

North Carolina State University Staff Senate  
Policy and Procedure Manual

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## **I. INTRODUCTION**

This Procedure Manual provides details of responsibilities, tasks and procedures for persons involved in the implementation of North Carolina State University Staff Senate activity. The procedure manual can be amended by a majority vote of the senate body, and concurrence of the Chancellor or the Associate Vice Chancellor for HR on the Chancellor's behalf.

## II. RIGHTS AND RESPONSIBILITIES

- A. **THE REPRESENTATIVE DISTRICTS** – The voting units of the Senate shall be as follows:

<b>District</b>	<b>College/Division</b>	<b>Senators</b>	<b>Alternates</b>
<b>1</b>	Undergraduate Affairs	1	1
<b>2</b>	Graduate School		
<b>3</b>	College of Veterinary Medicine	3	2
<b>4</b>	College of Textiles	1	1
<b>5</b>	Student Affairs	5	2
<b>6</b>	College of Physical and Mathematical Services	1	1
<b>7</b>	College of Management	1	1
<b>8</b>	College of Humanities and Social Sciences	3	2
<b>9</b>	College of Natural Resources	2	1
<b>10A</b>	Finance & Business: Centennial Campus Development, Environmental Health & Public Safety, Financial Services Division, Human Resources, Resource Management, Treasurer's Office	7	3
<b>10B</b>	Finance & Business: Facilities Division	7	3
<b>11</b>	College of Engineering	3	2
<b>12 &amp; 13</b>	College of Education; College of Design	1	1
<b>14A</b>	College of Agriculture and Life Sciences ( <i>Campus/Wake County except Extension Center</i> ): 4-H and Youth Development Family and Consumer Sciences, Agricultural and Extension Education, Agricultural and Resource Economics, Animal Science, Biological and Agricultural Engineering, CALS Administration, Communications Services, Crop Science, Entomology, Environmental and Molecular Toxicology, Extension Information Technology, Personal and Organizational Development, Food Sciences, Genetics, Horticultural Sciences, Microbiology, Molecular and Structural Biochemistry, Plant Biology, Plant Pathology, Poultry Science, Sociology and Anthropology, Soil Sciences, Statistics, Zoology, Method Road Greenhouse UFL, Trenton Road UFL, Lake Wheeler Road UFL	10	3

<b>District</b>	<b>College/Division</b>	<b>Senators</b>	<b>Alternates</b>
<b>14B</b>	<b>College of Agriculture and Life Sciences</b> ( <i>Off Campus County Extension Centers, Agricultural Research Station (ARS), University Field Labs (UFL), units outside of Wake County</i> ): 100 County Extension Offices and the Cherokee Reservation, Central Crops ARS, Lower Coastal/Plain Cunningham ARS, Horticultural Crops Castle Hayne ARS, Mountain Horticultural Crops ARS, Sandhills ARS, Upper Piedmont ARS, Pamlico Aquaculture UFL, Butner Beef Cattle UFL, Anita-Alta 4H Camp, Millstone 4-H Camp, Betsy-Jeff Penn 4-H Camp, Sertoma 4-H Camp, Eastern Center 4-H, Swannanoa 4-H Camp, Vernon James Center, CMAST	4	2
<b>15</b>	Provost (Computer Graphics, Computing Center, Faculty Senate, Institutional Research, Libraries, Provost's Office, Undergraduate Admissions, University Studies, University Closed Circuit Program, University Archives)	2	1
<b>16</b>	Chancellor (Alumni Relations, Athletics, Chancellor's Office, Development, ITRE, Sea Grant, University Relations, University Research & Extension, Water Resources)	4	2
<b>17</b>	OIT	3	1

## **B. DUTIES OF SENATORS**

1. Senators shall attend all regular monthly meetings as well as special or called meetings.
2. Review Staff Senate Bylaws for a clear understanding of the North Carolina State University Staff Senate body. Submit any proposed changes for the bylaws as outlined in Article X of the bylaws.
3. Senators shall serve on committees of the Senate and may be elected as an officer of those committees.
4. Senators shall 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 must keep their constituents well informed of the work of the Senate and matters that the administration wishes to communicate to the Senate.
5. A senator shall serve as a Senate representative on a university committee if so appointed.

## **C. DUTIES OF ALTERNATES**

1. Alternates shall attend all regular monthly meetings as well as special called meetings.
2. Alternates shall serve on committees of the Senate, however, they cannot serve as chairs for those standing committees.
3. Alternates cannot vote in full senate, however, they can vote in the various standing committees on which they serve or
4. when granted voting privileges by the chair for business being conducted in a meeting for which they are fulfilling the role of an absent senator from their district. In the event a Senator's Seat becomes vacant, the next highest number Alternate Seat will fill this vacancy.

## **D. VACANCIES**

If a vacancy in a Senate seat occurs through termination of employment, change of voting district, resignation from the Senate, or expulsion from the Senate, the vacancy shall be filled by the highest available Alternate Seat within the district. The open Alternate Seat will then be filled by the next highest Alternate Seat within the district.

## **E. LOSS OF MEMBERSHIP**

The Staff Senate Chair or designee will contact the senator and investigate all recommendations for removal of any Staff Senator from office, and they will report the findings to the Executive Committee. The Executive Committee will recommend any potential action to the Staff Senate. A two-thirds majority of those present and voting at a regular Staff Senate meeting will carry the vote.

### III. NOMINATIONS AND ELECTIONS

The Election Committee will be responsible for all nomination and election processes. The nomination and election process shall be from April through June.

#### A. NOMINATION PROCEDURE

The Committee will request from the Division of Human Resources the appropriate printouts to determine staff members eligible for nomination and for voting purposes (*see Bylaws Article IV, Section 2*) and the appropriate printouts and labels needed to contact all staff members.

1. The Committee will mail a nomination form to each staff member employed in a permanent position as of January 1st. The form shall identify the district number of senate seats up for nomination in the district and a deadline for returning the completed nomination form. Instructions for returning the form will also be included. See sample Nomination Form provided in this manual.
2. Nomination of candidates for election to the Senate shall be in writing and shall be kept confidential.
3. After the closing date of nominations, the Election Committee shall certify the eligibility of each nominee and notify them their name will be placed on the election ballots unless they withdraw by a specified date. Approval of the supervisor is necessary.

#### B. ELECTION PROCEDURE

1. The Election Committee will prepare the election ballots indicating the name of the district, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting.
2. Ballots will be mailed to each staff member eligible to vote.
3. Elections shall be by secret ballot and shall be kept confidential. If the number of candidates running within a district is equal to or less than the number of seats being filled for that district, the candidates may be elected by acclamation by the Executive Committee.
4. At the close of the elections, the Committee will count the ballots.
5. Senators will be selected based on the highest number of votes received. In case of a tie, there will be a run off. Alternates will be selected for each district by the Chair based on the next highest candidates receiving votes.
6. Newly elected senators and alternates will be notified in writing by the Senate Secretary who will also provide the election results to the University community.
7. All records pertaining to the nomination/election process shall be stored with the Senate secretary for one year.

## **IV. OFFICERS AND ELECTIONS**

### **A. CHAIR**

The duties of the Chair shall be to preside at all meetings of the Senate and to chair the Executive Committee; to reschedule all canceled meetings; to abide by the stated rules of order when conducting meetings; to refer all matters submitted for the Senate's attention to the appropriate committee(s) and/or to the University Chancellor or designee; to serve by appointment on committees; to maintain and update a calendar of events relevant to the Senate for the coming year; to prepare a written annual report of the past year's progress and make it available to all members of the Senate prior to the July meeting; to serve as ex-officio member of all Senate committees; to serve as liaison to the Chancellor, the Administrative Council, the Board of Trustees, the Chancellor's Liaison, the Faculty Senate and the Student Senate; and to serve as mentor to the Chair-Elect. *Does not vote unless there is a tie.*

### **B. CHAIR-ELECT**

The one-year term of the Chair-Elect will serve as a training period for the responsibilities to be assumed. The Chair-Elect shall be a voting member of the Senate. The Chair-Elect shall automatically succeed the Chair and shall assume office at the July meeting. The duties of the Chair-Elect shall be to serve by appointment on committees; and to attend meetings of the Administrative Council, the Board of Trustees, and the Chancellor's Liaison.

### **C. VICE CHAIR**

The duties of the Vice Chair shall be to preside at all meetings of the Senate in the absence of the Chair or in the event the Chair requests the Vice Chair to serve during the course of a meeting; to assist the Chair in performing leadership responsibilities; to serve by appointment on committees; to accept names of persons interested in serving on Senate standing committees and to make appointments on the basis of the person's preference where possible or, in the absence of volunteers, make the necessary appointments to committees in consultation with the chair; to make appointments to fill vacancies on committees; and to call a meeting of any committee that is not fulfilling its responsibilities and establishing organization by dictum. It shall be the responsibility of the Vice Chair to secure the standard plaque for the outgoing Chair. The Vice Chair is also responsible for fielding concerns from constituents, both through direct feedback and through the staff senate email, and forwarding them on to the proper committee or Human Resources contact.

### **D. PAST CHAIR**

The out-going Chair shall serve in the office of past-Chair for a period of one year. The duties of the Past-Chair shall be to assist as requested by the Chair, may serve as a resource for the Senate, to serve as Ex-officio member of the Executive committee and Staff Senate. At the request of the Chair, the Past-Chair can attend meetings and can be assigned special projects as determined by the Executive Committee.

**E. PARLIAMENTARIAN**

The duties of the Parliamentarian shall be to ensure that the Chair or presiding officer abide by the stated rules of order during meetings; to serve as a resource to Senate officers and membership regarding the rules and usage of the stated rules of order; to preside at all meetings in the absence of both the Chair and Vice Chair; to serve as advisor to the Governance Committee; and to serve by appointment on committees. In the event that the Chair, Vice Chair and Parliamentarian are unable to preside at a meeting, the Parliamentarian should notify the Secretary to cancel the meeting.

**F. SECRETARY**

As a paid non-elected position a vacancy can be filled by appointment by the chair if a replacement to the paid position is not made. Duties of the Secretary shall be to take minutes and attendance records of each Senate meeting, including the distribution of minutes to senators at least five working days before the next scheduled meeting of the Senate; to serve as Secretary of the Executive Committee, keep minutes of the committee's meetings and notify its members of meeting dates and locations; and to serve by appointment on committees.

**G. ADVISORS**

The ex-officio advisors to the Staff Senate are the Executive Assistant of the Associate Vice Chancellor for Human Resources, the Director of Employee Relations, and the Assistant Vice Provost for Faculty and Staff Diversity.

**H. ELECTIONS**

Nominations and Elections for officers will be conducted according to Bylaws Article V, Section 3. Nominations may be sent directly to the Election Committee Chair or to the Staff Senate Secretary, who will forward them on to the Election Committee Chair.

## **V. THE EXECUTIVE COMMITTEE**

### **A. MEETINGS**

The Secretary will be responsible for notifying Committee members of meeting dates and locations and will keep minutes of all meetings. A majority of the Committee membership shall constitute a quorum. The minutes of the meetings shall be open to inspection except as stipulated in Article VII, Section 8.

### **B. DUTIES**

The duties of the Executive Committee shall be to consider all matters presented to them by the Chair, the University Chancellor or designee, the Senate, standing committee chairs, or others, and to make recommendations; to assist the chair in setting the agenda for Senate meetings; to recommend to the Senate the establishment and termination of standing committees; to review periodically the purpose and membership of each standing committee to assure it is functioning as intended by the Senate; to assist the Vice Chair in appointments to the standing committees; to appoint, considering volunteers first, ad hoc committees as needed; to recommend to the Senate such special committees as it deems necessary; to resolve questions related to the Senate elections process; to make recommendations to the Senate regarding the removal from position of Senate members.

## **VI. OTHER COMMITTEES**

### **A. MEETINGS**

Committees shall meet as convened by the committee chair. The chair of a committee can appoint one or more subcommittee(s) and subcommittee chair(s) for specific terms to deal with assigned issues; the subcommittee chair(s) shall report to the appointing committee.

### **B. DUTIES**

The duties assigned to them by the Executive Committee are to be handled in a responsible and timely manner. Each Committee Chair will make a report to the full Senate at each monthly meeting and provide a written report to the Senate office and Vice Chair of each committee meeting; prepare and submit an annual report, to include all items placed on the committee agenda and the disposition of each by the June meeting each year.

### **C. HUMAN RESOURCES COMMITTEE**

The duties of the Committee shall be to make recommendations to the Staff Senate regarding: Salary, Benefits, Privatization, Budget, Flextime, Training, Job Classification, or other related issues as directed by the Chair of the Staff Senate and the Executive Committee. A committee chair or designee will serve on the University Group Insurance and Benefit Committee. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents. The Director of Employee Relations is an advisor to the Human Resources Committee.

### **D. GOVERNANCE COMMITTEE**

The Committee shall accept proposed changes to the Bylaws, study the proposals, and prepare a recommendation to the Senate in accordance with ARTICLE IX of these Bylaws. Additional issues for the Committee may include inquiries regarding the archives, legal, or other related issues directed by the Chair of the Staff Senate and the Executive Committee. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

### **E. ELECTION COMMITTEE**

The duties of the Committee shall be to handle all Staff Senate nomination and election procedures as set forth in Article IV, Section 3 of the Bylaws and Article III of the Procedure Manual.

#### **F. DIVERSITY COMMITTEE**

The duties of the committee shall be to make recommendations to the Staff Senate regarding diversity on NC State's campus. These recommendations include working with the University to develop its "Diversity Initiative" by: helping to further define diversity on campus; developing methods to measure the University's progress toward the achievement of its Goals and Objectives; receiving employee concerns regarding diversity in their area or throughout the campus and making recommendations to the Staff Senate; and periodically reviewing the University's Diversity Initiative for areas which can be improved upon. The committee may also make recommendations to the Staff Senate in respect to proactive steps the Senate can take to help the University achieve its goals and objectives related to Diversity. The committee chair or designee will serve on the University Diversity Steering Team. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents. The Assistant Vice Provost for Faculty and Staff Diversity is an advisor to the Diversity Committee.

#### **G. PUBLIC RELATIONS COMMITTEE**

The duties of the Committee shall be to plan and coordinate activities at which University employees can meet their senators and learn about Senate activities; to serve as the public relations agent of the Senate and work with the News Services Office and Division of Human Resources to publicize the Senate and its activities; and generally to promote staff issues as opportunities arise. The chair of the Committee shall serve as the public information officer of the Senate. The chair shall approve public notices concerning the Senate or its activities and seek advice from officers or other Senate members as appropriate to insure consistency and accuracy of information. Areas of communication should include the newsletter, brochures, press releases, and web page management. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

#### **H. RESOURCES AND ENVIRONMENT COMMITTEE**

The duties of the Committee shall be to make recommendation to the Staff Senate regarding: campus environment, parking, transportation, safety, work environment, building and equipment repair, air quality, or other resource and environment concerns of the campus community. The committee chair or designee will serve on the University Physical Environment committee. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

**I. LEGISLATIVE LIAISON COMMITTEE**

The duties of the Committee shall be to interact and develop positive working relationships with members of the North Carolina General Assembly. Other duties include scheduling round-table discussions with various legislators in an effort to educate them on a variety of employee and workplace-related issues, including compensation and benefits. This may include addressing, through the development and delivery of formal policy and position statements, issues that are under consideration and implementation by the legislature.

**J. AD HOC COMMITTEE**

Being appointed by the Executive Committee Ad Hoc committee will be responsible for addressing issues that fall outside of the defined parameters of the Standing Committees appointed by the Chair of the Senate. Monthly progress reports on its activities to the Senate, a timely resolve or solution and a final report will be required.

## **VII. MEETINGS**

### **A. ORDER OF BUSINESS**

The order of business for regular meetings shall be as set forth in the agenda, except that the order of business may be altered by general consensus during the meeting. The order of business will include

- (1) call to order;
- (2) Roll Call;
- (3) Approval of Agenda;
- (4) approval of previous meeting's minutes;
- (5) committees reports;
- (6) unfinished business;
- (7) new business;
- (8) miscellaneous (comments, announcements, tributes, etc.); and
- (9) adjournment.

The agenda will also provide for updates by the University Chancellor or designee, as well as guest speakers.

### **B. MINUTES**

The approved minutes of the meetings shall be made available on the North Carolina State University Staff Senate website:

*[http://www.ncsu.edu/staff\\_senate/](http://www.ncsu.edu/staff_senate/)*

for inspection and will be provided to all Staff Senate members for information purposes. Exceptions shall be made in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality shall rest with the Executive Committee, who shall secure the consent of the individual affected before making such information available in the minutes. A summary of the minutes shall be made available to all staff members.

**VIII. FORMS (ALL FORMS ARE ON FILE WITH THE SECRETARY)**

**Appendix A – Nomination Form**

**Appendix B – Election Ballot**

**Appendix C -**