RULES OF ORDER
Staff Senate, The University of Oklahoma, Norman Campus

Article I: DUTIES OF THE OFFICERS OF THE SENATE
Section 1. Responsibilities of Chair
a) Attend and preside at all meetings of the Senate and Executive Committee
b) Enforce the Constitution and Bylaws of Staff Senate
c) Chair shall vote only in the case of a tie
d) Review audit recommendations for Staff Senate Office; handle any other situations as they arise requiring appropriate response/action, or the direction of the Senate
e) Conduct official correspondence
f) Serve as Staff Senate spokesperson
g) Serve as the representative for Staff Senate to University administration
h) Serve as supervisor of Administrative Coordinator with all authority allowed by University policy for supervisory position
i) Prepare annual budget requests with assistance of Administrative Coordinator
j) Assist in developing Staff Senate agenda for monthly meetings
k) Work as liaison for legislative matters
l) Appoint all ad hoc committees and designate a chair
m) Serve on Selection Committee for Regents’ Award for Superior Staff (Norman campus) and President’s Trophy Selection Committee
n) Serve on other committees as needed
o) Become familiar with Robert’s Rules of Order

Section 2. Responsibilities of Chair-Elect
a) Assist and understudy the Chair, and in the absence of the Chair, shall have all the powers and prerogatives of the Chair and shall succeed the Chair in office
b) Serve as chair in the absence of the Chair
c) Attend Staff Senate and Executive Committee meetings
d) Serve on the Committee on Committees to assist in recommending Senate nominations for University and campus councils, committees, and boards
e) Assist in developing Staff Senate agenda for monthly meetings
f) Chair Nominating Committee for election of officers
g) Become familiar with Robert’s Rules of Order
h) Additional duties as assigned by Chair

Section 3. Responsibilities of Immediate Past Chair
a) Serve as parliamentarian
b) Attend Staff Senate and Executive Committee meetings
c) Additional duties as assigned by Chair

Section 4. Responsibilities of Recording Secretary
a) Record Staff Senate meetings and write down motions
b) Keep official roll of members
c) Attend Staff Senate Executive Committee meetings
d) Serve on the Committee on Committees to assist in recommending Senate nominations for University and campus councils, committees, and boards
e) Additional duties as assigned by Chair

Section 5. Officers of the Senate shall not vote except as outlined in Article I, Section I, Item C in the Rules of Order.
**Article II: OFFICE STAFF**

**Section 1.** An Administrative Coordinator and other staff as deemed necessary by the Staff Senate shall be employed by the Senate.

**Section 2.** Hiring of and dismissal from the positions must be in compliance with current University policies.

**Section 3.** Duties of Administrative Coordinator

- a) Attend meetings of all Senate groups and committees. Report back to Staff Senate Chair.
- b) Prepare minutes from Staff Senate meetings in cooperation with Recording Secretary
- c) Take notes at Executive Committee meetings and any special meetings
- d) Record start and end times of all meetings
- e) Assist in the creation and distribution of Staff Senate meeting agendas
- f) Maintain a manual of monthly responsibilities
- g) Maintain Staff Senate website
- h) Assist Chair with annual budget request
- i) Serve as supervisor of any other Staff Senate office personnel
- j) Additional duties as assigned by the Chair

**Article III: COMMITTEES**

**Section 1. Executive Committee**

- a) Shall consist of the Chair, Chair-Elect, Immediate Past Chair, Recording Secretary, Administrative Coordinator and the President of each member group. The Administrative Coordinator shall be a non-voting member of the committee.
- b) Member group presidents may assign a proxy to attend and vote
- c) Meetings shall be called as needed at the direction of the Chair

**Section 2. Nominating Committee**

- a) Shall consist of the Chair-Elect of the Senate (or, in the absence of the Chair-Elect, the Chair) and one Senate representative from each member group to be appointed by that member group’s president.
- b) The Chair-Elect of the Senate (or, in the absence of the Chair-Elect, the Chair) shall chair the committee.
- c) The Committee shall be formed in April to present a slate at the June meeting of the Senate.

**Section 3. Committee on Committees**

- a) Shall consist of Chair-Elect, Recording Secretary and Administrative Coordinator who shall run the meeting
- b) Shall meet at least once annually to select nominees for University Councils, Committees and Boards with the selections to be presented at the June Senate meeting for its approval
- c) May meet as need arises

**Section 4. Staff Professional Development Committee**

- a) Is responsible for reviewing and approving or denying applications to the Staff Professional Development Fund in accordance with criteria listed in the program’s guidelines.
- b) Shall consist of one member representing each of the member groups and selected by the President of each member group
- c) Shall select chair from the members of the committee on an annual basis
- d) Shall be appointed for one-year term with the option to be re-appointed
- e) In the case of any vote ending in a tie, the Chair of the Senate shall vote to break the tie

**Section 5. Ad Hoc Committees**

- a) Ad hoc committees of the Senate may be created by the Senate Chair.
- b) Ad hoc committees of the Senate and their chairs shall be appointed by the Senate Chair.
- c) All ad hoc committees shall be subject to call of their respective chairs.
- d) Ad hoc committee chair shall be responsible for presenting a monthly report and final report to the Staff Senate.
- e) Ad hoc committees are limited in scope and duration.
Article IV. STANDING COMMITTEES

Section 1. The standing committees of Staff Senate shall include the Communication, Staff Initiatives, Staff Week and Staff Awards.

Section 2. The charges of the standing committees are as follows:
   a) **Staff Initiatives Committee:** The committee is charged with researching, discussing, reporting and making recommendations on current and proposed policy, as directed by Staff Senate or as identified by the committee, in order to define and promote policies that are in the best interest of OU staff.
   b) **Communications Committee:** The committee is charged with improving and promoting the communication of relevant issues concerning staff. Methods may include a monthly newsletter, updating the Staff Senate brochure for new employees, maintaining a website, and other communication events as directed by Staff Senate.
   c) **Staff Week Committee:** The committee is charged with coordinating, promoting and assisting with the activities of the annual OU Staff Week, which are sponsored by the Staff Senate and its member groups. OU Staff Week is intended to recognize, entertain and inform staff.
   d) **Awards Committee:** The committee is charged with planning, organizing and executing the annual Staff Senate Awards Ceremony, luncheon and reception at which staff are recognized for achievement, length of service and retirement.

Section 3. The term of office shall be from August 1 to July 31. An annual call for volunteers shall be made in June with a slate to be presented for approval at the July Staff Senate meeting.

Section 4. Standing committees may be created and dissolved by a majority vote of the Senate, and are responsible to the Senate.

Section 5. Actions and communications of standing committees must be approved by Chair of the Senate or designee.

Section 6. To be appointed to serve on a standing committee, an employee must belong to one of the Senate’s member groups.

Section 7. Each member of the committee is appointed for a one-year term. Each member must volunteer annually to be considered for re-appointment.

Section 8. Each committee shall select its own chair with that person to be approved by the Chair of the Senate.

Section 9. The committee chair shall make monthly reports to the Senate as well as a final report no later than the July meeting of the Senate.

Section 10. The committee shall review its charge every three years. This review shall be presented to the Senate Chair no later than the May meeting of the Senate.

Section 11. Volunteers may be added to the committee outside the regular annual call for volunteers with the approval of the Senate Chair.

   a) Committee members are required to attend regularly scheduled meetings. Absence from three (3) regular meetings by a member shall be cause for dismissal at the discretion of the Chair. When two (2) absences have occurred in a year, the Chair shall remind the member of the policy regarding absences.
   b) Committee chair is responsible for scheduling regular meetings to include date, location and time.
   c) Notification of meetings shall be sent to all committee members by the committee chair.
   d) There shall be no alternates for members of the standing committee.
   e) Each committee shall select a secretary whose duties will include taking and distributing the minutes of all meetings and keeping attendance records.
   f) It is the responsibility of the members of the Standing Committees to report back to their respective member groups on actions of the committee.
   g) Any and all organizational guidelines used by the Standing Committees shall be turned over to the committee chair at the end of each year. The chair shall then turn those documents in to the Staff Senate office. The Senate Administrative Coordinator shall then re-distribute these guidelines to the incoming chairs of the Standing Committees prior to the beginning of the next year.
   h) A voting quorum shall be one third of the members on record. The Chair shall vote only in the
Article V. CONDUCT OF MEETINGS
Section 1. The Staff Senate and its committees shall be conducted in the spirit of Robert’s Rules of Order. It shall be the duty of the chair to conduct the meeting in an orderly fashion. Communication through electronic means shall constitute written communication for the purpose of doing the business of the Staff Senate or its committees. Any action that is intended to represent the consensus of the staff as a whole must be voted on in person by the voting members of the Staff Senate.

Section 2. Basic Principles of Parliamentary Procedure
   a) All members have equal rights, privileges and obligations.
   b) A quorum for the Senate, as defined Article V, Section I of the Bylaws, must be present for the group to act. A quorum for Senate standing committees, as defined Article IV, Section 12, Item h of the Rules of Order, must be present for the group to act.
   c) Full and free discussion of every motion is a basic right.
   d) Only one question at a time may be considered, and only one person may have the floor at any one time.
   e) Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
   f) Personal remarks are always out of order.
   g) Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
   h) The chair should always remain impartial.

Section 3. Purposes of Parliamentary Procedure
   a) Ensure majority rule
   b) Protect the rights of the minority, the absentees and individual members
   c) Provide order, fairness and decorum
   d) Facilitate the transaction of business and expedite meetings

Section 4. Typical Order of Business
   a) Call to order and verify that a quorum is present
   b) Program, if applicable
   c) Approval of the Minutes of the Previous Meeting (Requires a motion)
   d) Report from Chair
   e) Reports from Member Groups
   f) Reports from Standing Committees
   g) Reports from Ad Hoc Committees
   h) Other Reports
   i) Old Business
   j) New Business
   k) Announcements
   l) Adjournment (Requires a motion)

Article VI. MODIFYING THE RULES OF ORDER
Section 1. Modifications to the Rules of Order may be proposed by any member of Senate.
Section 2. Proposed changes shall be sent to the Chair of the Senate to be reviewed by the Senate Executive Committee and voted on by the Senate.
Section 3. Any agreed upon change shall be distributed to the Senate with the date of the change indicated.

Adopted and Approved by the Staff Senate: September 19, 2012