Proposed Changes to the LSU Staff Senate Constitution

The following changes are recommended:

- **Article V, Committees, Section 5: Release Time to read:**

  Committee members will be released from normal work duties (without loss of pay or other benefits) to attend official Staff Senate Executive, Standing, or Ad Hoc, and University Committee meetings, University Committee meetings and meetings with liaison groups dealing with items of concern to LSU and state employees.

  Lowery mentioned that these amendments will need to go to the full staff population for a vote which will go out in the spring before elections.

Proposed Changes to the LSU Staff Senate Bylaws

The following changes are recommended:

- **Article I: Election to Staff Senate Membership, A. Charge of Elections, d. to read:**

  Compiling and circulating summaries of nominated candidates for Senate and University Staff consideration via electronic mail or Campus Mail;

- **Article I: Election to Staff Senate Membership, C. Election Procedures, 5. Notification of Election Results and Maintenance of Records, a. to read:**

  Upon confirmation of the election results by the Executive Committee, the Staff Senate President shall notify the winners in writing via electronic mail or Campus Mail.

- **Article III: Staff Senate Officers, C. Procedures for Electing Officers, 5. to read:**

  Elections will be held by secret ballot or via electronic mail ballot.

- **Article IV: Meetings, B. Staff Senate Meetings 2. to read:**

  Notices of regular meetings will be published on the Staff Senate website and via available university media and social media.

- **Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, to take out a. Budget and Finance Committee information:**

  **Budget and Finance Committee**
  
  i. Evaluates and analyzes the University's budget, noting pertinent changes over time.
and items directly affecting staff; and
ii. Remains aware of how the budget works, paying special attention to incremental changes from year to year.
iii. The Committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.

- Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, b. Communications Committee to include:

Monitors the progress of the strategic plan.

- Article VII: Committee and Liaisons, B. Standing Committees, 2. The charge of each Standing Committee is as follows, c. to read:

**Finance & Governmental Relations Committee**

i. Evaluates and analyzes the University's budget, noting pertinent changes over time and items directly affecting staff; and
ii. Remains aware of how the budget works, paying special attention to incremental changes from year to year.
iii. The Committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.

- Article VII: Committee and Liaisons, B. Standing Committees, 3. Standing Committee Leadership, to include d. though i. to read:

d. Committee chairs shall be responsible for scheduling meetings, reserving meeting locations, recording attendance, and sending meeting notifications to all committee members.
e. Committee chairs will prepare an agenda with objectives, prior to each assembly, and act as facilitator of all meetings so as to ensure proper decorum and a professional environment is maintained.
f. Committee chairs are encouraged to invite relevant guests from the university community to speak at committee meetings; such guests will be thanked by the committee chair.
g. Assigned tasks for committee members will be overseen by the committee chair to ensure adequate completion.
h. The Executive Committee or the standing committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.
i. Standing committee chairs must be Staff Senators; assistant chairs may be non-Senators.

- Article VII: Committee and Liaisons, B. Standing Committees, 6. Standing Committee Meetings, a. to include:

Standing committee meetings should be held monthly with the exception of the Communications Committee, which should meet quarterly or as needed.

*Amended August 2017.*