MISSION STATEMENT

In keeping with the mission of Loyola Marymount University, the Staff Senate exists to promote the professional and personal development of staff members, to serve in an advisory capacity to the University leadership in the development, review and dissemination of University Policies, and to provide a forum for open communication and ongoing dialogue among the entire University community.

BY-LAWS

A. PURPOSE

The purpose of the Staff Senate is to represent all Loyola Marymount University Staff [including the Law School] (herein after called “the University) and their interests to the University Administration. The Staff Senate shall be a fact-finding, deliberative and consultative body, with authority to make studies and recommendations on all matters which have significant bearing on the work environment and/or well-being of the Staff.

B. FUNCTION

The function of the Staff Senate is to initiate, recommend, review, advise, and publicize policies, procedures, and activities of concern to all staff members of the University. In addition, it reports on all policies, procedures, and activities to the President of the University or his executive liaison through the Senate President or other person(s) as designated by the Senate.

1. DEFINITIONS
   a. In this document “Senate” and “Senator” refer to Staff Senate and Staff Senator, respectively.
   b. In this document a “quorum” shall be defined as 2/3 of the eligible voting membership.
   c. “Simple majority vote” is determined by 50% of the voting membership present, plus one.

C. MEMBERSHIP

1. The members of the Staff Senate shall be comprised of no more than thirty-five (35) and no less than twelve (12) staff members, at a ratio of no more than fifty (50) staff members per each Staff Senator, based on figures provided by the Human Resources Department at the start of the nomination period.

2. If at the beginning of a nomination period, the total count of staff members represented by the Staff Senate falls below a fifty (50) to one (1) ratio, no elections would be held and current Staff Senators’ terms would remain in effect.

3. Each of the following university divisions must be represented by at least one (1) Staff Senator:

   • Academic Affairs
   • Administration
Requirements for membership

1. Employees must complete one full year of employment as a permanent employee prior to acceptance of a nomination to the Staff Senate.

2. All Staff Senators are required to attend the meetings throughout the year. [See Section E. Membership Responsibilities.]

Election of Senators

1. Voting shall be held during the months of April and May.

2. The Elections Committee, with the approval of the Executive Board, shall be responsible for identifying nominees and establishing official guidelines for the process of receiving nominations.

3. The Elections Committee shall verify eligibility of the nominees, and shall ask the nominees to accept or decline their nomination and to seek written approval from their supervisor/manager that their service on the Senate will not interfere with the normal function/execution of their duties/office, prior to ballot distribution.

4. The President of the Staff Senate will inform those who are elected and those who are not elected in writing and will notify the immediate supervisor of those elected.

5. The President of the Staff Senate will inform the campus community of the election results.

D. TERM OF SERVICE

1. A Senator shall serve for a term of three years and may be eligible for reelection for one successive term.

2. A Senator shall serve no more than two successive terms or six (6) years.

3. After a one (1) year hiatus, a senator may be eligible for election to the Senate.

4. A Senator’s term of office begins on the day of the August meeting and ends on the day before the Staff Senate Retreat of the third year.

5. All senators are required to attend the annual Staff Senate retreat. Attendance at the Retreat may not be a factor in the “removal” process as described in Membership Responsibilities [E. c(2)].

E. MEMBERSHIP RESPONSIBILITIES

1. Members are to have a genuine interest in Staff issues and concerns.
2. Members are to serve on Senate committees and liaison with University standing committees.

3. Members are to actively participate in Senate meetings and activities.

**Attendance Policy**

Attendance at meetings is strongly encouraged. The meeting attendance policy is as follows:

a. If a Senator is unable to attend a meeting, s/he is responsible for notifying the Senate Secretary as soon as reasonably possible and providing a written or email explanation. The Secretary will enter this information into Senate attendance records.

b. Any Senator who misses three (3) regularly scheduled Senate meetings during any twelve month period is jeopardizing the ability of the Senate to conduct business, and shall be subject to removal from the Staff Senate.

c. The process for removal is as follows:

1. After a Senator has missed any two (2) meetings, the Executive Board shall notify the Senator that one more missed meeting will result in a vote for removal.

2. After a Senator has missed any three (3) meetings, the Executive Board shall notify the Senator that s/he is subject to removal by vote and that s/he may choose from the following options:

   a. Resign his/her seat on the Senate.
   
   b. Prepare a written statement of explanation to be distributed to Senators by email prior to the next meeting.
   
   c. Present his/her explanation at the next meeting.

3. At the next meeting, a vote for or against removal shall be taken in secret on paper ballots, which shall be tallied and reported at that meeting.

4. Removal shall be determined by simple majority vote.

5. If a Senator is voted to remain, any subsequent absence will cause this process to be invoked again.

6. Any Senator removed from office for lack of attendance is not eligible to serve on the Staff Senate for a period of two (2) years. After a two year waiting period, the staff member is eligible for nomination and election to the Senate.

**F. OFFICERS**

The officers of the Staff Senate are the following: President, Vice President, Secretary and Treasurer. The duties of the officers are:

**PRESIDENT**

a. He/she calls and presides over the Staff Senate monthly meetings;
b. Sets the meeting agendas in concert with the executive team;

c. Represents the staff employees of the University at various meetings and functions and on specific committees;

d. Establishes and delegates various tasks to the standing and ad hoc committees of the Senate;

e. Reports progress of the Senate work as done directly by senators, through committees, and/or through other staff persons;

f. Liaisons directly with Human Resources on policies and matters related to the work place;

g. Liaisons with University Administration, on policies, procedures, issues of concern, or commendation of employees in their respective areas; schedules at least one meeting each semester with the President and Provost to provide updates on the work of the Senate;

h. Monitors University activities for appropriate staff representation and involvement.

i. Reviews the by-laws and makes amendments as needed, with approval of the Executive Board.

**Vice President**

a. Assists the President in planning agendas and facilitating meetings;

b. Presides at meetings in the absence of the President;

c. Assists the President in monitoring University activities;

d. Works with the President in representing the staff at various meeting and functions;

e. Serves in other Senate capacities as mutually agreed upon with the President.

**Secretary**

a. Records all meetings of the Senate;

b. Presents minutes of meetings to the Senate for approval;

c. Ensures that approved minutes are posted in Senate webpage;

d. Keeps record of attendance, meeting agendas and minutes;

e. Works with the President in contacting potential candidates for service on various campus committees.

**Treasurer**

a. Oversees budget administration according to project allocations.

b. Works with Senate Committees to budget annual events and/or projects.

c. Works with the President in making annual budget recommendations to the University Administration.
G. TERMS OF SERVICE & ELECTION OF OFFICERS

At its annual meeting in May, the Staff Senate shall elect its President and any other officers deemed necessary or appropriate, from time to time, by the Senate.

Eligibility

Senators, including officers, who have served a minimum of six (6) months are eligible to be nominated to run for election for office.

Term of Office

The term of an Officer of the Senate shall be two (2) years and may be nominated for reelection for one (1) additional term.

Election

1. The election of officers shall be held during the Senate’s annual meeting in May. The Executive Board shall determine the names of the Senators that are eligible to hold office.

2. A list with the names of the Senators that are eligible to hold office shall be distributed to the continuing Senators two weeks prior to the August meeting.

3. Continuing Senators shall submit their nominations for any open seat on the Executive Board to the Senate Secretary or the Senate Coordinator/ Liaison to be placed on the ballot.

4. The Senate President shall contact the nominees to inform them of their nomination at which time the nominated Senator may accept or decline (in writing) his/her nomination for office.

5. Any Senator that accepts a nomination is required to provide to the Senate President a written statement of why they wish to hold the office they have been nominated for.

6. In the event that no eligible Senator accepts a nomination for office, the Senate may approve by simple majority vote to allow any eligible Senator to be nominated. Failing this, the Senate, by a majority vote, may elect to waive the term limits provision and allow current Officers to remain in office, if they agree.

7. If for any reason an office should become vacant prior to the expiration of the term of office, the Senate shall conduct a special election by secret ballot during the meeting at which the vacancy is declared. The winner will be decided by a simple majority vote. The newly elected officer shall serve until the following May, at which time an election for this position will be held. The time served as a replacement officer shall not count toward maximum officer service.

8. If an officer of the Senate is eligible for re-election to the Senate, that Senators term is extended by the life of their term of office. At the end of the term of office they will be expected to run for re-election to Staff Senate. If granted re-election, the additional time served will count toward their eligible years of service.

9. In the event that no Senator receives a simple majority of the votes, a run-off election will immediately take place between the two (2) Senators receiving the highest number of votes. Run-off elections shall continue until one (1) Senator receives a simple majority of the votes.
10. In the event that a nominated Senator runs unopposed in an election, a quorum is necessary for the election results to be considered valid.

H. EXECUTIVE LIAISON

The President of the University shall appoint an executive liaison to the Staff Senate, responsible directly to the President. This liaison serves at the will of the President, and shall hold regular meetings with the Executive Board of the Staff Senate to ensure appropriate and timely communications about issues of concern.

I. MEETINGS

The Staff Senate meets monthly. The calendar of meetings is established prior to the first meeting of the new academic year. Additional meetings may be called by the Executive Board.

J. STANDING COMMITTEES

Standing committees of the Staff Senate are open to all members of the LMU Staff. Each standing committee will have two members from the Staff Senate who serve as co-chairs of the committee. All committees report directly to the President of Staff Senate.

Except for the Bylaws Committee which requires a two-thirds majority vote by the Senate to amend, Standing Committees of the Senate shall have flexibility to change or amend their Committee’s responsibilities with simple approval from the Committee Review Board.

1. COMMUNICATIONS

a. This committee is responsible for developing effective means of communication between the Senate and our constituents.

b. This committee oversees all branding and marketing of Staff Senate.

c. This committee shall oversee any and all publications created and distributed by the Staff Senate.

2. EDUCATION/RECOGNITION/FELLOWSHIP COMMITTEE

a. This committee shall oversee all educational, recognition and fellowship events planned by the Staff Senate.

b. This committee will coordinate the Loan Lottery, adhering to the following protocols:
   1. This committee, in collaboration with the Loan Office (University Controller’s Office), establishes the process and procedures for the Technology Loan Lottery for the personal and professional development of staff. This includes establishing dates, amounts, number of winners, timelines, notification of winners, and claiming of awards.

2. This committee is responsible for securing data from Human Resources, which identifies the staff members eligible to enter the lottery. Eligible staff are full-time
staff members whose employment hire date is two years prior to the lottery drawing held in mid-January. To be eligible, any previous LMU lottery loan must be paid off by the end of the year (December 31) prior to the drawing.

3. The committee sets up on-line registration for the lottery and assists those staff to register who have limited access to computers.

4. The committee holds the public lottery drawing and records the names of the winners and alternates.

5. The committee notifies the winners and alternates and informs them of steps they must take to receive the loan.

6. The committee keeps records of all communications. These records stay on file in the Staff Senate office for three years. Procedures are kept on file and appropriately revised each year.

c. This committee is responsible for the selection of the staff member that is awarded the Barbara Bonney Staff of the Year award.

1. At the discretion of the Staff Senate, a monetary gift may be given to the recipient of the award.

3. STAFF SENATE ELECTION/REPRESENTATION COMMITTEE

a. This committee is responsible for conducting all Senate elections for membership.

b. The committee keeps records of all elections, procedures, communications, and results.

c. The committee follows the guidelines in these by-laws for election of Senate membership.

d. The committee shall continually review the elections process and representation distribution to ensure that the Senate is a representative body of all the University staff.

4. BYLAWS COMMITTEE

This committee is responsible for revisions to the Bylaws to reflect the language of Amendments/ changes that have been approved by the Senate. This committee will be comprised of the Executive Board unless otherwise stipulated by vote of the Senate.

5. SIGNATURE EVENTS

a. This committee will be responsible for planning and coordinating the Staff Christmas Party in December and the Staff BBQ during the summer.

b. This committee will be responsible for planning and coordinating staff-wide community
6. **BENEFITS/OPPORTUNITIES COMMITTEE**

a. This committee will continually review and stay knowledgeable regarding benefits and opportunities offered by the University.

b. This committee will work to ensure that all staff is aware of potential benefits/opportunities and how to access them.

c. This committee will keep track of benefits at other similarly sized and situated schools to ensure that LMU remains competitive and fair regarding the benefits/opportunities offered.

7. **OTHER COMMITTEES**

a. The Staff Senate may establish other standing or ad hoc committees as it deems necessary

b. Standing committees must be approved in a formal vote with a clear statement of purpose and appropriate guidelines.

c. Ad hoc committees may be established by the Executive Board of the Senate as it deems necessary to carry out the purpose and duties of the Senate and University staff.

[Description of the Committee purpose and responsibilities is provided to all Senators and is on file with the Senate President and the Senate Coordinator/Liaison.]

VOTE: YEAS: ; NOES: ; ABSTENTIONS:

APPROVED: MAY 13, 2015

STAFF SENATE MEETING

PRESIDENT: JOHN OROZCO

VICE PRESIDENT: CHRISTOPHER LECHNER

TREASURER: KRIS OKIMOTO

SECRETARY: VANESSA ARREDONDO