BY-LAWS OF THE EAST CAROLINA UNIVERSITY
STAFF SENATE

..........a representative body of employees to promote communication between staff and administration
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Mission

The mission of the East Carolina University Staff Senate is to promote communication between SPA, EPA non-teaching and CSS staff and the administration of East Carolina University as well as faculty and students where appropriate. Reporting directly to the Chancellor, the Senate:

- Serves as a liaison between staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association, and UNC Staff Assembly;
- Reviews policies, rules, regulations and procedures and makes recommendations regarding the interests/concerns that affect Staff;
- Assists in the communication of issues and activities affecting staff members;
- Promotes participation in the University community through its support of University activities and community service projects; and
- Encourages a sense of community among all University employees

(Approved by the Senate on January 20, 2011)
Article I - Membership Requirements

Section 1.0: Requirements – Membership in the Senate is open to full-time SPA, Clinical Support Staff, and non-faculty EPA employees with permanent status. Membership in the Senate consists of the following:
   A. Senators
   B. Alternate Senators
   C. Ex-Officio Members

Section 1.1: Voting units of the Senate include:
   A. The Chancellor’s Area
   B. Academic Affairs
   C. Administration and Finance
   D. Athletics
   E. Health Sciences
   F. University Advancement
   G. Research & Graduate Studies
   H. Student Life

Section 1.2: Senator Qualification/Duties – The SPA, Clinical Support Staff, and non-faculty EPA employees within each Division will elect Senators for their respective Divisions to two year terms;
   A. Each Division will elect one Senator for every 100 SPA, Clinical Support Staff and non-faculty EPA employees within the Division. The number of Senators per Division is based on figures rounded to the nearest 100 employees. Voting members in the Senate shall consist of full-time, permanent SPA, Clinical Support Staff and non-faculty EPA employees with twelve (12) month months of continuous service. Senators:
      a. Cannot have any active disciplinary actions or active written warnings for unsatisfactory job performance or unacceptable personal conduct,
      b. Lose their Senate membership upon leaving the University.
   B. Duties include:
      a. Attend all regular monthly meetings as well as special or called meetings.
      b. Attend during work hours with release time from their work duties to participate in the meetings. If the meetings occur at times other than the employee’s regularly scheduled work hours, the employee will be given release time equivalent to the time he or she spends in the Senate meetings.
      c. Senators and Alternate Senators shall not exceed more than 3 absences.
      d. Serve on committees of the Senate. Senators may elect chairs of those committees.
      e. Make themselves known to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Senate. In turn, Senators and Alternate Senators must keep their constituents well informed of the work of the Senate and matters that the administration wishes to communicate to the Senate. (Approved Res. #04/05-11-4)
Section 1.3: Alternate Senator Qualifications/Duties – A maximum of two (2) Alternate Senators for each Division will be selected based on the next highest number of votes received;

A. Alternate Senators are non-voting members unless serving in a Senator’s absence at which time they will fulfill the voting duties of the Senator or they are filling a Senator’s vacated seat. Qualifications shall consist of same requirements as above for Senators. (Approved Res. #13.1)

B. Duties include:
   a. Serve on committees of the Senate and may be elected to serve as a Chair or Chair-elect of a standing committee excluding the Executive Committee. If an Alternate Senator is elected to be Chair-elect, then the Chair of the committee will inform the Executive Committee who has the authority to extend the Alternate Senator’s term for one year to allow the additional year of service as Chair of the committee, following the year of service as Chair-elect. (Approved Res. #13.1)

      1) Can vote on their committee issues.
      2) Alternate Senators may not be elected to serve on the Executive Committee.

   b. Attend all regular monthly meetings as well as special or called meetings.
   c. Senators and Alternate Senators shall not exceed more than 3 absences.
   d. Make themselves known to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Senate. In turn, Senators and Alternate Senators must keep their constituents well informed of the work of the Senate and matters that the administration wishes to communicate to the Senate. (Approved Res. #04/05 -11-4)

Section 1.4: Ex-Officio Members – The Associate Vice Chancellor for Human Resources is an ex-officio member of the Senate and will;

A. Attend the monthly Senate meetings;
B. Serve as a non-voting advisor to the Executive Committee;
C. Appoint ex-officio members to Standing Committees as he/she sees fit. These ex-officio members appointed to Standing Committees shall serve as non-voting advisors to the Committees.

Section 1.5: Terms of Office

A. Staff Senators will be elected by a majority of votes cast by eligible employees within a division, and will serve a two-year term of office. If elected, he/she may serve two consecutive terms. Upon the completion of two consecutive terms and following a one-year break, the employee may seek re-election to the Staff Senate. (Approved 4/19/12, resolution #12-2)

B. If an Alternate Senator does not fill a Senator’s vacated seat during the first year of service, the Alternate will automatically assume a vacated Senator’s seat in the respective Division at the next election. If the respective Division does not have a vacated seat, the Alternate Senator may seek a term in the next election.

   a. A term as an Alternate Senator does not count towards time served as a Senator. Serving in a Senator’s extended absence is not considered filling a Senator’s vacated seat. If an Alternate Senator fills a Senator’s vacated seat, the Alternate Senator shall serve the balance of the term of the vacated seat.

By-laws revised 04.21.2015
b. Following the balance of the term of the vacated seat, the Alternate Senator may seek a term in the next election. If the balance of the term of the vacated seat is less than a year, the Executive Committee may extend the term of an alternate to a full term in that seat, with the approval of the alternate, to stagger the years of experience in a division or to ensure continuity in leadership if the alternate filling a vacated seat assumes the role of Committee Chair-Elect. (Approved Res. #04-05-11-5)

c. The Executive Committee shall have the authority to extend an Alternate Senator’s term of office for one additional year provided:
   i. The Alternate Senator served as Chair-elect on a Staff Senate standing committee and,
   ii. The Alternate Senator will serve on the same committee as Chair during the extended term of office. (Approved Res. #13.2)

C. Senators may serve for two consecutive 2-year terms with 1-year extension if the following situations occur.
   a. Situation 1: A senator who has served as the Chair-Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.
   b. Situation 2: A Senator at the end of the first year of a second term may be elected to the Chair-Elect position. The Senator shall serve as the Chair-Elect for second year of a second term. The membership of the Senator shall be extended for another year to serve as Chair. Thus, the Senator has served a total of 5 years consisting of two consecutive terms and one-year extension serving as Chair.

Section 1.6: Vacancies
A. If a vacancy in a Senator’s seat should occur through termination of employment, change of Division, resignation from the Senate, or expulsion from the Senate, the Senators position shall be filled by the Alternate Senator with the next highest number of votes in that Division from the previous election.
   a. If there is a tie between two or more individuals with the next highest number of votes who are interested in filling the vacant Senator seat, there will be a runoff election within thirty (30) days of the occurrence. In the event that no one is available, the Vice Chancellor or designee of the respective Division may (at their discretion) appoint a Senator to serve in the vacant seat for the balance of the term.

B. If an Alternate Senator leaves the Senate through termination of employment, change of Division, resignation from the Senate, or expulsion from the Senate, the Alternate Senator position will not be filled.

C. If a vacancy in the Secretary or Treasurer position within the Executive Committee should occur through termination of employment, change of Division, resignation from the Senate, or expulsion from the Senate (during a month that the Staff Senate is not scheduled to meet) the Executive Committee shall have the authority to appoint a Senator to serve in the vacant seat. The appointment will be affirmed by vote of the full Staff Senate at the next regular meeting.

D. University Restructuring:
Effective July 1, 2009, University restructuring (organizational changes) within ECU that result in a change in the number of Senators and/or alternates a division is entitled (as defined in Article I, Section 1.2.A) to have will be addressed during the next scheduled nomination and election process. Senators and/or Alternate Senators affected by ECU organizational changes shall continue to serve in their elected capacity as representatives of their original respective divisions until the following May meeting. In the event that the organizational changes occur when a senator and/or alternate are serving the first year of a 2-year term, their service will not count as a full term served and will not be counted toward the two consecutive term limit.

E. If a Senator or Alternate Senator relocates their employment to a different Division within East Carolina University; and a vacant seat is available within the new Division the Senator or Alternate Senator may be offered, by the Executive Committee, to fill the vacant seat for the balance of the term.  (Approved Res. #14.2)

Section 1.7: Removal from Office

A. The membership of the Senate may remove any elected Senator or Alternate Senator from office for nonperformance of senatorial duties.
   a. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the Division.
   b. Expulsion for excessive absences from meetings does not require a petition from members of the Division. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate. The membership of the Senate will make the final decision through a secret ballot. A simple majority of those present and voting at a regular Senate meeting will carry the vote. Possible causes of expulsion shall include, but not be limited to:
      1) Failure to consistently report on activities of the Senate to the Division; 
      2) Unavailability of the Senator to constituents; or 
      3) Use of powers of the Senate, real or implied, to further personal causes that would be deemed a conflict of interest. 
      4) Excessive absences from meetings (defined as missing more than three of the regular monthly meetings each academic year).
   c. If a Senator or Alternate Senator meets one or more of the criteria above, that person will automatically be brought up to the Senate for removal from the Senate. A simple majority vote of those present by secret ballot will be required. In certain cases, a Senator or Alternate Senator will not be eligible to serve in their role and will result in expulsion from the Senate without a vote from the Senate. Circumstances when a Senator or Alternate Senator will automatically be removed from the Senate without voting include:
      1) When the Senator or Alternate Senator receives an active disciplinary action or written warning for unsatisfactory job performance or unacceptable personal conduct; 
      2) When the Senator or Alternate Senator transfers to another position outside of the Division where they were originally elected; or 
      3) When the Senator or Alternate Senator separates employment with the University.
B. Once a Senator or Alternate Senator is removed from office they will not be eligible for election for a period of three years from the time of removal.

Section 1.8: Attendance Policy

A. If a Senator or Alternate Senator misses (1) meeting:
   The Chair or his/her designee shall contact the Senator or Alternate Senator with a copy to the Executive committee and the Associate Vice Chancellor for Human Resources reminding the Senator or Alternate Senator of attendance requirements.

B. If a Senator or Alternate Senator misses (2) meetings:
   The Chair or his/her designee shall send a letter to the Senator or Alternate Senator with a copy to the Senator or Alternate Senator’s supervisor, the Executive Committee, and the Associate Vice Chancellor for Human Resources describing the Senates attendance requirements.

C. If a Senator or Alternate Senator misses (3) meetings:
   The Senator or Alternate Senator membership standing shall be brought up at the next Senate meeting for consideration of removal from office due to excessive absences from meetings pursuant to Article I, Section 1.5, Terms of Office of the By-Laws.

D. If a Senator misses more than (3) meetings:
   The Senator should notify the Executive Committee via the Secretary in advance of the extended absence and request that an Alternate Senator serve in the Senators absence. With advance notice of an extended absence, the Senators absence will not be considered grounds for removal from office.

E. If an Alternate Senator misses more than (3) meetings:
   The Alternate Senator should notify the Executive Committee via the Secretary in advance of an extended absence of three meetings or more. Another Alternate Senator shall not be requested to serve in the Alternate Senators absence. With advance notice of an extended absence, the Alternate Senators absence will not be considered grounds for removal from office.

Article II - Nominations and Elections Procedures

Section 2.0: Nomination Procedures for ECU Staff Senate Members

A. On-line nominations and voting are the adopted process for electing ECU Staff Senate members. The Membership Committee prepares the on-line nomination form for each SPA, CSS and non-faculty EPA employee (hereafter referred to as the staff member) in a permanent position as of February 1 in the year of the election. The on-line form shall identify and provide: a) the Division, b) number of nominations allowed, and c) instructions on how to return the form, including method of return, date, time and place.

B. Each staff member within a Division may nominate the number of staff members eligible to be elected for his/her Division in the year of the election. After the closing date of nominations, the ECU Department of Human Resources shall certify the eligibility of the nominated staff members and shall notify the nominated staff members that their names will be placed on the election ballots. Procedures are:
   a. Each nominated staff member must agree to serve on the Senate before his/her named can be considered for a vote.
b. Approval of the supervisor is also necessary before the name of nominated staff member is placed on the ballot.

c. All records pertaining to the nomination/election process shall be stored with the Department of Human Resources for one year.

Section 2.1: Election Procedures
A. The Membership Committee shall handle the nomination and election process each year from February through April via electronic balloting (electronic ballots). Staff Senators begin their terms with the May meeting.

B. The Membership Committee will prepare the initial e-election ballots. The ballots will indicate the:
   a. name of the Division
   b. names of the nominated staff members in alphabetical order
   c. number of Staff Senators to be elected, and
   d. instructions for voting.

C. Constituents will be given twenty-one (21) days from the time ballots are sent out to cast their vote for an election candidate via e-election ballots.
   a. All Full-time and part-time SPA, CSS and EPA non-faculty are eligible to vote in the election for Staff Senators. (April 2015 per resolution 14-15 Article II Section 2.1: Election Procedures)
   b. All Full-time and part-time SPA, CSS and EPA non-faculty will make up the count of employees used to determine the representation per Division. (April 2015 per resolution 14-15 Article II Section 2.1: Election Procedures)

D. At the end of the voting process, the Membership Committee will count the ballots and notify the newly elected Senators. Also, they will make the results known to the University community. The Membership Committee shall report the names of the elected Senators according to bylaw Article IV, Section 4.1, E, 6, a, Roles of Standing Committees and/or appointed under bylaw Article I, Section 1.6, Vacancies. Procedures are:
   a. Senators will be selected based on the highest number of votes received. In the case of a tie, a run-off election will be held.
   b. If the number of nominees is equal to or less than the number of vacant seats, the nominee(s) shall have won by default.
   c. If the number of nominees is less than the number of vacant seats, the Vice Chancellor or designee of the respective Division (at their discretion) appoint a Senator to serve in the vacant seat for that term.

E. If the Division has more nominees than open seats, a maximum of two (2) Alternate Senators for each Division will be selected based on the highest number of votes received. If the Division does not have more nominees than open seats, no Alternate Senators will be selected for the respective Division. In the case of a tie for the Alternate Senator(s) seat(s), a run-off election will be held. Senators appointed will have full membership and status as elected Senators. (Approved by the Senate on February 17, 2011)

Article III- The Meeting Structure

Section 3.0: Structure

By-laws revised 04.21.2015
A. The Senate will hold meetings on a monthly basis.
B. Meetings will last approximately 2 hours.
C. Meetings will be open to the entire campus community.
D. The Secretary will:
   a. Post agendas electronically at least two days in advance of each meeting.
   b. Prepare minutes of each Senate meeting and electronically distribute to each Senator at least two days in advance of each meeting.
   c. Post agendas and minutes via Executive Committee approved e-mail distribution lists. (Approved Res.#12-3)
   d. File hard copy in the University Archives
   e. Send an electronic copy to the Communications and Marketing Committee to be posted on the Staff Senate website.

Section 3.1: Addressing the Senate – Only Senators having voting rights may address the Senate. Individuals outside of the elected Senators must petition the Executive Committee at least one week prior to the regularly scheduled monthly meeting if they wish to speak at regular monthly meetings. Staff will be allowed to speak once the Chair recognizes them.

Section 3.2: Robert's Rules of Order for Parliamentary Procedure – will be followed during all regularly scheduled meetings.

Article IV. - The Committee Structure

Section 4.0: Executive Committee – Executive Committee Members are elected by a majority vote of the Senators and Alternates, both exiting and incoming, in attendance at the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee.  (Approved Res. 14.3)
A. Responsibilities include:
   a. Meet at least once a month outside the regular Senate
   b. Develop the agenda for the upcoming Senate meeting that addresses all matters brought to their attention by the Chair, University Chancellor or other university affiliate.
   c. Review the By-Laws of the Staff Senate annually and ensure that the by-laws committee has updated the laws appropriately
   d. Record each resolution approved by the Staff Senate
   e. Obtain the Chancellors approval of resolutions as necessary. (Approved Res.#04/05-11-1a)
   f. Past-Chair, Chair, and Chair-elect shall serve as delegates to the University of North Carolina Staff Assembly
      1) The term of office for the delegates is one year for the past-Chair, two years for the Chair, and three years for the Chair-Elect. Vacancies shall be filled using the procedures outlined below in Article IV, Section 4.0, C.
      2) In case of a vacancy, two alternate delegates to the UNC Staff Assembly will be selected by the full Staff Senate during the May meeting.

B. Members:
a. The Chair – The Chair will conduct the Senate meetings and the Executive Committee meetings. Recognizing speakers and monitoring the agenda will be the primary responsibility of the Chair. The Chair will serve as a member of the Chancellor's Cabinet and attend all Cabinet meetings as scheduled by the Chancellor's Office.

b. The Chair-Elect – The Chair Elect will participate in the Executive Committee. In the absence of the Chair, the Chair-Elect will assume responsibility for running the Senate meetings. Chair-Elect will serve as liaison between the Executive Committee and the Standing Committees. In this capacity, the Chair-Elect will assist Standing Committees with recognizing goals and achieving objectives.

1) A new Senator may be nominated for the Chair-Elect position. A Chair-Elect shall be elected annually. The elected Senator shall serve as the Chair-Elect for one year. Following one year serving as the Chair-Elect, the Chair-Elect shall be recognized as the Chair for the following year during the meeting when the elections for the other Executive Committee positions are conducted. The term of the Senator serving as a Chair-Elect may be extended for one-year to serve as Chair, if necessary. The Chair shall serve for one year. The term of a Senator serving as Chair-Elect and then as Chair shall be a maximum of 5 consecutive years, a combination of two terms and a one-year extension serving as Chair.

2) A Senator who has served as the Chair-Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.

3) A Senator at the end of the first year of a second term may be elected to the Chair-Elect position. The Senator shall serve as the Chair-Elect for a second year term. The membership of the Senator shall be extended for another year to serve as Chair. Thus, the Senator has served a total of 5 years consisting of two consecutive terms and a one-year extension serving as Chair. *(Approved Res. #04/05-11-2)*

c. The Secretary – The Secretary will be responsible for recording and producing agendas for each Senate meeting. He/she will also be responsible for taking minutes of each of the Executive Committee meetings and the Senate meetings.

d. The Treasurer – The Treasurer will be responsible for the budget of the Senate. He/she will coordinate with the assigned Secretary for the Senate to get purchase orders cut, travel reimbursement processed, and treasurer vouchers filled. Also he/she will be responsible for working with the Standing Committees in regards to their budgets.

e. The Past-Chair - The previous year's Chair (Past-Chair) shall serve as an advisor and non-voting member to the Executive Committee. The Past-Chair shall also continue to serve as a member of the Staff Senate and a delegate to the UNC Staff Assembly.

By-laws revised 04.21.2015
f. Ex-Officio Advisor – The Associate Vice Chancellor for Human Resources will serve as a non-voting advisor to the Executive Committee.

C. Vacancies in an Executive Committee’s position through termination of employment, resignation from the Senate, or expulsion from the Senate, require the Senate to hold another election to fill the Executive Committee member’s position. If another member of the Executive Committee is elected to fill the vacated Executive Committee member’s position, the Senate shall hold another election to fill the created vacated Executive Committee member’s position. The established procedures for filling vacancies on the Executive Committee shall be followed and the newly elected officer shall complete the un-expired term of the position in which elected to serve.

Section 4.1: Standing Committees of the Senate - When special needs arise, there may be ad hoc committees appointed by the Executive Committee in order to work on special projects. As appropriate, any existing Committees functioning at ECU may be incorporated into the committee structure of the Senate. The Associate Vice Chancellor of Human Resources will appoint ex-officio members to Standing Committees as he/she sees fit.

A. Standing Committees of the Senate will include:
   a. Membership Committee
   b. Communications and Marketing Committee
   c. Diversity Committee
   d. Human Resources Services Committee
   e. Rewards and Recognition Committee
   f. (Deleted per resolution#14/15-IV.4.1.A.f)
   g. By-Laws Committee
   h. Scholarship Committee  (Approved Res. #14.1)

B. Election of the Committee Chair and Chair Elect – elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the May meeting of each year. Procedures are as follows:
   
   a. The Chair-Elect must be serving in the first year of their term. (Approved Res. #06/07-05-1)
   b. Alternate Senators may be elected to serve as Committee Chairs. (Approved Res. 14/15-Article IV Section 4.1.B.b)
   c. A Committee Chair Elect shall be elected annually. The elected Senator shall serve as the Committee Chair-Elect for one year. Following one year serving as the Committee Chair-Elect, the Committee Chair-Elect shall be recognized as the Committee Chair for the following year during the meeting when the election for the Committee Chair-Elect. The Committee Chairs for each Standing Committee of the Senate are elected by a majority vote of the Senators at the May meeting of each year.
      1) If the Chair Elect is moved into the Chair Position during the middle of the first year of their term, the Chair Elect will continue to serve as the Chair in the second year of their term. (Approved Res. #06-07-05-1)

C. Removal- A petition requesting removal of a Senator from Committee Chair position can be brought to the Executive Committee by a simple majority of the members of the Standing Committee. Procedures are as follows:
   a. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate.
b. The membership of the Senate will make the final decision through a secret ballot. A simple majority of those present and voting at a regular Senate meeting will carry the vote.

c. Possible causes of removal shall include, but not be limited to:
   1) Failure to lead Standing Committee in role as Committee Chair;
   2) Failure to consistently report on activities of the Standing Committee to the Senate;
   3) Unavailability of the Senator to constituents; or
   4) Use of powers of the Senate, real or implied, to further personal causes that would be deemed a conflict of interest.

d. Removal of a Senator from a Committee Chair position does not affect the Senator’s membership in the Senate unless the reasons for removal from a Committee Chair position reflect the Senators’ nonperformance of senatorial duties pursuant to Article I, Section 1.7, Removal from Office, of the By-Laws.

D. If a vacancy in a Committee Chair’s seat should occur through termination of employment, change of Division, and resignation from the Senate, expulsion from the Senate, or removal of Senator from Committee Chair position, the Committee Chair’s position shall be filled by the Committee Chair-Elect.

E. Roles of the Standing Committees:
   a. Membership Committee: comprised of at least one Senator from the Executive Committee, at least one Senator from each of the Standing Committees, and an ex-officio from the Department of Human Resources. The Chair of the Membership Committee shall be selected from the members and shall:
      1) Oversee the nomination and election process each year;
      2) Assist with membership issues including addressing members not attending meetings;
      3) Assign alternates to assume vacated seats. (Approved Res.#04/05-11-1b)

   b. Communications and Marketing Committee: This committee works to devise effective strategies to educate employees on the mission and capability of the Staff Senate, topics of interest to employees and policies that affect employees. The Communications and Marketing Committee is responsible for the maintenance of the Staff Senate website, located at http://www.ecu.edu/staffsenate.

   c. Diversity Committee: This committee examines and recommends strategies to improve the diversity of the workforce.

   d. Human Resources Services: This committee provides advisory input on all issues related to employee policies, compensation and benefits.

   e. Rewards and Recognition Committee: This committee will assist with recognition programs for staff to include:
      1) Organizing and running Employee Appreciation Week.
      2) Organizing and running annual Lake Laupus Health Fitness Walk.

   f. Action Committee: (Deleted per resolution #14/15-IV.4.1.E.f)

   g. By-Laws Committee: This committee functions to review and update the By-Laws to remain consistent with the Senate actions as they are deemed necessary. This committee will receive resolutions and bring them to the floor for discussions and inclusion into the updated By-Laws.

   h. Scholarship Committee: This committee develops and maintains guidelines and applications for the scholarships the Staff Senate manages. The
Scholarship Committee is responsible for reviewing applications and selecting recipients based on the set guidelines for the specific scholarship, as well as maintaining applicant records for 3 years. (Approved Res. #14.1)

**Article V - Staff Senate Resolutions of Support**

Section 5.0: Staff Senate support of the Grievance and Appeal Policy for Employees Subject to the State Personnel Act (SPA)

A. Staff Senate shall assist with the Grievance and Appeal Policy for Employees Subject to the Personnel Act (SPA) as outlined in the Human Resources policy statement #7 Employee Relations in the Business Manual.

B. Human Resources will provide annual training on the SPA Discipline and Grievance Policies and Procedures to the members of the ECU Staff Senate.

C. The Executive Committee will appoint an Employee Advocate from the members of the Staff Senate.

D. Members of the Human Resources Services Committee shall serve on the Grievance and Appeal Committee as required to assist with the Step 3 Grievance Hearing process. (Approved Res. #04/05-03-1)

Section 5.1: Staff Senate support of the New Staff Seminars – (deleted via resolution 14-15 Article V Section 5.1)

**Article VI- Amendments**

The Senate bylaws may be amended at any meeting of the Senate by a two-thirds (2/3) vote of the members present at the meeting.

**Section 6.0: Policies and Procedures** - The following is not intended to be an official part of the East Carolina University Staff Senate Bylaws, but a governing set of policies and procedures for the Senators to refer to as needed.

A. Effective 04-11-02: Chair and Director of Human Resources must approve Staff Senate travel.

B. Senators and Alternate Senators must submit to the Secretary reasons for the travel and direct benefits to ECU and ECU staff.

C. All cost will be kept to minimal levels and only a reasonable number of Senators or Alternate Senators will be approved to go.
Resolution #04/05-11-1b
Approved by the Staff Senate: 11/18/04
Approved by the Chancellor: not applicable
RE: Establish a Membership Committee.

A Membership Committee shall be established.

Revisions to Staff Senate By-Laws:
Revise Section V.B. to read as follows: (additions are noted in bold print and deletions are noted by strikethrough.)

V The Committee Structure:

B. Membership Committee: This Committee is comprised of at least one Senator from the Executive Committee, at least one Senator from each of the Standing Committees, and an ex-officio from the Department of Human Resources. The Chair of the Membership Committee shall be selected from the members. The Membership Committee shall handle the nomination and election process each year. This Committee may also assist with membership issues including addressing members not attending meetings, assigning alternates to assume missing members’ seats, etc.
Resolution #04/05-11-2
Approved by the Staff Senate: 11/18/04
Approved by the Chancellor: not applicable
RE: Documenting the Election of Chair Elect

To insure the Staff Senate leadership has continuity and experience, the election process will be revised as follows:

A. The title "Vice Chair" shall be changed to "Chair Elect."

B. A new Senator may be nominated for the Chair Elect position.

C. A Chair Elect shall be elected annually. The elected Senator shall serve as the Chair Elect for one year. Following one year serving as the Chair Elect, the Chair Elect shall be recognized as the Chair in May. The term of the Senator serving as a Chair Elect may be extended for one-year to serve as Chair, if necessary. The Chair shall serve for one year.

D. The term of a Senator serving as Chair Elect and then as Chair shall be a maximum of 5 consecutive years, a combination of two terms and a one-year extension serving as Chair.

1. Example 1: A Senator who has served as the Chair Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.

2. Example 2: A Senator at the end of the first year of a second term may be elected to the Chair Elect position. The Senator shall serve as the Chair Elect for second year of a second term. The membership of the Senator shall be extended for another year to serve as Chair. Thus, the Senator has served a total of 5 years consisting of two consecutive terms and one-year extension serving as Chair.
Approved Staff Senate Resolutions
Updated 03/16/05 by Rebecca Bizzell

Also he/she will be responsible for working with the Standing Committees in regards of their budgets.
• Ex-Officio Advisor – The Associate Vice Chancellor for Human Resources will serve as a non-voting advisor to the Executive Committee.

3. Election of the Executive Committee

Members of the Executive Committee are elected by a majority vote of the Senators during a specified meeting, generally at the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee.

A new Senator may be nominated for the Chair Elect position.

A Chair Elect shall be elected annually. The elected Senator shall serve as the Chair Elect for one year. Following one year serving as the Chair Elect, the Chair Elect shall be recognized as the Chair for the following year during the meeting when the elections for the other Executive Committee positions are conducted. The term of the Senator serving as a Chair Elect may be extended for one-year to serve as Chair, if necessary. The Chair shall serve for one year.

The term of a Senator serving as Chair Elect and then as Chair shall be a maximum of 5 consecutive years, a combination of two terms and a one-year extension serving as Chair.

Example 1: A Senator who has served as the Chair Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.

Example 2: A Senator at the end of the first year of a second term may be elected to the Chair Elect position. The Senator shall serve as the Chair Elect for second year of a second term. The membership of the Senator shall be extended for another year to serve as Chair. Thus, the Senator has served a total of 5 years consisting of two consecutive terms and one-year extension serving as Chair.

If a vacancy in an Executive Committee’s position should occur through termination of employment, change of Division, resignation from the Senate, or expulsion from the Senate, the Senate shall hold another election to fill the Executive Committee member’s position. If another member of Executive Committee is elected to fill the vacated Executive Committee member’s position, the Senate shall hold another election to fill the created vacated Executive Committee member’s position.

Resolution #04/05-11-3
Approved by the Staff Senate: 11/18/04
Approved by the Chancellor: not applicable
RE: Documenting the Election of Committee Chairs Elect

The Committee Chair Elect for each Standing Committee of the Staff Senate is elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the May meeting of each year.

A new Senator may be nominated for the Committee Chair Elect position.

A Committee Chair Elect shall be elected annually. The elected Senator shall serve as the Committee Chair Elect for one year. Following one year serving as the Committee Chair Elect, the Committee Chair Elect shall be recognized as the Committee Chair for the following year. The Committee Chair shall serve for one year.

Revisions to Staff Senate By-Laws:
Revise Section V.C.to read as follows: (additions are noted in **bold** print and deletions are noted by strikethrough)

V. The Committee Structure:

C. Standing Committees of the Senate:

When special needs arise, there may be ad hoc committees appointed by the Executive Committee in order to work on special projects. As appropriate, any existing committees functioning at ECU may be incorporated into the Committee structure of the Senate. The Associate Vice Chancellor of Human Resources will appoint ex-officio members to Standing Committees as he/she sees fit. Standing Committees of the Senate will include:

- Communications Committee
- Compensation and Benefits Committee
- Diversity Committee
- Personnel Policies Committee
- **Rewards and Recognition Committee**: Recognition and Rewards Committee

1. **Election of the Committee Chair and Chair Elect**

The Committee Chairs for each Standing Committee of the Senate are elected by a majority vote of the Senators at the May meeting of each year. Alternate Senators may not be elected to serve as Committee Chairs.

The Committee Chair Elect for each Standing Committee of the Staff Senate is elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the May meeting of each year.

A new Senator may be nominated for the Committee Chair Elect position.

A Committee Chair Elect shall be elected annually. The elected Senator shall serve as the Committee Chair Elect for one year. Following one year serving as the Committee Chair Elect, the Committee Chair Elect shall be recognized as the Committee Chair for the following year during the meeting when the election for the Committee Chair Elect is conducted. The Committee Chair shall serve for one year.

2. A petition requesting removal of a Senator from Committee Chair position can be brought to the Executive Committee by a simple majority of the members of the Standing Committee. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate. The membership of the Senate will make the final decision through a secret ballot. A simple majority of those present and voting at a regular Senate meeting will carry the vote. Possible causes of removal shall include, but not be limited to:

- Failure to lead Standing Committee in role as Committee Chair;
- Failure to consistently report on activities of the Standing Committee to the Senate;
- Unavailability of the Senator to constituents; or
- Use of powers of the Senate, real or implied, to further personal causes that would be deemed a conflict of interest.

Removal of a Senator from a Committee Chair position does not affect the Senator’s membership in the Senate unless the reasons for removal from a Committee Chair position reflect the Senators’ nonperformance of Senatorial duties pursuant to section II.F. of By-Laws.

If a vacancy in a Committee Chair’s seat should occur through termination of employment, change of Division, and resignation from the Senate, expulsion from the
Resolution #04/05-11-4
Approved by the Staff Senate: 11/18/04
Approved by the Chancellor: not applicable
RE: Clarifying process to notify members who miss meetings

Clarify the process of notifying members who have missed meetings.

Revisions to Staff Senate By-Laws:
Revise Section II.C.1.b. to read as follows: (additions are noted in bold print and deletions are noted by strikethrough.)

C. Duties of Senators and Alternate Senators:

1. Senators and Alternate Senators shall attend all regular monthly meetings as well as special or called meetings. Senators and Alternate Senators shall not exceed more than 3 absences.

b. Resolution # 1995-5—Senators and Alternate Senators will be expected to attend all regularly scheduled meetings. A listing of all meeting dates, locations, and times shall be provided by the Secretary of the Senate in advance of all meetings. All Senators and Alternate Senators should need to subscribe to Announce to receive information regarding meeting dates, locations, and times provided by Secretary. After a Senator or Alternate Senator misses one (1) meeting, the Chair or his/her designee shall contact send a letter to the Senator or Alternate Senator with a copy to the Executive Committee and the Associate Vice Chancellor for Human Resources reminding the Senator or Alternate Senator of attendance requirements. After a Senator or Alternate Senator misses two (2) meetings, the Chair or his/her designee shall send a letter to the Senator or Alternate Senator’s supervisor, Executive Committee, and Associate Vice Chancellor for Human Resources describing the Senate’s attendance requirements. After a Senator or Alternate Senator misses three (3) meetings, the Senator or Alternate Senator’s membership standing shall be brought up at the next Senate meeting for consideration of removal from office due to excessive absences from meetings pursuant to section II.F. of By-Laws. A Senator should notify the Executive Committee via the Secretary in advance of an extended absence of three meetings or more and request an Alternate Senator serve in the Senator’s absence. With advance notice of an extended absence, the Senator’s absences of three (3) or more meetings will not be considered grounds for removal from office. An Alternate Senator should notify the Executive Committee via the Secretary in advance of an extended absence of three meetings or more. Another Alternate Senator shall not be requested to serve in the Alternate Senator’s absence.

By-laws revised 04.21.2015
Resolution #04/05-11-5
Approved by the Staff Senate: 11/18/04
Approved by the Chancellor: not applicable
RE: Extending term of an alternate filling a vacated seat

If the balance of the term of the vacated seat is less than a year, the Executive Committee may extend the term of an alternate to a full term in that seat, with the approval of the alternate, to stagger the years of experience in a division or to ensure continuity in leadership if the alternate filling a vacated seat assumes role of Committee Chair-Elect.

Revisions to Staff Senate By-Laws:
Revise Section II.D. to read as follows: (additions are noted in bold print and deletions are noted by strikethrough.)

D. Terms of Office:

One half of the Senate membership will be replaced each year through election. To accommodate this change, members will be given the opportunity to volunteer their seat on the Senate. If this does not result in enough vacated seats, then a lottery will be held. Any Senator who volunteers or is selected through the lottery to give up his/her seat may run again during the next election. If elected, he/she may serve two consecutive terms in office. In order to accommodate this change, an election will take place every February to elect new members to the Senate. This election will be conducted by Division.

If an Alternate Senator does not fill a Senator's vacated seat during the first year of service, the Alternate will automatically assume a vacated Senator's seat in the respective Division at the next election. If the respective Division does not have a vacated seat, the Alternate Senator may seek a term in the next election. Term as an Alternate Senator does not count towards time served as a Senator. Serving in a Senator's extended absence is not considered filling a Senator's vacated seat. If an Alternate Senator fills a Senator's vacated seat, the Alternate Senator shall serve the balance of the term of the vacated seat. Following the balance of the term of the vacated seat, the Alternate Senator may seek a term in the next election. If the balance of the term of the vacated seat is less than a year, the Executive Committee may extend the term of an alternate to a full term in that seat, with the approval of the
Approved Staff Senate Resolutions
Updated 03/16/05 by Rebecca Bizzell

Resolution #04/05-03-1
Approved by the Staff Senate: 03/10/05
Approved by the Chancellor: not applicable
RE: Staff Senate role in Grievance and Appeal procedure
Outline Staff Senate role in the Grievance and Appeal procedure.

Revisions to Staff Senate By-Laws:
Revise Section V. read as follows: (additions are noted in **bold** print and deletions are noted by strikethrough.)

V. The Committee Structure

D. **Staff Senate support of the Grievance and Appeal Policy for Employees Subject to the Personnel Act (SPA)**

1. **Staff Senate shall assist with the Grievance and Appeal Policy for Employees Subject to the Personnel Act (SPA) as outlined in the Human Resources policy statement #7 Employee Relations in the Business Manual.**

2. **Human Resources will provide annual training on the SPA Discipline and Grievance Policies and Procedures to the members of the ECU Staff Senate.**

3. **The Executive Committee will appoint an Employee Advocate from the members of the Staff Senate.**

4. **Members of the Personnel Policies Committee shall serve on the Grievance and Appeal Committee as required to assist with the Step 3 Grievance Hearing process.**

E. **Staff Senate support of the New Staff Seminars**

Each Standing Committee shall assume responsibility for assigning members to lead the Staff Senate portion of the New Staff Seminars on both campuses. Human Resources Staff Development Specialist shall coordinate this effort with Executive Committee and the Committee Chairs.
Staff Senate Resolutions – 5/11/06

Resolution #06/07-05-1
Approved by the Staff Senate:
Approved by the Chancellor: not applicable
RE: Standing Committee Chair Elect Term

The Chair Elect of a Standing Committee must be in the first year of their term.
To extend the term of the Chair Elect of a Standing Committee when the Chair Elect is moved into the Chair position in the middle of a term in section V.C.1. of the By-Laws.

Revisions to the Staff Senate By-Laws:

Revise Section V.C.1. to read as follows: (additions re noted in bold print and deletions are noted by strikethrough.)

V.C. Standing Committees of the Senate
1. Election of the Committee Chair and Chair Elect

The Committee Chair Elect for each Standing Committee of the Staff Senate is elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the May meeting of each year.

A new Senator may be nominated for the Committee Chair Elect position. The Chair Elect must be serving in the first year of their term.

A Committee Chair Elect shall be elected annually. The elected Senator shall serve as the Committee Chair Elect for one year. Following one year serving as the Committee Chair Elect, the Committee Chair Elect shall be recognized as the Committee Chair for the following year during the meeting when the election for the Committee Chair Elect occurs. The Committee Chairs for each Standing Committee of the Senate are elected by a majority vote of the Senators at the May meeting of each year. Alternate Senators may not be elected to serve as Committee Chairs.

If the Chair Elect is moved into the Chair Position during the middle of the first year of their term, the Chair Elect will continue to serve as the Chair in the second year of their term.
Staff Senate Resolution #12-2, Appended to By-Laws dated 2.24.12

Whereas the East Carolina University’s Staff Senate operates under the governing document titled “By-Laws of the East Carolina University Staff Senate” and dated 2.24.12;

Whereas the Staff Senate wishes to amend the By-Laws by removing language contained in Article I, Membership Requirements, Section 1.5.A.a Terms of Office, that states:

A. One half of the Senate membership will be replaced each year through election and or the vacancy process.
   a. Members will be given the opportunity to volunteer their seat on the Senate. If this does not result in enough vacated seats, then a lottery will be held. Any Senator who volunteers or is selected through the lottery to give up his/her seat may run again during the next election. If elected, he/she may serve two consecutive terms in office.

And replace Article I, Membership Requirements, Section A with language that states:

“Staff Senators will be elected by a majority of votes cast by eligible employees within a division, and will serve a two-year term of office. If elected, he/she may serve two consecutive terms. Upon the completion of two consecutive terms and following a one year break, the employee may seek re-election to the Staff Senate.”

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article I, Membership Requirements, Section 1.5.A. Terms of Office, of the By-Laws.

Approved:
Date Approved by the Staff Senate: 4/19/2012

Date Approved by the Chancellor:

______________________________
Chair, Staff Senate

______________________________
Chancellor, East Carolina University

By-laws revised 04.21.2015
Staff Senate Resolution #12-3, Appended to By-Laws dated 2.24.12

Whereas the East Carolina University's Staff Senate operates under the governing document titled "By-Laws of the East Carolina University Staff Senate" and dated 2.24.12;

Whereas the Staff Senate wishes to amend the By-Laws by removing language contained in Article III, The Meeting Structure, Section 3.0.D.c, Structure that states:

a. Post agendas and minutes via the "ANNOUNCE" and "ANNOUNCE-Health Sciences Division"

And replace Section 3.0.D.c with language that states:

"Post agendas and minutes via Executive Committee approved e-mail distribution lists."

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article III, The Meeting Structure, Section 3.0.D.c., Structure, of the By-Laws.

Approved:
Date Approved by the Staff Senate: \text{4/19/2012}

Date Approved by the Chancellor: ________________________

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Chair, Staff Senate

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Chancellor, East Carolina University

By-laws revised 04.21.2015
Staff Senate Resolution #13.1, Appended to By-Laws dated 8.14.12

Whereas the East Carolina University’s Staff Senate operates under the governing document titled “By-Laws of the East Carolina University Staff Senate” and dated 8.14.12;

Whereas the Staff Senate wishes to amend the By-Laws by removing language contained in Article I, Membership Requirements, Section 1.3.A., and Section 1.3.B.a Alternate Senator Qualification/Duties, that states:
   A. Alternate Senators are non-voting members unless serving in a Senator’s extended absence or filling a Senator’s vacated seat. Qualifications shall consist of same requirements as above for Senators.

And replace Article I, Membership Requirements, Section 1.3.A with language that states:
   “Alternate Senators are non-voting members unless serving in a Senator’s absence at which time they will fulfill the voting duties of the Senator or they are filling a Senator’s vacated seat. Qualifications shall consist of same requirements as above for Senators.”

And amend Section 1.3.B.a that states:
   B. Duties include:
       a. Serve on committees of the Senate but may not be elected to serve as an officer of those committees.

And replace Article I, Membership Requirements, Section, 1.3.B.a with language that states:
   “Serve on committees of the Senate and may be elected to serve as a Chair or Chair-elect of a standing committee excluding the Executive Committee. If an Alternate Senator is elected to be Chair-elect, then the Chair of the committee will inform the Executive Committee who has the authority to extend the Alternate Senator’s term for one year to allow the additional year of service as Chair of the committee, following the year of service as Chair-elect.”

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article I, Membership Requirements, Section 1.3.A. and Section 1.3.B.a, Alternate Senator Qualification/Duties, of the By-Laws.

Approved:
Date Approved by the Staff Senate: 3/14/2013

Date Approved by the Chancellor:

[Signature]
Chair, Staff Senate

Chancellor, East Carolina University

By-laws revised 04.21.2015
Staff Senate Resolution #13.2, Appended to By-Laws dated 8.14.12

Whereas the East Carolina University's Staff Senate operates under the governing document titled "By-Laws of the East Carolina University Staff Senate" and dated 8.14.12;

Whereas the Staff Senate wishes to amend the By-Laws by adding language contained in Article I, Membership Requirements, Section 1.5.c, Terms of Office, that states:

"1.5.B.c The Executive Committee shall have the authority to extend an Alternate Senator's term of office for one additional year provided:
   i) The Alternate Senator served as Chair-elect on a Staff Senate standing committee and,
   ii) The Alternate Senator will serve on the same committee as Chair during the extended term of office.

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article I, Membership Requirements, Section 1.5 Terms of Office, of the By-Laws.

Approved:
Date Approved by the Staff Senate: 3/14/2013

Date Approved by the Chancellor:

Mandeé Lancaster
Chair, Staff Senate

Chancellor, East Carolina University

By-laws revised 04.21.2015
WHEREAS, the East Carolina University's Staff Senate operates under the governing document titled "By-laws of the East Carolina University Staff Senate" and dated 08.14.12;

WHEREAS, the Senate deems it advisable to temporarily suspend language contained in Article IV, The Committee Structure, Section 4.0: Executive Committee for the year 2013 – 2014 to facilitate filling a Chair-Elect vacancy. The language "Alternate Senators may not be elected to serve on the Executive Committee" is to be suspended. All other language will remain in force concerning the Chair-Elect and Chair responsibilities.

AND WHEREAS, the Executive Committee will extend the term of an Alternate who is elected to the Chair-Elect position for one year to allow the Chair-Elect to serve as Chair. The extension is due to the special circumstances in filling the Chair-Elect vacancy for the year 2013-2014.

NOW, THEREFORE, BE IT RESOLVED, that the East Carolina University Staff Senate hereby approves the temporary suspension of specified language in Article IV, The Committee Structure, Section 4.0: Executive Committee of the By-Laws and further approves extending the term of an Alternate elected to Chair-Elect for the year 2013-2014.

Approved:
Date Approved by the Staff Senate: 1/14/13

Chair, Staff Senate
Staff Senate Resolution #14-1, Appended to By-Laws dated 8.14.12

Whereas the East Carolina University's Staff Senate operates under the governing document titled "By-Laws of the East Carolina University Staff Senate" and dated 8.14.12;

Whereas the Staff Senate wishes to amend the By-Laws by adding to the language contained in Article IV, The Committee Structure, Section 4.1A & E, Standing Committees of the Senate, to include the Scholarship Committee as a Standing Committee;

And add Article IV, The Committee Structure, Section 4.1A.h, Standing Committees of the Senate, to state:

A. Standing Committees of the Senate will include:
   h. Scholarship Committee

And add Article IV, The Committee Structure, Section 4.1E.h, Standing Committees of the Senate, to state:

E. Roles of the Standing Committees:
   h. Scholarship Committee: This committee develops and maintains guidelines and applications for the scholarships the Staff Senate manages. The Scholarship Committee is responsible for reviewing applications and selecting recipients based on the set guidelines for the specific scholarship, as well as maintaining applicant records for 3 years.

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article IV, The Committee Structure, Section 4.1A & E, Standing Committees of the Senate, of the By-Laws.

Approved:

Date Approved by the Staff Senate: 3Jan, 2014

[Signature]
Chair, Staff Senate

By-laws revised 04.21.2015
Staff Senate Resolution #14.2, Appended to By-Laws dated 08.14.12

WHEREAS, the East Carolina University’s Staff Senate operated under the governing document title “By-Laws of the East Carolina University Staff Senate” and dated 08.14.12;

WHEREAS, the Staff Senate wishes to amend the By-Laws by adding to the language contained in Article I, Membership Requirements, Section 1.6 Vacancies, add an additional subsection called E dealing with a Senator or Alternate Senator moving to a different Division within East Carolina University and a vacant seat is available.

And add, Article I, Membership Requirements, Section 1.6 Vacancies

E. If a Senator or Alternate Senator relocates their employment to a different Division within East Carolina University; and a vacant seat is available within the new Division the Senator or Alternate Senator may be offered, by the Executive Committee, to fill the vacant seat for the balance of the term.

NOW, THEREFORE, BE IT RESOLVED, that the East Carolina University Staff Senate hereby approves and amend Article I, Membership, Section 1.6 Vacancies to add Section E., of the By-Laws.

Approved:

Date Approved by the East Carolina University Staff Senate: 4-17-14

[Signature]
Chair, Staff Senate
Staff Senate Resolution #14.3, Appended to By-Laws dated 08.14.12

Whereas the East Carolina University’s Staff Senate operates under the governing document titled “By-Laws of the East Carolina University Staff Senate” and dated 08.14.12:

Whereas Article I, Membership Requirements, Section 1.3A, Alternate Senator Qualifications/Duties states: “Alternate Senators are non-voting members unless serving in a Senator’s absence at which time they will fulfill the voting duties of the Senator or they are filling a Senator’s vacated seat. Qualifications shall consist of same requirements as above for Senators.”

Whereas Article IV, The Committee Structure, Section 4.0, Executive Committee, states: “Executive Committee Members are elected by a majority vote of the Senators during the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee.”

Whereas the Staff Senate wishes to amend the By-Laws by amending the language contained in Article IV, The Committee Structure, Section 4.0, Executive Committee, to read;

“Executive Committee Members are elected by a majority vote of the Senators and Alternates, both exiting and incoming, in attendance at the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee.”

NOW THEREFORE, BE IT RESOLVED that the East Carolina University Staff Senate hereby approves and amends Article IV, The Committee Structure, Section 4.0, Executive Committee, of the By-Laws.

Approved:

Date Approved by the Staff Senate: 4-17-14

[Signature]

Chair, Staff Senate
Staff Senate Resolution #15-16

Resolution on Staff Salaries and Inequity

Whereas, the mission of the East Carolina University Staff Senate is to promote communication between SHRA, EHRA non-faculty, and CSS staff and the administration of East Carolina University as well as when appropriate, faculty and students;

Whereas the responsibilities of the Staff Senate are: 1). To serve as liaison between the staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association and UNC Staff Assembly; 2). Review policies, rules, regulations and procedures and make recommendations regarding the interests/concerns that affect East Carolina University Staff; 3). Assist in the communication of issues and activities affecting staff members; 4). Promote participation in the East Carolina University community through its support of University activities and community service projects; and 5). Encourage a sense of community among all University employees;

Whereas, the East Carolina University Chancellor has received a substantial pay raise as a result of a market salary study;

Whereas, the East Carolina University EHRA Faculty and non-Faculty have received notification of an impending pay raise, and will soon receive the report of the Faculty Salary Equity Study;

Whereas, inflation from 2008 – 2015 has eroded the value of the dollar by 10%, equating to a 10% pay cut for employees since 2008;

Therefore, be it resolved, the East Carolina University Staff direct the ECU Staff Assembly Delegates to make a motion to the full Staff Assembly to aggressively advocate for a market study and funding to rectify current salaries and maintain over a period of years to compensate for inflationary erosion, for ECU and North Carolina SHRA/CSS, and EHRA non-faculty Staff pay raises in the 2016 North Carolina Legislative session;

Be It Further Resolved, the East Carolina University Staff respectfully requests the continued support of the University Chancellor, Vice-Chancellor, and Board of Trustees to continue to advocate for much needed pay raises for ECU and North Carolina SHRA/CSS, and EHRA non-faculty employees.

Date Approved by the Staff Senate: November 18, 2015

Lisa Ormond, Chair, Staff Senate