

BYLAWS OF THE STAFF SENATE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Rev. Spring 2026

In accordance with the Constitution of the Staff Senate, these Bylaws have been enacted by the Staff Senate.

Authority and Governance

These Bylaws are adopted pursuant to and subordinate to the Constitution of the Staff Senate of The University of Alabama in Huntsville. In the event of any inconsistency or conflict between these Bylaws and the Constitution, the Constitution shall control.

I. Purpose

The purpose of these Bylaws is to establish the operational procedures, governance structure, and internal processes necessary to implement the Constitution of the Staff Senate.

II. Election Guidelines

Operational Areas

Two Senate members shall be elected from each of the six (6) designated operational areas of the University by eligible staff within their respective areas, including but not limited to: Finance and Administration, Facilities and Operations, Academic Affairs, Student Affairs, Research and Economic Development, and Advancement/President/Athletics/Access, Connections, and Engagement/Strategic Communications. The designated operational areas shall be updated as needed to reflect current university administrative structure. More information about the composition of Senate membership can be found in the Representation section of the Staff Senate Constitution.

Nominations

The Operations Committee shall designate a nominations chair, to receive and record nominations to the Staff Senate. The Operations Committee shall establish the opening and closing dates for nominations. More information about the nominees can be found in the Nominations section of the [Staff Senate Constitution](#).

Elections

The Operations Committee shall prepare the ballot, listing the names of nominees for the operational area seats and At Large seats. The ballot shall be distributed electronically to the staff body, on the announced election start date.

Nominations shall take place over a one-week period at least two weeks in advance of the election date. Voting shall take place annually lasting one week and shall conclude no later than the first week of May. Voting will take place online through a secure portal as deemed appropriate by the Staff Senate. The results will be made known by the Operations Committee no later than the end of the second week in May. More information about the parties being voted on can be found in the Elections section of the [Staff Senate Constitution](#).

III. Senator Vacancies

In the event that an operational area vacancy occurs by termination or cessation of employment or the request of the representative, the operational area's representative will be replaced by the highest recipient of votes in the operational area from the previous election cycle. In the event that this is a current at-large member on the staff Senate, their at-large vacancy will be replaced by the remaining at-large candidate with the highest votes. If the operational area representative transfers to a new operational area, they will transfer roles as an at-large member. If there are no at-large senators from the needed operational area, the operational area representative will be replaced by a remaining candidate in their operational area with the highest votes from the prior election cycle. If an operational area representative undergoes an organizational restructure, the Staff Senate will vote on how to handle the unique situation. Active senators will finish out their individual, elected terms. Any additions to the body of the Senate will follow the criteria outlined in the Constitution within "Terms of Office."

The order of filling operational area vacancies is as follows:

1. Refer to the previous election cycle results and solicit replacement in the order of recipients of votes
2. In the absence of any willing nominees from the previous election cycle, refer to the current at-large body of senators for any from the operational area in question. If there is one, refer to point number 3. If none are willing and able, refer to the special election provisions provided for in the below section
3. If the new operational area member is selected from the at-large body of senators, refer to the below section on filling at-large vacancies

The order of filling at-large vacancies is as follows:

1. Refer to the previous election cycle results and solicit replacements in the order of recipients of votes
2. Special election as provided for in the below section.

The order of filling at-large vacancies in the case of a senator transferring operational areas is as follows:

1. The transferring member will move to at-large representation
2. If the operational area replacement from them came from the at-large body of senators, refer to point number 3. If not, refer to point number 5.
3. The previous voting cycle results will be reviewed to determine if this senator would have been elected to the at-large body via the regular voting methods
4. In the case that they would have been naturally selected to the at-large body at the last election cycle and their operational area replacement came from the Senate, then no additional change of voting powers shall take place
5. In the case that the newly transferred at-large senator would not have been naturally selected to the at-large body at the last election cycle, they will retain their position on the Senate in a non-voting capacity

6. If a future scenario takes place where the senator would be regularly placed on the Staff Senate in an operational area or at-large capacity (e.g. more vacancies or changes in membership), then their voting privileges shall return as the scenario affords

In the absence of a willing and eligible candidate for any vacancy, the Executive Committee shall nominate a replacement and the nominee shall be confirmed by two-thirds of the full Staff Senate. The confirmed individual will serve until the next general election. If the vacancy occurs less than six months before the next general election, it shall be up to the discretion of the Executive Committee whether to nominate a candidate and have the nominee confirmed by two-thirds of the full Staff Senate, or leave the position vacant for the remainder of the term.

In the event that an officer role becomes vacant, a special election shall be held at the next regular meeting of the Staff Senate in order to fill the vacant office for the remainder of the term.

Refer to the Terms of Office section of the Staff Senate [Constitution](#) for specific information on term limits.

IV. Meetings

Staff Senate meetings will be held the third Wednesday of each month, including summer semester, at a time of the day which is sensitive to work schedules. The Executive Committee will be responsible for scheduling and setting the agenda for Senate meetings; however, floor discussions are always open at Senate meetings. The agenda for any regular meetings shall include the call to order, approval of minutes, unfinished business, committee reports, new business, discussion and recommendations, and adjournment, but need not necessarily be in any prescribed order.

Proxy: In the event that an elected representative of the Staff Senate cannot attend a meeting of the Staff Senate, the representative shall designate a proxy, with voting privileges, to attend the meeting. A proxy must be a current voting member of the Staff Senate. The proxy shall register their name with the Secretary when they report to the meeting. A senator can proxy for a maximum of one senator in addition to themselves.

Quorum

A quorum shall consist of a majority of seated voting members of the Staff Senate, whether present in person or participating virtually.

V. Roles and Responsibilities

Officers

- **President**
 - Presides over Senate meetings
 - Acts as Official Spokesperson for the Senate to the university community
 - Serves as ex-officio member of all Senate Committees

- Performs such duties as are customarily performed by presidents of similar bodies
- **Vice President (President Elect)**
 - Performs duties of President in their absence, if they are unable to serve, or resigns position
 - Serves as President Elect and takes office the following term in June
 - Serves on one (1) Senate Committee outside of Executive Committee
- **Secretary**
 - Prepares minutes of each meeting and supervises distribution to Senators and university library for public and historical record
 - Maintains a record of attendance
 - Records all official correspondence from Senate and its committees
 - Serves on one (1) Senate Committee outside of Executive Committee
- **Treasurer**
 - Records and maintains financial records of the Senate
 - Serves on one (1) Senate Committee outside of Executive Committee
- **Staff Relations Officer**
 - Serves as a liaison between Staff and Senators
 - Monitors Staff Senate email (staffsenate@uah.edu)
 - Serves on one (1) Senate Committee outside of Executive Committee
- **Operational Area Senator**
 - Serves as representative from respective area of operation
 - Provides report of events, news, and changes within area of operation
 - Serves on two (2) Senate Committees
 - Attends regular and impromptu Senate meetings
 - Provides Proxy rights to another Senator for scheduled absence
- **At-Large Senator**
 - Serves on two (2) Senate Committees
 - Attends regular and impromptu Senate meetings
 - Assists Operational Area Senators with representing respective area of operation
 - Provides Proxy rights to another Senator for scheduled absences

Attendance

As attendance and participation are key to fulfilling the duties of being a Staff Senator, the following attendance policy is adopted for the Staff Senate:

1. An excused absence occurs when a Senator designates a proxy for a general Senate or committee meeting.
2. An unexcused absence occurs when no proxy is designated.
3. No Senator shall incur more than three (3) absences during a Senate year (June 1 – May 31).
4. Extenuating circumstances may be considered at the discretion of the President of the Staff Senate.
5. After a third unexcused absence, the President shall issue written notice to the Senator.
6. A fourth unexcused absence, without extenuating circumstances, shall result in removal from the Staff Senate by the President.

Amendment of Bylaws

The Bylaws may be reviewed and/or amended as needed by the Staff Senate. Any member of the Staff Senate may propose a change to the Bylaws by contacting the Executive Committee. Suggestions will be discussed at the next available committee meeting. If changes are made to the Bylaws, the Operations Committee will present them at a General Assembly meeting. An amendment to the bylaws requires approval by a majority, defined as 50% plus one of the Staff Senate's voting membership, following any discussion. The Staff Senate Bylaws, and suggested amendments thereto, must be submitted to and receive final approval from the University administration, via the ex officio representative from the Chief Administrative Officer's office, before they become effective and publicly available.

Committees

The Staff Senate is self-regulating with respect to its organization and purpose and, as such, may create such committees as are deemed necessary to facilitate its work. Committee membership is required for all members of the Staff Senate and is solicited from the Staff Senate by the President. Chairs of each committee shall be expected to submit committee reports to the Staff Senate. Standing committees shall serve as advisory bodies for specific matters falling within their purview. Committee Chairs shall take attendance at all meetings, keep track of excused and unexcused absences, and update the Staff Senate absence tracking system each month.

Committee Chairs will establish a recurring, monthly meeting day and time that works for all members. Committees will meet at the established time unless the meeting is canceled or a special meeting is added for urgent university issues. In order to enforce the unexcused attendance policy, committee chairs must give seven days notice for added meetings.

The Standing Committees of Staff Senate are:

Executive Committee Officers

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of a President, Vice President/President Elect, Secretary, Treasurer, and Staff Relations positions, as well as the non-voting ex officio member (UAH Administration representative). The Executive Committee will be nominated and confirmed by a majority vote of the Staff Senate members annually. The beginning of a term is June. The Executive Committee is responsible for each year's general objectives and priorities, as well as the dissemination of and follow-through of initiatives. The Executive Committee is the primary party of interaction with The University of Alabama in Huntsville administration.

Operations Committee

The Operations Committee shall establish and maintain effective bylaws to govern the conduct and procedures of the Staff Senate. Any member of the Staff Senate may submit recommendations to the Operations Committee for revision or amendment of the Constitution or Bylaws. Proposed amendments shall be presented to the Staff Senate for approval in accordance with established amendment procedures.

The Committee reviews draft policies of the University of Alabama in Huntsville and provides feedback to the appropriate university administration prior to final approval. The Committee may also provide guidance

and support to staff regarding university policies or procedures, as appropriate.

The Committee functions exclusively in an advisory and consultative capacity. It does not hold administrative, managerial, or decision-making authority on behalf of the University. The committee may propose new policy recommendations or revision to existing policy via the Staff Senate resolution process.

The Committee shall not involve itself in individual employment complaints that are in the process of resolution via the University's grievance procedures.

Additionally, the Operations Committee shall prepare for and conduct annual and special elections in accordance with the Constitution and Bylaws.

Service and Outreach Committee

The Service and Outreach Committee is responsible for planning, organizing, and implementing university and community service projects, social events, and campus forums for staff. Additionally, the committee will be the primary coordinator of events and activities not led by the Events Committee including community engagement activities and related functions requested by the Executive Committee. The Service and Outreach Committee also provides interactive communication tools between the Staff Senate, UAH staff community and campus at-large, working to promote Staff Senate and UAH events. The Staff Relations Officer, who sits on the Service and Outreach Committee is responsible for keeping all channels of communication, Staff Senate website, and shared materials up-to-date.

Employee Benefits & Development Committee

The Employee Benefits and Development Committee shall identify and study changes that may be recommended to enhance the existing benefits program for staff employees. Recommendations from this committee shall be submitted to the Senate for consideration. Recommendations approved by the Senate shall be presented to the appropriate university administrators.

Events Committee

The Events Committee Organizes annual Staff Senate events, primarily the Annual Employee Picnic and the Staff Senate Fall/Winter Social, at the conclusion of the fall academic semester, and is responsible for working with the Executive Committee to coordinate resources, the Treasurer for procurement of food, decorations, and additional needed resources, and the Staff Relations Officer for promotion of the events. The Events Committee is responsible for drafting and communicating the projected utilization of budgets and resources for events that the Senate hosts for The University of Alabama in Huntsville employees.

University Committees

At the invitation of The University of Alabama in Huntsville President or Provost, the Executive Committee shall appoint representatives to serve on university committees. Selected Staff Senate representatives shall be expected to submit university committee reports to the Staff Senate.

Oath of Office

New Senators and Senators receiving new roles must qualify by taking an oath of office before assuming the duties of office. Whomever is presiding over the Staff Senate General Meeting shall swear in new Senators and Senators taking on new roles as early as reasonable. The presiding member, new Senators, and Senators assuming new roles will stand and raise their right hand. The presiding member will prompt new Senators and Senators with new roles to recite the following:

I, _____A_____, do hereby swear or affirm / that I will support the laws and constitutions / of the United States of America and the State of Alabama / and that I will faithfully discharge / the duties of my office as _____B_____ / of the Staff Senate at The University of Alabama in Huntsville / to the best of my ability / throughout my term spanning / _____C_____ and _____D_____.

A – say first and last name

B – At-large representative, operational area representative, X committee chair, president, etc (role serving)

C – Month and year of beginning of term

D - Month and year of end of term

Note: It is permissible to swear in multiple people and positions at the same time.

VI. Resolution Process

The following process shall govern the manner in which resolutions or proposals move forward from Staff Senate committees for consideration and action by the Staff Senate General Assembly and advancement to the university administration.

1. The committee prepares the resolution or proposal during its regular meeting or during special sessions of any sub-committee formed by the committee for this work.
2. The committee votes to move the resolution to the General Assembly during its regular meeting or via email. To pass the resolution, a majority of the committee's voting membership shall approve the resolution.
3. The committee requests the Staff Senate Executive Committee to place the item on the agenda for a scheduled Staff Senate General Assembly meeting.
4. The committee presents the resolution to the Staff Senate General Assembly at a scheduled meeting as an agenda item.
5. The Staff Senate General Assembly hears the resolution, carries out discussion, and votes on the resolution as an action item at the same meeting or no later than the meeting of the following month. Voting shall be by the polling of each representative, the results of which will be recorded in the minutes. To pass the resolution, a majority of the Staff Senate's voting membership shall approve the resolution.
6. The Staff Senate General Assembly may request changes to the resolution or proposal and send it back to the sponsoring committee for revision and presentation at the subsequent General Assembly session.

7. If passed, the resolution is presented by the Staff Senate President, or their designee from the Staff Senate Executive Committee, to the Chief Administrative Officer, or their designee, for advancement to university administration.
8. University administration considers the resolution and advances it through standard channels as appropriate. The Chief Administrative Officer communicates the university administration's action to the Staff Senate Executive Committee, who reports back to the Staff Senate General Assembly.

The Staff Senate Executive Committee supports committee resolution work in a consultation capacity and as the direct contact with the University Administration for collaboration on resolutions in progress.