of the University of Baltimore.
2. The Chair will be responsible for soliciting nominations for Committee representatives from the entire Staff Senate membership.
3. Each candidate will submit to the chair a statement of interest that will be included in the election ballot.
4. The Chair will prepare, distribute electronically and tabulate the election ballots. Only elected Senators will vote to elect committee members.
5. The requested number of UB Staff Senate representatives to University Committees will be elected by a simple majority of voting Senators. In the case of a tie, a runoff election for that position will be held.
6. Representatives to University Committees shall serve a term no longer than two years, which can be renewed without limitation through the process described in this article.
7. If a representative to a University Committee cannot complete his or her term, the Chair shall nominate and appoint, with the Executive Board's approval, another representative from the entire Staff Senate membership to serve for the remainder of the term.

8. UB Staff Senate ad hoc committees, work groups and task forces can be authorized by a vote of the Senate, as described in Article VIII. Candidates for membership in these committees, work groups or task forces will be selected using the same procedures as are used in electing representatives to University Committees.

Article XI – Bylaw Amendments Amendments must be submitted in writing to all members at least two weeks before the voting deadline. A vote in favor of the amendment by two-thirds of the members who have returned ballots shall be required for passage.

Article XII – First-Year Implementation

1. The Past Chair of the former University of Baltimore Administrative Council shall automatically serve as a Senator in the role of Parliamentarian for a term not to exceed the first year of implementation.
2. In the first year of implementation, the outgoing Chair and Secretary of the former Administrative Council shall coordinate elections in July and August to seat the new Senators at the start of the academic year.
3. To stagger the two-year terms of Senators in perpetuity, for the first year of implementation, members shall elect 10 Senators. Those five Senators with the largest number of votes shall serve a two-year term and the remaining five shall serve for a single year.
4. To stagger the two-year terms of representatives to University Committees, for the first year of implementation, the representative with the largest number of votes for each University Committee shall serve a two-year term and the remaining representatives will serve a one-year term.
5. To stagger the two-year terms of Council of University System Staff representatives, the representative who received the largest number of votes in 2013 shall serve an additional one-year term.
6. In the first year of implementation, the Council of University System Staff alternate shall be appointed by the Executive Board.

Ratified by the University of Baltimore Staff Senate November 22, 2013