



BYLAWS OF THE STAFF SENATE UNIVERSITY OF HAWAI'I AT MĀNOA

ARTICLE I. PURPOSE

The Staff Senate of the University of Hawai'i at Mānoa (UHM) serves as an officially-recognized advisory body alongside the Mānoa Faculty Senate, Associated Students of the University of Hawai'i at Mānoa, and Graduate Student Organization. The Senate is committed to communicating the interests and concerns of the diverse UHM staff and fulfilling the purpose outlined in its Charter.

ARTICLE II. MEMBERSHIP

1. Senate

To serve on the Senate, a member must hold a 1.0 full-time equivalency (FTE), Administrative, Professional and Technical (APT) position at UHM. It is recommended that Senate members have 3 years of service at UHM.

2. Executive Board

To serve on the Executive Board, a member must have been elected to the Senate. Executive Board members shall have a minimum of 3 years of service at UHM.

ARTICLE III. ORGANIZATION OF THE SENATE

1. Duties and Expectations

The Senate shall collectively work to solicit feedback and keep UHM staff advised of issues, policies, and activities via its website. Service on the Senate is voluntary, non-compensatory, and will not interfere with work duties. Senate members are expected to:

- a. Be committed to the goal of improving current and future needs of UHM staff;
 - b. Regularly attend Senate meetings and actively participate in Senate business;
 - c. Serve on Senate committees as assigned; and
 - d. Conduct themselves in a professional and collegial manner.
- 2. Terms and Length of Service**
 - a. Unless otherwise specified, Senate members shall be elected to serve two-year terms.
 - b. Terms shall be July 1 to June 30.
- 3. Removal from Service**

Senate members shall be removed from service if they violate the meeting attendance policy specified in Article VI, Section 1 and/or fail to uphold their duties during their term of service. The Executive Board may remove any non-Executive Board member of the Senate by a two-thirds vote.

ARTICLE IV. ORGANIZATION OF THE EXECUTIVE BOARD

1. Duties and Expectations

The Executive Board is responsible for directing and managing Senate operations, as well as sharing and transmitting information between the Senate, standing and ad hoc committees of the Senate, UHM staff, and Administration. Executive Board members are expected to:

- a. Adhere to the expectations of Senate members outlined in Article III, Section 1;
- b. Proficiently carry out their assigned duties; and
- c. Exercise due diligence in seeking counsel from the Senate to make informed decisions.

2. Officers

The Executive Board shall consist of the Chair, Vice Chair, Senate Secretary, Executive Board Secretary, Communications Coordinator, and Past Chair.

- a. The Chair serves as the official Senate representative and liaison to the Administration and presides over Senate and Executive Board meetings.
- b. The Vice Chair serves as the Chair-Elect, supporting the Chair and assuming all duties of the Chair if the Chair is unable to perform duties.
- c. The Senate Secretary prepares official Senate meeting minutes and coordinates membership listings.
- d. The Executive Board Secretary prepares official Executive Board meeting minutes and maintains internal procedural documents.
- e. The Communications Coordinator facilitates communication efforts, including ensuring the timely posting of information on the Senate website.
- f. The Past Chair serves as a non-voting, advisory member of the Executive Board.

3. Terms and Length of Service

- a. Unless otherwise specified, Executive Board members shall be elected to serve one-year terms.
- b. Terms shall be July 1 to June 30.

4. Removal from Service

Executive Board members shall be removed from service if they violate the meeting attendance policy specified in Article VI, Section 2 and/or if they fail to uphold their duties during their term of service.

- a. The Senate may remove an Executive Board member, excluding the Chair, via a two-thirds vote of no confidence.
- b. The Senate may remove the Executive Board Chair via a three-fourths vote of no confidence.

5. Rules and Regulations

The Executive Board may adopt rules and regulations for itself and all Senate Committees as it deems necessary.

ARTICLE V. ORGANIZATION OF SENATE COMMITTEES

1. Standing Committees

- a. Standing Committees shall be formed by the Executive Board based on the needs of the Senate.
- b. Standing Committees shall be charged with examining recurring and ongoing issues and advising the Executive Board on matters that affect the general welfare and work of UHM staff.
- c. Senate members who are not serving on the Executive Board shall serve on a Standing Committee.
- d. The term of service for a Standing Committee member is one year unless otherwise assigned by the Executive Board.

2. Ad Hoc Committees

- a. The Executive Board may establish ad hoc committees to explore issues based on the needs of the Senate.
- b. Ad Hoc Committees shall be issued a deadline to complete their assigned charge and shall disband upon conclusion of their work.

ARTICLE VI. MEETINGS

1. Senate Meetings

- a. The Senate shall convene once per month on dates set by the Executive Board.
- b. Special meetings of the Senate may be scheduled by the Executive Board.
- c. All agenda items should be submitted to the Executive Board Chair for

- consideration at least one week prior to the meeting.
- d. One-half of the elected Senate members shall constitute a quorum.
- e. No motions will be approved without three of the Executive Board members present at the meeting.
- f. Meeting minutes will be provided to all Senate members within one week following the meeting. The minutes shall be posted on the Senate website following Senate approval.
- g. Two unexcused absences from a meeting of the Senate and/or of a Senate Committee in a semester will constitute a voluntary resignation from the Senate.
 - i. A semester is defined as Fall, Spring, and Summer (combined Summer Session I and II) with dates as reflected on the OVCAA academic calendar.
 - ii. An absence is considered unexcused when the Senate member does not contact the Executive Board Chair or Committee Chair regarding the absence prior to the Senate or Senate Committee meeting.
 - iii. Senators may appeal resignation actions in writing to the MSS Chair. The Chair and Executive Board will review written appeals and bring forward for consideration and a recommendation to be voted on by the full Senate.

2. Executive Board Meetings

- a. The Executive Board shall convene once per month on a date set by the Executive Board Chair.
- b. Special meetings of the Executive Board may be scheduled by the Executive Board Chair.
- c. All agenda items should be submitted to the Executive Board Chair for consideration at least one week prior to the meeting.
- d. One-half of the Executive Board shall constitute a quorum.
- e. Meeting minutes will be provided to all Executive Board members within one week following the meeting. The minutes shall be posted on the Senate website following Executive Board approval.
- f. Two unexcused absences from a meeting of the Executive Board and/or Senate in a semester will constitute a voluntary resignation from the Executive Board. A semester is defined as Fall, Spring, and Summer (combined Summer Session I and II) with dates as reflected on the OVCAA academic calendar.
 - i. An absence is considered unexcused when the Executive Board member does not contact the Executive Board Chair regarding the absence prior to the Executive Board or Senate meeting.

3. Senate Committee Meetings

- a. Senate Committees shall meet as necessary.
- b. Meeting minutes shall be provided to the Executive Board for posting on the Senate website following Committee approval.
- c. Refer to Article VI, Section 1 regarding the attendance policy.

ARTICLE VII. ELECTIONS AND APPOINTMENTS

1. Senate Elections

- a. To be eligible for service on the Senate, candidates must meet the membership criteria outlined in Article II, section 1.
- b. Candidates must nominate themselves in order to be listed on the ballot.
- c. Senate members will be elected by UHM staff who are employed at least 0.5 FTE.
- d. Voting will be conducted online.
- e. Participation in voting is voluntary and non-compensatory.
- f. Approximately one-half of Senate seats will be up for election each year.
- g. Vacancies will be filled by the candidate who obtained the next highest number of votes in the election (alternate). The alternate will complete the term of the vacated seat.
 - i. If there is no alternate for the vacated position, the Executive Board Chair is delegated the authority to appoint a replacement.
 - ii. The appointee will serve in the vacated seat until the next election.

2. Executive Board Elections

- a. To be eligible for service on the Executive Board, candidates must meet the membership criteria outlined in Article II, section 2.
- b. Candidates shall nominate themselves in order to be listed on the ballot.
- c. It is recommended that candidates complete one year of service on the Senate prior to seeking election to the Executive Board.
- d. The Executive Board will be elected by Senate members.
- e. Vacancies will be filled via special election.
 - i. The Senate may delegate authority to the Executive Board Chair to appoint a replacement.
 - ii. If the Executive Board Chair's position is vacated, the Vice Chair will assume the responsibilities for the remainder of the term and a new Vice Chair will be elected or appointed.

ARTICLE VIII. AMENDMENT OF THE BYLAWS

Bylaws will be reviewed annually to determine if amendments are needed. Amendments to the bylaws may be proposed by any member of the Senate. To be considered, proposed amendments must be sent to all Senate members via the Executive Board Chair at least fourteen days prior to a vote. Amendments to the bylaws shall become effective upon approval by the Senate.