BYLAWS
Staff Senate, The University of Oklahoma, Norman Campus

ARTICLE I. DEFINITION
Section 1. For the purpose of this document, a member of Staff Senate shall include elected representatives and officers.

ARTICLE II: REPRESENTATIVES
Section 1. The term of office of a Staff Senate representative, which begins August 1 and ends July 31, shall be at the discretion of the member group; however, no one shall serve as a Senate representative for more than three (3) consecutive full or partial Senate years. Any Senate representative who changes staff classification shall be removed from his/her Senate seat and a vacancy declared.
Section 2. There shall be no alternates for representatives of the Senate. Absence from three (3) regular Senate meetings by a representative shall cause for dismissal at the discretion of the Chair. When two (2) absences have occurred in a Senate year, the Chair shall inform the representative in writing of the policy regarding absences, with a copy to the appropriate member-group president. This requirement will be waived if the second absence occurs at the July meeting. When a vacancy occurs, the member group shall name a replacement according to the Bylaws of that group.
Section 3. In the event of the absence of all representatives from the same group, a proxy may be appointed by the member group to vote. A member group officer shall notify a Senate Officer or the Senate Office of the identity of the proxy prior to the Senate meeting.
Section 4. The current voting representation by group is Administrative Staff Council – 2; Organizational Staff Council - 6; Informational Staff Association – 6; and Hourly Employees Council – 12.
Section 5. The Executive Committee of Senate shall review the representation for alignment every three (3) years.

ARTICLE III: OFFICERS
Section 1. The Chair-Elect and Recording Secretary shall be nominated from current members or persons who have served on the Senate within the preceding four years.
Section 2. To be nominated, a candidate must have served at least one full year.
Section 3. The slate of officers shall be presented at the June meeting by the nominating committee with additional nominations being accepted from the floor.
Section 4. Officers of the Senate may be removed by a two-thirds concurrence of the representatives of the Senate.
Section 5. The Chair and Chair-Elect may not belong to the same member group at the time of the elections.
Section 6. In the event of a vacancy in the office of the Chair, the Chair-Elect shall complete the remainder of that term, then serve a full term of his/her own.
Section 7. In the event of a vacancy in the office of the Chair-Elect or Recording Secretary, the Executive Committee shall present a nominee for the office of Chair-Elect or Recording Secretary at the next Senate meeting.
Section 8. In the event of a vacancy in the office of the Immediate Past Chair, the Executive Committee shall appoint a nominee taken from the preceding four years of Immediate Past Chairs at the next Senate meeting. If no such candidate is available, the Executive Committee shall present a nominee for the office of Immediate Past Chair at the next Senate meeting.

ARTICLE IV: MEETINGS
Section 1. Regular meetings of the Senate shall be held on the third working Wednesday of each month at 1:30 p.m., September through July.
Section 2. Special meetings may be called by the Chair or by at least one third of the members of the Senate.
Section 3. Only members of the Senate may participate in discussion. Non-members may only participate in the discussion by invitation or permission of the Chair.

ARTICLE V: QUORUM AND VOTING
Section 1. A majority of the representatives of the Senate shall constitute a quorum authorized to transact business at any regular or special meeting of the Senate.
Section 2. Voting by Senate representatives shall be by voice except when deemed otherwise by the Chair, in which case voting shall be by a show of hands or by ballot.
Section 3. A majority vote by the representatives present shall carry a motion, except a motion to amend or suspend the Bylaws of the Senate, which shall be in accordance with Article VI of the Bylaws.

ARTICLE VI: AMENDMENTS, SUSPENSION, ANNULMENTS
Section 1. Amendments to, suspension or annulment of the Bylaws of the Senate shall be made only at a regular meeting by a two-thirds concurrence of the representatives of the Senate.
Section 2. A proposed amendment to or annulment of the Bylaws of the Senate shall be presented in writing to the Administrative Coordinator to be placed on the agenda for the next regular meeting of the Senate.
Section 3. An amendment may be proposed by a member of the Senate.
Section 4. Amending a proposed amendment to the Bylaws may be accomplished by a majority vote, without notice, subject to certain restrictions. The Senate is not limited to adopting or rejecting the amendment just as it is proposed, but no amendment is in order that increases the modification of the rule to be amended.
Section 5. Formal action shall be taken on the proposal or proposition at the next regular meeting of the Senate at which two-thirds of the representatives are present.
Section 6. The Bylaws of the Senate, or any part thereof, may be suspended by a two-thirds concurrence of the representatives of the Senate.
Section 7. An amendment to the Bylaws, or anything else that has already been adopted, goes into effect immediately upon its adoption, unless the motion to adopt specifies a time for its going into effect, or the Senate has previously adopted a motion to that effect. Once amended, the Bylaws will carry the amendment date at the end of the Bylaws.

[Approved, April 20, 2016]