

# **CONSTITUTION OF THE STAFF SENATE**

## **THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**

Responsibility and authority for personnel administration matters have been delegated by The Board of Trustees of The University of Alabama System, the body given general governance powers by Alabama Law, to the president of this campus and by them to other institutional officials. These officials recognize the contribution that a consultative staff employee organization can make in dealing with personnel issues. Such a body can provide a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and concerns.

Therefore, a Staff Senate has been recognized by the university administration as a representative body of eligible non-faculty staff.

### **I. Purpose**

The Staff Senate's purpose and charge shall be to serve in an advisory capacity with respect to The University of Alabama in Huntsville administration in the area of staff personnel matters, and to do so in a positive and constructive way. In carrying out this role it shall work to promote better understanding, cooperation, and communication within the campus community for the benefit and betterment of all.

The Staff Senate shall respond to issues presented to it by its own members and committees, the university administration, the student government, and UAH staff employees. Communications regarding staff needs shall be transmitted to university administration through the Chief Administrative Officer, or their designee on behalf of the Staff Senate.

### **II. Representation**

#### **Eligibility**

For the purpose of this Constitution, eligible staff shall be defined as regular, non-faculty employees with an FTE of 0.5 or higher with at least six (6) months of continuous service at an FTE of 0.5 or higher at the university.

#### **Membership**

The Staff Senate will consist of 24 voting members, elected each May by university staff. The election of Staff Senate members will be apportioned as follows:

- A. 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. The operational areas shall be defined and maintained in the Staff Senate Bylaws.
- B. An additional 12 Senate members shall be elected at large by the university staff.

The Chief Administrative Officer or their designee will be ex officio, a non-voting member of the Staff

Senate.

### **III. Election Guidelines**

#### Nominations

Any staff employee may nominate an eligible staff employee for Staff Senate membership. Upon acceptance of the nomination, they will run as an operational area candidate and an at-large candidate. More information about the internal procedures for the nomination process can be found in the [Staff Senate Bylaws](#).

#### Elections

All eligible staff may vote in the Staff Senate elections. The vote shall be taken electronically. Each staff member will vote for no more than one candidate for Staff Senate representative of their operational area, and for no more than six university at-large nominees. Voting for more than one operational area candidate or more than six at-large candidates shall invalidate the ballot in its entirety. The term of service will be from the first day of June following their election until the last day of May two years later. Elections shall be staggered to ensure continuity of representation.

More information on the election process can be found in the Elections section of the [Staff Senate Bylaws](#).

#### Terms of Office

Senators shall serve two-year terms. No Senator may serve more than two consecutive elected terms.

A Senator serving as President-elect in the second year of their first term may serve an additional year as President. This additional year shall not be considered a separate elected term and shall not count toward term limits.

Under no circumstance may a Senator serve more than five consecutive years in total. A Senator who has completed two consecutive elected terms must be off the Senate for at least one year before seeking election again.

Any partial term served due to vacancy shall be considered a full term for purposes of term limits.

#### Unexpired Term

Please refer to the [Staff Senate Bylaws](#) for more information on senatorial vacancies. Vacancies shall be filled in accordance with procedures outlined in the Staff Senate Bylaws.

### **IV. General Organization**

#### Executive Committee

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of the president, vice president/president-elect, secretary, treasurer, and the staff relations officer. The Executive Committee will be selected annually by the Senate members at the start of the new term in June.

## Meetings

Staff Senate meetings will be held once each month, including summer semester, at a time that reasonably accommodates 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.

Special meetings: Special meetings of the Staff Senate shall be called by the Executive Committee in cases where urgent university issues must be addressed before the next regularly scheduled meeting is to occur.

## Resolutions

Resolutions or proposals shall be introduced to the Staff Senate at one meeting, and become an action item no later than the Senate meeting of the following month. Voting shall occur by roll call or recorded vote, and results shall be entered into the official minutes. The full resolution process is detailed in the Staff Senate Bylaws "Section VI. Resolution Process."

## Amendment of Constitution

The constitution may be reviewed and/or amended as needed by the Staff Senate. Any member of the Staff Senate may make a recommendation to the Executive Committee for a revision or amendment to the current constitution. A proposed amendment to the Constitution shall be distributed in writing to all members at least one week prior to the meeting where the proposed change is to be introduced. There shall be two official readings of the proposed change, during two consecutive meetings, preceding a vote to amend the Constitution. To pass the amendment, at least two-thirds of the Staff Senate's voting membership shall approve the amendment after the second reading. Approved amendments shall be submitted to the university administration through the Chief Administrative Officer or their designee for final administration approval. Amendments shall become effective upon receipt of such approval.

## Bylaws

In accordance with the Constitution of the Staff Senate, the Operations Committee shall establish and maintain bylaws governing the conduct and procedures of the Staff Senate. Any member of the Staff Senate may make a recommendation to the Executive Committee for a revision or amendment to the current bylaws. To pass the amendment into the bylaws, a majority of the Staff Senate's voting membership shall approve the amendment.

## Committees

The Staff Senate shall determine its organizational structure and committee framework. Committee membership is solicited from the Staff Senate by the Staff Senate 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.

## **V. Ratification**

Ratification of this constitution shall be by majority of those voting of eligible UAH staff prior to the 1992 general election at a date to be specified by the Staff Senate. As amended in Fall 2013 and Spring 2024, revised Spring 2026.