

**BY-LAWS OF THE EAST CAROLINA UNIVERSITY  
STAFF SENATE**

*.....a representative body of employees to promote communication between staff and administration*

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## **Mission**

The mission of the East Carolina University Staff Senate is to promote communication between SHRA, EHRA non-teaching and CSS staff and the administration of East Carolina University as well as faculty and students where appropriate. Reporting directly to the Chancellor, the Senate:

- Serves as a liaison between staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association, and UNC Staff Assembly;
- Reviews policies, rules, regulations and procedures and makes recommendations regarding the interests/concerns that affect Staff
- Assists in the communication of issues and activities affecting staff members;
- Promotes participation in the University community through its support of University activities and community service projects; and
- Encourages a sense of community among all University employees

*(Approved by the Senate on January 20, 2011)*

## **Article I - Membership Requirements**

**Section 1.0: Requirements** – Membership in the Senate is open to full-time SHRA, Clinical Support Staff, and non-faculty EHRA employees with permanent status. Membership in the Senate consists of the following:

- Senators
- Alternate Senators
- Ex-Officio Members

**Section 1.1: Voting units of the Senate include:**

- The Chancellor's Area
- Academic Affairs
- Administration and Finance
- Athletics
- Health Sciences
- University Advancement
- Research & Graduate Studies
- Student Affairs

**Section 1.2: Senator Qualification/Duties** – The SHRA, Clinical Support Staff, and non-faculty EHRA employees within each Division will elect Senators for their respective Divisions to two year terms;

- A. Each Division will elect one Senator for every 100 SHRA, Clinical Support Staff and non-faculty EHRA employees within the Division. The number of Senators per Division is based on figures rounded to the nearest 100 employees. Voting members in the Senate shall consist of full-time, permanent SHRA, Clinical Support Staff and non-faculty EHRA employees with twelve (12) months of continuous service.

Senators:

- a. Cannot have any active disciplinary actions or active written warnings for unsatisfactory job performance or unacceptable personal conduct,
  - b. Lose their Senate membership upon leaving the University.
- B. Staff Senator duties include:
- a. Attending all regular monthly meetings as well as special or called meetings. Release time from their work duties is provided to allow participation in the meetings/events held during the Staff Senators' regular work schedule. Should the meetings/events occur at times outside the Staff Senators' regular work schedule, the Staff Senator is not provided compensation or release time.
  - b. Following the Attendance policy found in [Article I Section 1.8: Attendance Policy](#).
  - c. Serving on committees of the Senate. Senators may be elected as Committee Chair or Committee Chair Elect of those committees.
  - d. Making 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 and Alternate Senators must keep their constituents well informed of the work of the Senate and matters in which the administration solicits input from the Senate.

**Section 1.3: Alternate Senator Qualifications/Duties** – A maximum of two (2) Alternate Senators for each Division will be selected based on the next highest number of votes received. Alternates shall assist their division Senator(s) to maintain an open line of communication with their division constituents.

Alternate Senators are non-voting members unless serving in a Senator's absence at which time they will fulfill the voting duties of the Senator. Alternate Senators shall attend all regular monthly meetings and special meetings of the Senate. Alternates may serve on one standing committee of the Senate, but may not be elected as a committee officer. Qualifications shall consist of same requirements as listed in [Article I Section 1.2: Senator Qualifications/Duties](#).

(Staff Senate Resolution 2017-01, February 2017)

**Section 1.4: Ex-Officio Members** – The staff senate has the following ex-officio members. The Executive Committee may appoint additional ex-officio members as they deem necessary.

- A. **The Associate Vice Chancellor for Human Resources**. The Associate Vice Chancellor for Human Resources is a non-voting advisor to the Executive Committee of the Staff Senate and will attend meeting or send a representative. S/he can appoint non-voting ex-officio members to standing committees to serve in advisory capacity as s/he sees fit.
- B. **Office of Equity and Diversity**. Representative from the Office of Equity and Diversity is a non-voting ex officio member acts in an advisory capacity to the Staff Senate and the Diversity Committee.
- C. **Past Chair of Staff Senate**. The previous year's Chair (Past-Chair) shall serve as an advisor and non-voting member to the Executive Committee. The Past-Chair shall also continue to serve as a member of the Staff Senate and a delegate to the UNC Staff Assembly.
- D. **Human Resources Committee Advisor**. A representative from the Human Resources office acts as a non-voting ex officio member of the Human Resources committee. This position is appointed by the Associate Vice Chancellor for Human Resources.

### **Section 1.5: Terms of Office**

- A. Staff Senators will be elected by a majority of votes cast by eligible employees within a division, and will serve a two-year term of office (voting eligibility requirements can be found in [Article II Section 2.1 Election Procedure C](#)). If elected, he/she may serve two consecutive terms. Upon the completion of two consecutive terms and following a one-year break, the employee may seek re-election to the Staff Senate.
- B. If an Alternate Senator does not fill a Senator's vacated seat during the first year of service, the Alternate will automatically assume a vacated Senator's seat in the respective Division at the next election. If the respective Division does not have a vacated seat, the Alternate Senator may seek a term in the next election.
  - a. A term as an Alternate Senator does not count towards time served as a Senator. Serving in a Senator's extended absence is not considered filling

- a Senator's vacated seat. If an Alternate Senator fills a Staff Senator's vacated seat, the Alternate Senator shall serve the balance of the term of the vacated seat.
  - b. Following the balance of the term of the vacated seat, the Alternate Senator may seek a term in the next election. If the balance of the term of the vacated seat is less than a year, the Executive Committee may extend the term of an alternate to a full term in that seat, with the approval of the alternate, to stagger the years of experience in a division or to ensure continuity in leadership if the alternate filling a vacated seat assumes the role of Committee Chair-Elect
  - c. The Executive Committee shall have the authority to extend an Alternate Senator's term of office for one additional year provided:
    - 1) The Alternate Senator served as Committee Chair-elect on a Staff Senate standing committee and,
    - 2) The Alternate Senator will serve on the same committee as Committee Chair during the extended term of office.
- C. Staff Senators may serve for two consecutive 2-year terms with 1-year extension if the following situations occur.
- a. Situation 1: A Staff Senator who has served as the Chair-Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.
  - b. Situation 2: A Staff Senator at the end of the first year of a second term may be elected to the Chair-Elect position. The Senator shall serve as the Chair-Elect for second year of a second term. The membership of the Staff Senator shall be extended for another year to serve as Chair. Thus, the Staff Senator has served a total of 5 years consisting of two consecutive terms and one-year extension serving as Chair.

### **Section 1.6: Vacancies**

- A. If a vacancy in a Staff Senator's seat should occur through termination of employment, change of Division, resignation from the Senate, or expulsion from the Senate, the Senators position shall be filled by the Alternate Senator with the next highest number of votes in that Division from the previous election.
  - a. If there is a tie between two or more individuals with the next highest number of votes who are interested in filling the vacant Senator seat, there will be a runoff election within thirty (30) days of the occurrence. In the event that no one is available, the Vice Chancellor or designee of the respective Division may (at their discretion) appoint a Senator to serve in the vacant seat for the balance of the term.
- B. If an Alternate Senator leaves the Staff Senate through termination of employment, change of Division, resignation from the Staff Senate, or expulsion from the Staff Senate, the Alternate Senator position will be filled by appointment. The appointment process will be handled by the Membership Committee. First Senators in the

Division where the vacancy occurred will be asked to nominate people for the Alternate Senator position. If unable to fill the position then all Senators will be asked for nominations. If still unable to fill position the Vice Chancellor for the Division will be asked for nominations.

- C. Vacancies in an Executive Committee's position through termination of employment, resignation from the Senate, or expulsion from the Senate, require the Senate to hold another election to fill the Executive Committee member's position. If another member of the Executive Committee is elected to fill the vacated position the Senate shall hold another election to fill the created vacated Executive Committee member's position. The established procedures for filling vacancies on the Executive Committee shall be followed and the newly elected officer shall complete the un-expired term of the position in which elected to serve.
- D. If a vacancy in a Committee Chair's seat should occur through termination of employment, change of Division, or resignation from the Senate, expulsion from the Senate, or removal of Staff Senator from Committee Chair position, the Committee Chair's position shall be filled by the Committee Chair-Elect.
- E. University Restructuring:  
Effective July 1, 2009, University restructuring (organizational changes) within ECU that result in a change in the number of Senators and/or alternates a division is entitled (as defined in Article I, Section 1.2.A) to have will be addressed during the next scheduled nomination and election process. Senators and/or Alternate Senators affected by ECU organizational changes shall continue to serve in their elected capacity as representatives of their original respective divisions until the following May meeting. In the event that the organizational changes occur when a Staff Senator and/or Alternate Senator are serving the first year of a 2-year term, their service will not count as a full term served and will not be counted toward the two consecutive term limit.
- F. If a Staff Senator or Alternate Senator relocates their employment to a different Division within East Carolina University; and a vacant seat is available within the new Division the Senator or Alternate Senator may be offered, by the Executive Committee, to fill the vacant seat for the balance of the term.

### **Section 1.7: Removal from Office**

- A. The membership of the Staff Senate may remove any elected Staff Senator or Alternate Senator from office for nonperformance of senatorial duties.
  - a. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the Division.
  - b. Expulsion for excessive absences from meetings does not require a petition from members of the Division. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate. The membership of the Senate will make the final decision through a secret ballot. A simple majority of those present and voting at a regular Senate meeting will carry the vote. Possible causes of expulsion shall include, but not be limited to:
    - 1) Failure to consistently report on activities of the Staff Senate to the Division;
    - 2) Unavailability of the Staff Senator to constituents; or

- 3) Use of powers of the Staff Senate, real or implied, to further personal causes that would be deemed a conflict of interest.
  - 4) Excessive absences from meetings see [Article I Section 1.8 Attendance Policy](#)
- c. If a Senator or Alternate Senator meets one or more of the criteria above, that person will automatically be brought up to the Senate for removal from the Senate. A simple majority vote of those present by secret ballot will be required. In certain cases, a Senator or Alternate Senator will not be eligible to serve in their role and will result in expulsion from the Senate without a vote from the Senate. Circumstances when a Senator or Alternate Senator will automatically be removed from the Senate without voting include:
- 1) When the Staff Senator or Alternate Senator receives an active disciplinary action or written warning for unsatisfactory job performance or unacceptable personal conduct;
  - 2) When the Staff Senator or Alternate Senator separates employment with the University.
- B. Once a Senator or Alternate Senator is removed from office for any reason except voluntary separation from the University they will not be eligible for election for a period of three years from the time of removal.

### **Section 1.8: Attendance Policy**

The advance notice of an absence is considered an excused absence. Unless an emergency or illness, a senator should notify the secretary of the Senate or secretary of your committee and the division alternates in advance of an absence from a regular or special-called meeting. A senator with three (3) or more unexcused absences from regularly scheduled Senate or Committee monthly meetings during a year will meet with the Executive Committee to discuss the matter on a case-by-case basis. Following the meeting, the committee will determine whether to recommend to the division Vice Chancellor or designee removal of the senator from the Senate.

(Staff Senate Resolution 2017-01, February 2017)



## **Article II - Nominations and Elections Procedures**

### **Section 2.0: Nomination Procedures for ECU Staff Senate Members**

- A. On-line nominations and voting are the adopted process for electing ECU Staff Senate members. The Membership Committee prepares the on-line nomination form. The on-line form shall identify and provide: the Division, and instructions on how to return the form, including method of return, date, time and place.
- B. Each staff member may nominate any other staff member that is eligible to be elected in the year of the election. After the closing date of nominations, the ECU Department of Human Resources shall certify the eligibility of the nominated staff members and shall notify the nominated staff members that their names will be placed on the election ballots. Procedures are:
  - a. Each nominee must meet the eligibility requirements put forth in [Article I Section 1.2: Senator Qualifications/Duties](#) by the time they take office.
  - b. Each nominated staff member must agree to serve on the Senate before his/her name can be considered for a vote.
  - c. Approval of the supervisor is also necessary before the name of nominated staff member is placed on the ballot.
  - d. All records pertaining to the nomination/election process shall be stored with the Department of Human Resources for one year.

### **Section 2.1: Election Procedures**

- A. The Membership Committee shall handle the nomination and election process each year from January through April via electronic balloting (electronic ballots). Staff Senators begin their terms with the May meeting.
- B. The Membership Committee will prepare the initial e-election ballots. The ballots will indicate the:
  - a. name of the Division
  - b. names of the nominated staff members in alphabetical order
  - c. number of Staff Senators to be elected, and
  - d. instructions for voting.
- C. Constituents will be given a minimum of twenty-one (21) days with a maximum of thirty (30) days from the time ballots are sent out to cast their vote for an election candidate via e-election ballots.
  - a. All Full-time and part-time SHRA, CSS and EHRA non-faculty are eligible to vote in the election for Staff Senators
  - b. All Full-time and part-time SHRA, CSS and EHRA non-faculty will make up the count of employees used to determine the representation per Division.
- D. At the end of the voting process, the Membership Committee will count the ballots and notify the newly elected Senators. Also, they will make the results known to the University community. The Membership Committee shall report the names of the elected Senators according to bylaw [Article IV Section 4.1. Standing Committees of the Staff Senate a. Membership Committee](#) and/or appointed under bylaw [Article I Section 1.6 Vacancies](#). Procedures are:
  - a. Senators will be selected based on the highest number of votes received. In the case of a tie, a run-off election will be held.

- b. If the number of nominees is equal to or less than the number of vacant seats, the nominee(s) shall have won by default.
  - c. If the number of nominees is less than the number of vacant seats, the Vice Chancellor or designee of the respective Division (at their discretion) appoint a Senator to serve in the vacant seat for that term.
- E. If the Division has more nominees than open seats, a maximum of two (2) Alternate Senators for each Division will be selected based on the highest number of votes received. If the Division does not have more nominees than open seats, Alternate Senators will be selected via the process in [Article I Section 1.6 Vacancies B](#) for the respective Division. In the case of a tie for the Alternate Senator(s) seat(s), a run-off election will be held. Appointed Senators will have full membership and status as elected Senators.
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## **Article III- The Meeting Structure**

### **Section 3.0: Structure**

- A. The Staff Senate will hold meetings on a monthly basis.
- B. Meetings will last approximately 2 hours.
- C. Meetings will be open to the entire campus community.
- D. The Secretary will:
  - a. Post agendas electronically at least two days in advance of each meeting.
  - b. Prepare minutes of each Senate meeting and electronically distribute to each Senator at least two days in advance of each meeting.
  - c. Distribute agendas and minutes via Executive Committee approved e-mail distribution lists. Post agendas and minutes electronically.
  - d. File hard copy in the University Archives
  - e. Send an electronic copy to the Communications and Marketing Committee to be posted on the Staff Senate website.

**Section 3.1: Addressing the Senate** – Only Staff Senators and Alternate Senators may address the Staff Senate. Individuals outside of the elected Staff Senators must petition the Executive Committee at least one week prior to the regularly scheduled monthly meeting if they wish to speak at regular monthly meetings. Staff will be allowed to speak once the Chair recognizes them.

**Section 3.2: Robert's Rules of Order for Parliamentary Procedure** – will be followed during all regularly scheduled meetings.

## Article IV. - The Committee Structure

**Section 4.0: Executive Committee** – Executive Committee Members are elected by a majority vote of the Senators and Alternates, both exiting and incoming, in attendance at the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee.

A. Responsibilities include:

- a. Meet at least once a month outside the regular Staff Senate meeting.
- b. Develop the agenda for the upcoming Staff Senate meeting that addresses all matters brought to their attention by the Chair, University Chancellor or other university affiliate.
- c. Review the By-Laws of the Staff Senate annually and ensure that the By-Laws Committee has updated the laws appropriately.
- d. Record each resolution approved by the Staff Senate.
- e. Obtain the Chancellors approval of resolutions as necessary.
- f. Past-Chair, Chair, and Chair-elect shall serve as delegates to the University of North Carolina Staff Assembly.
  - 1) The term of office for the delegates is one year for the past-Chair, two years for the Chair, and three years for the Chair-Elect. Vacancies shall be filled using the procedures outlined in [Article I Section 1.6 Vacancies](#).
  - 2) In case of a vacancy, two alternate delegates to the UNC Staff Assembly will be selected by the full Staff Senate during the September meeting.

B. Members:

- a. **The Chair** – The Chair will conduct the Senate meetings and the Executive Committee meetings. Recognizing speakers and monitoring the agenda will be the primary responsibility of the Chair. The Chair will attend the Chancellor's Cabinet meetings upon invitation.
- b. **The Chair-Elect** – The Chair Elect will participate in the Executive Committee and the Membership Committee. In the absence of the Chair, the Chair-Elect will assume responsibility for running the Senate meetings. Chair-Elect will serve as liaison between the Executive Committee and the Standing Committees. In this capacity, the Chair-Elect will assist Standing Committees with recognizing goals and achieving objectives.
  - 1) A new Staff Senator may be nominated for the Chair-Elect position. A Chair-Elect shall be elected annually. The elected Staff Senator shall serve as the Chair-Elect for one year. Following one year serving as the Chair-Elect, the Chair-Elect shall be recognized as the Chair for the following year during the meeting when the elections for the other Executive Committee positions are conducted. The term of the Staff Senator serving as a Chair-Elect may be extended for one-year to serve as Chair, if necessary. The Chair shall serve for one year. The term of a Senator serving as Chair-Elect and then as Chair shall be a maximum of 5 consecutive years, a combination of two terms and a one-year extension serving as Chair.

- 2) A Staff Senator who has served as the Chair-Elect in the second year of a first term and another year as the Chair for a total of 3 years may seek another term. Thus, the Staff Senator has served a total of 5 years consisting consecutively of one term, one-year extension serving as Chair, and another term.
  - 3) A Senator at the end of the first year of a second term may be elected to the Chair-Elect position. The Senator shall serve as the Chair-Elect for a second year term. The membership of the Staff Senator shall be extended for another year to serve as Chair. Thus, the Staff Senator has served a total of 5 years consisting of two consecutive terms and a one-year extension serving as Chair.
- c. **The Secretary** – The Secretary will be responsible for recording and producing agendas for each Senate meeting. He/she will also be responsible for taking minutes of each of the Executive Committee meetings and the Senate meetings.
  - d. **The Treasurer**. The Treasurer will be responsible for the budget of the Senate. S/He will coordinate with the assigned Chair and Secretary on all budgetary matters including but not limited to: producing purchase orders through PORT, processing travel reimbursements through on-line Travel System, working with Accounts Payable on various payments generated from the Senate budgets, maintaining monthly credit card payments, and reconciling all Senate accounts on a monthly basis through the mechanisms of the ECU Banner/ODS/and eprint financial systems. S/he will be responsible for working with the Standing Committees in regards to their budget requests. Additionally, the Treasurer will serve on the Scholarship Committee in regards to notifying committee of scholarship balances and availability of funds to disburse, and submit requests to the proper funding source and ECU Financial Aid.
  - e. **The Parliamentarian** shall be appointed by the Chair and shall serve one year unless reappointed. The Parliamentarian advises the presiding officer and other officers, committees and members on matters of parliamentary procedure. The Parliamentarian has no voting rights.
  - f. **Ex-Officio Advisors** – see [Article I Section 1.4 Ex-Officio members](#).

**Section 4.1: Standing Committees of the Senate** - When special needs arise, there may be ad hoc committees appointed by the Executive Committee in order to work on special projects. As appropriate, any existing Committees functioning at ECU may be incorporated into the committee structure of the Staff Senate.

Standing Committees of the Staff Senate will include:

- a. **Membership Committee**. Membership comprised of Staff Senate Chair Elect, an ex-officio from the Department of Human Resources and additional members from the Staff Senate population. The Chair of the Membership Committee shall be selected from the members and shall:
  - 1) Oversee the nomination and election process each year;
  - 2) Assist with membership issues including addressing members not attending meetings;

3) Assign alternates to assume vacated seats.

- b. **Communications and Marketing Committee**. This committee works to devise effective strategies to educate employees on the mission and capability of the Staff Senate, topics of interest to employees and policies that affect employees. The Communications and Marketing Committee is responsible for the maintenance of the Staff Senate website, located at <http://www.ecu.edu/staffsenate>.
  - c. **Diversity Committee**. This committee examines and recommends strategies to improve the diversity of the workforce.
  - d. **Human Resources Services Committee**. This committee provides advisory input on all issues related to employee policies, compensation and benefits.
  - e. **Rewards and Recognition Committee**. This committee will assist with recognition programs for staff to include:
    - 1) Organizing and running Employee Appreciation Week.
    - 2) Organizing and running annual Lake Laupus Health Fitness Walk.
  - f. **By-Laws Committee** This committee functions to review and update the By-Laws to remain consistent with the Staff Senate actions as they are deemed necessary. By Laws committee will receive amendments and bring them to the floor for discussions and inclusion into the updated By-Laws.
  - g. **Scholarship Committee**. This committee develops and maintains guidelines and applications for the scholarships the Staff Senate manages. The Scholarship Committee is responsible for reviewing applications and selecting recipients based on the set guidelines for the specific scholarship, as well as maintaining applicant records for 3 years.
  - h. **Leadership and Professional Development Committee** This committee will encourage leadership and professional development among all staff members. The Leadership and Professional Development Committee will also promote opportunities to advance one's understanding of leadership within the ECU community.  
(Staff Senate Resolution 2017-02, August 2017)
- B. Election of the Committee Chair and Committee Chair Elect – elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the July meeting of each year. Procedures are as follows:
- a. The Committee Chair-Elect must be serving in the first year of their term.
  - b. Alternate Senators may be elected to serve as Committee Chairs. ([see Article I Section 1.3 Alternate Senator Qualifications/Duties B.](#))
  - c. A Committee Chair Elect shall be elected annually. The elected Senator shall serve as the Committee Chair-Elect for one year. Following one year serving as the Committee Chair-Elect, the Committee Chair-Elect shall be recognized as the Committee Chair for the following year during the meeting when the election for the Committee Chair-Elect. The Committee Chairs for each Standing Committee of the Senate are elected by a majority vote of the Senators at the May meeting of each year.

- 1) If the Committee Chair Elect is moved into the Committee Chair Position during the middle of the first year of their term, the Committee Chair Elect will continue to serve as the Committee Chair in the second year of their term.
- C. Removal- A petition requesting removal of a Senator from Committee Chair position can be brought to the Executive Committee by a simple majority of the members of the Standing Committee. Procedures are as follows:
- a. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate.
  - b. The membership of the Staff Senate will make the final decision through a secret ballot. A simple majority of those present and voting at a regular Staff Senate meeting will carry the vote.
  - c. Possible causes of removal shall include, but not be limited to:
    - 1) Failure to lead Standing Committee in role as Committee Chair;
    - 2) Failure to consistently report on activities of the Standing Committee to the Staff Senate;
    - 3) Unavailability of the Staff Senator to constituents; or
    - 4) Use of powers of the Staff Senate, real or implied, to further personal causes that would be deemed a conflict of interest.
  - d. Removal of a Staff Senator from a Committee Chair position does not affect the Staff Senator's membership in the Staff Senate unless the reasons for removal from a Committee Chair position reflect the Staff Senators' nonperformance of senatorial duties pursuant to [Article I Section 1.7 Removal from Office](#) of the By Laws.
- D. If a vacancy in a Committee Chair's seat should occur through termination of employment, change of Division, and resignation from the Senate, expulsion from the Senate, or removal of Senator from Committee Chair position, the Committee Chair's position shall be filled by the Committee Chair-Elect.
- E. Additional request for Staff Senate members to participate in other University Committees may be presented to the Staff Senate membership.
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## **Article V - Staff Senate Resolutions**

**Section 5.0** A *resolution* is a main motion that needs to be expressed formally in writing, to attach a special level of importance. Because of the form — beginning with the word *Resolved* and following with either a statement of opinion or a statement authorizing or directing some action — such a motion is called a resolution.

- A. Resolutions will be managed by the Executive Committee.
- B. Staff Senators may propose a resolution topic.



## **Article VI- Amendments and Restatements**

### **Section 6.0 Amendments:**

- A. An amendment changes the meaning of individual provisions within the bylaws. For example, a condominium association may amend the bylaws to divest itself of maintenance and upkeep responsibilities for common areas and transfer them to the association members. Amendments generally require approval by a majority of the organization's board of directors or other governing body to take effect, and only the amendments are voted on while the rest of the bylaws remain in effect as before.
  - a. The Senate bylaws may be amended at any meeting of the Senate by a two-thirds (2/3) vote of the members present at the meeting.
- B. A restatement corrects ambiguity in the text of a bylaw by rewording for clarity, or updates bylaws to track changes in the law or the procedural needs of the organization. For example, changing a minimum lease length from six months to one year may be accomplished through restatement. Generally an organization's executive director or equivalent may restate the bylaws without board approval, at which time the entire bylaws document is restated.

## **Article VII – Policies and Procedures**

**Section 7.0: Policies and Procedures** - The following is not intended to be an official part of the East Carolina University Staff Senate Bylaws, but a governing set of policies and procedures for the Staff Senators to refer to as needed.

- A. Effective 04-11-02: Chair and Director of Human Resources must approve Staff Senate travel.
- B. Staff Senators and Alternate Senators must submit to the Secretary reasons for the travel and direct benefits to ECU and ECU staff.
- C. All costs will be kept to minimal levels and only a reasonable number of Staff Senators or Alternate Senators will be approved to go.

