

**DRAFT ARTICLES OF CONSTITUTION**  
**Ratified on 29 June 2022**  
**Staff Senate**  
**Stockton University**

**ARTICLE I: NAME**

The name of this organization shall be the Staff Senate (hereinafter "Senate") of Stockton University (hereinafter "University").

**ARTICLE II: MISSION**

The Staff Senate of Stockton University serves as an official representative body elected by the staff (hereinafter "Electorate") to "enhance inclusion of staff members in shared governance" ([Stockton University's Middle States Self Study 2022](#), p.3) As a clear definition of shared governance is not currently accepted by all parties, Staff Senate does not seek to usurp the collaborative process and independently create a definition of such. Staff Senate will move forward with the meaning of shared governance as currently understood by unions, Faculty Senate, etc., outlined in the Self Study for Middle States Accreditation and Strategic Plan 2025 - Choosing Our Path (6.1) At such time that the institution finalizes the review of the Strategic Plan 2025 6.1 to strengthen shared governance practices and develops a definition of shared governance, Staff Senate, per Articles II and IV of the Constitution will review and make any necessary adjustments to incorporate changes in the developed definition from the currently accepted communal understanding.

The staff senate commits to maintaining a diverse, fair, and equitable workplace for all staff employees.

**ARTICLE III: PURPOSE**

The Senate provides a voice to the many individuals who compose the staff of the University, serves as an advisory board to the University, and seeks to do the following:

- Create an open forum to engage staff in voicing their concerns for the purpose of inclusive communication among staff and the administration.
- Provide staff with open and inclusive access to meaningful Shared Governance aimed at fostering the spirit of community and shared responsibility.
- Advise and make recommendations regarding issues of concern or policies and procedures impacting staff and/or the University.
- Explore solutions for more efficient and effective University operations.
- Build a sense of community by encouraging the exchange of ideas and concerns.
- Promote a positive campus environment and strengthen the sense of community among staff.
- Propose and support programmatic efforts to enhance and encourage professional development.
- Foster expanded opportunities for staff involvement in campus governance.
  
- Promote the growth and welfare of Staff and contribute to the success of Stockton.

## **ARTICLE IV: AUTHORITY OF STAFF SENATE**

Senate is an official Stockton staff organization. Staff Senate is seeking open, transparent, and equal access to shared governance. To that end, Staff Senate recognizes its constituency as an advisory body and therefore shall review policies and procedures through participation, input, and review as afforded to other parties of shared governance within the purview of participation afforded to other advisory bodies.

The Senate is not intended as a vehicle to address individual issues, grievances, or complaints, nor to circumvent regular administrative channels. The Senate shall not act in an advocacy role in any specific employee/employer dispute within the University, nor shall it assume the role of arbitrator in any such matter.

The Executive Committee shall be mindful of the legal rights and responsibilities contained within the relevant collective bargaining agreements and ensure that actions of the Senate do not intrude on areas of concern for the collective bargaining agent.

## **ARTICLE V: MEMBERSHIP**

The Senate Electorate shall consist of all staff who are employed at the University, and be organized under the following groups of employees:

The Staff Senate represents all part-time, full-time, grant-funded, and temporary employees who are employed by the University, organized limited to the following groups of employees.

1. **Civil Service:** Classified staff are defined as Civil Service employees who are governed by the New Jersey Civil Service Commission employment guidelines as found in the New Jersey Administrative Code. They are University police employees, clerical/support staff, and facilities and operations employees. They are represented by various bargaining units, depending on their role. This includes, and is not limited to, employees represented by the following unions: Communications Workers of America (CWA), International Federation of Professional and Technical Engineers (IFPTE), the New Jersey State Policemen's Benevolent Association, Inc., the New Jersey Superior Officers Association (NJSOA), and the New Jersey Law Enforcement Supervisors Association (NJLESA).
2. **Professional Staff:** Unclassified (non-civil service) employees are defined as professional staff who are governed by the NJ American Federation of Teachers (AFT) Statewide Agreement.
3. **Police:** Staff working on any squad within the Stockton Campus Police Officer who do not fall under the classified Civil Service category.
4. **Temporary (TES):** All temporary appointments are impermanent by definition and may only be used where the need for the position is strictly limited for a specifically defined project or relatively short period of time. Note: there may be limitations to the ability of TES employees to participate, however their interests will be represented by the Staff Senate.

**Note on managerial staff who are not represented by any bargaining unit:** While these managerial staff are not members of Electorate, the Executive Committee may invite managerial staff to provide input and present to staff at regularly scheduled Senate meetings.

Questions or disputes regarding Senate membership, representation, eligibility, or elections shall be decided by the Senate body upon recommendation of the Executive Committee.

All interested parties who are not members of Staff Senate Electorate are strongly encouraged to attend and, wherever possible, participate in Staff Senate meetings. This is vital in order for Staff Senate to be an active, inclusive, and effective body in the campus community.

## **ARTICLE VI: SENATE STRUCTURE, ELIGIBILITY and RESPONSIBILITIES**

### **Definitions:**

**Senate Electorate** - All employees eligible for membership and representation. Refer to Article V for detailed representation language.

**Senate:** Elected representatives of the Electorate, chosen during annual elections for a term of three (3) years, without term limitations.

**The Executive Committee** shall be composed of a President, Vice President, Secretary, Parliamentarian, Research Historian, Treasurer, and three (3) At-large Senators. Executive Committee members are chosen by the Electorate during tri-annual elections, for a three-year term, with no more than two (2) consecutive terms of office. After a term break, prior Executive Committee officers may run for a new term, with an overall cap of three (3) terms served at the same position.

### **I. Structure**

The Senate shall be composed of the President, the Vice President, the Secretary, the Parliamentarian, the Research Historian, Treasurer, and one Senator for every twenty (20) staff members (as defined in Article V) serving in the University as of March 1 of the election year, elected as set forth in this Article. The term of office for Senators shall be three (3) years, beginning at the transition meeting in April, with  $\frac{1}{3}$  (one-third) of the Senate elected each year in order to ensure overlapping terms. Officers do not count as any unit's number of Senators.

In the event that a sitting senator changes categories due to a new position, the senator shall complete their term in the elected category.

### **II. Eligibility**

#### **A. Senators**

Eligibility for election to the Senate shall be extended to all members of the electorate, as defined in Article V, who have served in a paid employment capacity as a permanent staff member that is governed by a bargaining unit for a minimum of twelve (12) consecutive months by the time of the Election. No staff member shall at any time represent a Division as a senator unless said person is a member of that Division, except for those nominated for Special Constituency representation.

#### **B. Observers**

Senate meetings shall be open to the University community unless the Senate votes to close a session. Senators or Ex Officio shall be given an opportunity to speak before an action is taken. Other observers may be allowed to speak at the discretion of the presiding officer, but only Senators may vote.

### **C. Special Constituency Senator**

Special Constituency Senators shall represent populations that would not naturally qualify to serve as a Senator for their institutional role, but are inherently members of the staff and thus qualified for representation. These populations include but are not limited to seasonal employees, three-quarter ( $\frac{3}{4}$ ) or other part-time employees who are designated staff and would qualify in all capacities other than their terms of employment related to permanency and months in consecutive employment.

### **D. Executive Committee**

Executive Committee Eligibility shall be limited to those members who have served a minimum of one (1) term of office as an elected Senator.

1. President
2. Vice-President
3. Parliamentarian
4. Research historian
5. Secretary
6. Treasurer
7. Three (3) Senators At-large elected by the Senate

### **E. Committee Chair**

A Senator is eligible to hold a Committee Chair position after they have served in the elected Senator role for a minimum of twelve (12) consecutive months. The length of term for Committee Chair position shall be two (2) years, with a maximum of two (2) consecutive terms. After a term break, the prior Chair may run for a new term, with an overall cap of three (3) terms served at the same position.

Fulfilling a term limit for one (1) committee does not preclude a Senator from chairing any subsequent committees. Chairing a committee does not prevent a senator from being a member of another committee, but does preclude a Senator from concurrent serving as chair of multiple committees.

### **F. Ex Officio Members**

Senate ex officio members are designated for representatives of the following entities, but are not limited to:

- € Faculty Senate
- € Student Senate
- € CWA Union
- € AFT Union
- € IFPTE
- € PBA
- € NJSOA
- € NJLESA

Ex Officio Members will serve in an advisory capacity, without the eligibility to vote, for a term of three (3) years. Specific eligibility criteria is reserved for the determination of the sending entity.

### III. Responsibilities

#### A. President:

- ☒ Be present at and conduct all meetings of Senate and Executive Committee;
- ☒ Provide regular updates to the executive committee on the key discussions with the administration on Staff related or other important issues;
- ☒ Serve as a non-voting ex officio member of Senate non-Executive Committees;
- ☒ Ensure that projects undertaken by Senate are developed, organized, and implemented in an orderly and timely manner;
- ☒ Maintain the archives of important documents of Senate and Executive Committee with the aid of Senate Secretary;
- ☒ Act as the main spokesperson for the Electorate in discussions with the administration.
- ☒ Attend the Board of Trustees public meeting, either in-person or through a designee, and represent the Staff to the Board.

#### B. Vice-president:

- ☒ Assume the position and duties of the President at such time as the President's seat is vacated (illness, vacation, other absence or incapacity);
- ☒ Become thoroughly knowledgeable of decisions of the President, so as to provide a smooth transition and continuity of duties;
- ☒ May serve as a voting committee member unless serving as Acting President;
- ☒ Serve as liaison between the Senate and the chairs of Committees;
- ☒ Assume other duties as directed by the Senate.

#### C. Secretary:

- ☒ Give formal notice of all Senate meetings. In consultation with the President, publish advance notification and agenda of all meetings of the Senate;
- ☒ In conjunction with the Research Historian, prepare and maintain an electronic archive of official minutes for all Senate meetings. The minutes and meeting summary shall be drafted after each meeting with corrections made as needed. Minutes and meeting summary shall be distributed to the Electorate within seven (7) business days;
- ☒ In consultation with the President, and within a specific time frame, ensure that actions of the Senate are communicated to the appropriate persons or media as the Senate may direct;
- ☒ In consultation with the President, conduct other communications pertinent to the Senate and its activities;
- ☒ In conjunction with the Research Historian, keep the history of the formation of Senate, all its members and actions;
- ☒ May serve as a voting committee member
- ☒ Perform other duties as assigned by the President or Senate.

#### D. Parliamentarian:

- ☒ Answer points of order in accordance with the most current issue of *Roberts' Rules of Order, Newly Revised*;

- ∅ May serve as a voting committee member
- ∅ Advise the President on matters of procedure during Senate meetings.

**E. Research Historian:**

- ∅ Archive the minutes of Senate meetings;
- ∅ Keep record of all Senate membership and terms of officers;
- ∅ May serve as a voting committee member
- ∅ Provide support and research findings as needed for Senate Executive Committee functions.

**F. Treasurer:**

- ∅ Compile and maintain all records of financial transactions involving the Senate;
- ∅ Recommend to the Senate, when necessary, a budget which itemizes the funds needed to sustain the Senates operation;
- ∅ Prepare annual financial report and budget. Provide monthly financial reports to the Executive Committee, and quarterly reports to the Senate
- ∅ Submit annual report to the Senate President, no later than the transition meeting in April of each year.

**G. At-large members:**

- ∅ Serve in an advisory capacity to the Executive Committee;
- ∅ Attend all Executive Committee meetings.

## **ARTICLE VII: ELECTIONS**

### **Section 1: Apportionment of Senators and Verification of the Electorate**

The Elections Committee, in conjunction with the Office of Human Resources, shall finalize the staff population count by January 31 of each year.

No later than one (1) week from the final population count, the Election Committee must apportion the Senate seats among the eight (8) Divisions (refer to [University's Organizational Charts](#)).

In conjunction with the notification of apportionment, biannually, the Election Committee must notify the electorate of the pending vacancies of President, Vice President, Secretary, Parliamentarian, Research Historian, and three (3) at-large members for election.

The Election Committee must notify the Electorate, in writing, of the concluded apportionment and the positions open for nomination and election. This notification must occur immediately after the conclusion of the apportionment, but no later than seven (7) calendar days thereafter.

The total number of Senators will fluctuate yearly, reflective of the total number of the Electorate. Each Division shall be apportioned no fewer than one (1), but no greater than five (5) senators, in a ratio of 1 Senator to twenty (20) staff members.

**Section 2: Procedure for Senator and Executive Committee Nominations**

- I. The Elections Committee will be responsible for preparing, maintaining, and operating a nomination process.
- II. The Elections Committee will provide information with the call for nomination to the Electorate and will certify the eligible Electorate from the census data provided in January (refer to Article VII, Section 1). The call for nominations shall describe eligibility requirements for serving in the elected position (as defined in Article VI), outline the responsibilities of the elected official (as defined in Article VI and VIII), explain how nominations should be submitted, and specify the opening and closing dates of submission.
- III. The Election Committee shall actively recruit staff across organizational units with vacancies through the help of the Senate and organizational unit leadership.
- IV. If there are no nominations for a Senator in an organizational unit, the Election Committee will contact appropriate organizational leadership (VP, AVP, Dean, Director, etc.) for support in providing nominations.
- V. The Elections Committee will verify that all nominees meet the eligibility requirements as specified in Article V.
- VI. Eligible nominees shall be members of the Electorate as defined in Article V.
- VII. Nominations for Senate positions will be open for fourteen (14) calendar days following the notification of the Electorate.
- VIII. Once the call for nominations closes, the Elections Committee will contact nominees to confirm nominations and request a brief biographical statement from them.
- IX. Nominated candidates may campaign for fourteen (14) consecutive calendar days after the close of nominations.
- X. During the month of March, the electorate shall elect as many senators for the next term as required to meet the apportionment model outlined in Article VII, Section 1, taking into account the number of senators whose terms shall expire at the last Senate meeting in April.

All candidates on the ballot shall be organized according to the Division they shall represent in the number of empty seats in that Division. Members of the electorate shall vote for candidates in all Divisions.

**Section 3: Election of Senators and Executive Committee****A. Senators**

During the month of March, the electorate shall elect as many senators for the next term as required to meet the apportionment model outlined in Article VII, Section 1, taking into account the number of senators whose terms shall expire at the last Senate meeting in April.

**B. Executive Committee**

During the month of March, those positions whose terms are expiring shall be up for re-election, following the Elections Procedure outlined in Article VII, Section 3.

**C. Vacancies**

In the event that any Senator or Executive Committee Member position should become vacant in the course of a current term, a special election shall be held mirroring the process outlined in Article VII, Section 2. The elected official, selected through the Special Election, shall complete the preceding position's term.

#### **D. The Inaugural Election**

##### 1. Senators:

In the inaugural election year, in order to organize the future staggered election procedure, term lengths shall be defined as follows:

- Special Constituency senators - 1-year term
- At-Large senators - 2-year term
- Divisional Senators - 3-year term

Each subsequent election of senators shall be for the term of three (3) years, without term limits, as defined in Article V.

##### 2. Executive Committee:

In the inaugural election of the senate, term lengths shall be defined as follows:

- Vice-president - 3-year term
- President - 2-year term
- Parliamentarian - 2-year term
- At-large members:
  - Member #1 - 1-year term
  - Member #2 - 2-year term
  - Member #3 - 3-year term
- Treasurer - 1-year term
- Secretary - 1-year term

Each subsequent election of Executive Committee members shall be for the term of three (3) years, with an overall term limit of three (3) terms served, as defined in Article V.

#### **E. Voting**

The Election Committee shall conduct the election in such way that:

1. Voting occurs via secret ballot
2. Ballots can be certified and recounted if necessary
3. Each eligible staff member votes only once and the vote count is accurate
4. The report of election results occurs within 48-72 hours of close of voting.

The individuals receiving the highest number of votes are elected.

For uncontested Senate seats, where there are as many candidates in the organizational unit as vacancies, the candidates will be elected by acclamation.

In case of a tie, the employee with the longer time of employment at the University will be designated as the winner.

#### **F. Results**



Election results will be shared with the candidates, Senators, general Electorate and the entire University community.

An email shall be sent to newly elected Senate members to welcome them to the Senate and give them a copy of the Senate Bylaws (*to be developed after the Constitution is ratified*).

## **ARTICLE VIII: Responsibilities, Attendance, and Professional Conduct of Senate Members**

### **Section 1: Responsibilities**

- To understand and abide by this Constitution and its bylaws.
- To be available and open to the needs and concerns of all University staff.
- To inform colleagues in their work areas of an individual's Senate positions and to share information about the Senate and its activities with them.
- To execute their duties in a professional and collegial manner, reflective of the gravity of their leadership position.
- To encourage participation in University Shared Governance, including notifying colleagues of Senate meetings, of opportunities to serve on standing committees, and of upcoming elections.

### **Section 2: Attendance**

Senators are expected to be present at each meeting. Should a senator need to be excused from a Senate meeting, the senator must notify the Senate Secretary prior to the meeting; if this is not possible, the senator may inform another officer or fellow senator, who in turn should notify the Senate Secretary.

Members of the Executive Committee are expected to be present at each Executive Committee meeting. Executive Committee members may participate in Executive Committee meetings via video or teleconference, and request appropriate technical accommodations to participate remotely, if the need arises. An absence may be excused by the President upon receipt of a written or verbal request either prior to the absence or within five (5) business days following the absence.

Excessive absenteeism may result in removal from office (per Article VIII, Section 3).

Senate members shall not be required to utilize accrued time to complete these responsibilities.

### **Section 3: Removal from Office**

Any Executive Officer and/or Senator can be removed from office by the Senate for nonperformance of duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the Senate. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate.

The Senate will make the final decision by secret ballot. A two-thirds ( $\frac{2}{3}$ ) simple majority vote (of those present) will carry the vote. Possible causes of expulsion constituting grounds for removal from office shall include, but are not be limited to:

1. Use of the powers of the Senate, real or implied, to further personal causes;

2. Excessive absenteeism defined as more than four unexcused absences within one calendar year;
3. Failure to consistently fulfill the responsibility of the Senate position;
4. Termination, retirement or other loss of staff employment category designation.

Resignation in good standing from the Senate shall require a formal, written letter of resignation to be submitted to the Executive Committee.

Any disciplinary action resulting in the termination of an employee serving in the Staff Senate will automatically remove said member from all association with the Senate.

If a senator is unable to attend a minimum of four (4) meetings during the course of a year, the senator shall be removed from the Senate. Removed senator(s) shall be notified in writing and shall have fifteen (15) days to make a written appeal to the Senate, should they choose to do so to gain reinstatement.

Ratification of removal from office shall require an affirmative vote of two-thirds ( $\frac{2}{3}$ ) of senators present.

## **ARTICLE IX: Senate Meetings**

### **Section 1: Regular Senate Meetings**

Regular Senate Meetings shall be presided by the Senate President and held at least once a month throughout the calendar year. Dates and times of these monthly meetings shall be established by the President in consultation with the Vice-President. Place of meetings, times, and dates shall be published on the Senate website by the Senate Secretary, and all meetings shall be open to the public, unless the Senate votes to close a session. Members of the Electorate may introduce new business when recognized by the President; if the President chooses not to recognize such a member, the President may be overruled by a majority of Senate members present. The Executive Committee may provide opportunities for participation of non-members to address the staff at regularly scheduled meetings.

#### **a. Transition Senate Meeting**

The regular meeting in April shall be known as the Transition Senate Meeting and shall be for the purpose of receiving annual reports and conducting any other business that may arise. This shall be a joint meeting comprised of the incoming, continuing, and outgoing senators.

#### **a. Special Senate Meetings**

With at least five (5) working days' notice to all Senate members, special meetings may be called by the President, or three (3) voting members of the Executive Committee, or a majority of the Senate.

- b. **Quorum of the Senate** -- A simple majority (51%) of the elected senators shall constitute a quorum.

### **Section 2: Electorate Special Meetings**

Special meetings of the Electorate may be called by the Executive Committee, majority of the Senate, or by petition of one-fifth ( $\frac{1}{5}$ ) of the Electorate membership.

**ARTICLE X: Executive Committee**

The Executive Committee shall consist of the President, the Vice President, the Secretary, Parliamentarian, Research Historian, and three (3) at-large members. The responsibilities of the Executive Committee shall include, but are not be limited to, the responsibility to provide leadership direction for Senate-appointed committees.

**Purpose of the Executive Committee:** The Senate delegates to its Executive Committee the authority to conduct routine business of the Senate, to execute the will of the Electorate set forth by the vision and solutions developed by the Senators, while organizing the work of the Senate and responding to urgent matters.

**Terms of at-large members of Executive Committee:** No later than three (3) weeks after the first meeting of the newly elected Senate, the Senate shall hold an election to fill any upcoming vacancies in the At-Large seats of the Executive Committee. At-large members of the committee shall begin serving immediately upon their election to the committee. Their terms on the Executive Committee shall expire two (2) Academic Weeks after their Senate terms expire, or when their replacements are elected, whichever is earlier.

**Meetings:** The President shall call regular meetings of the Executive Committee. Any three (3) members of the Executive Committee may call additional meetings as needed.

**Agenda:** The Executive Committee shall set the agenda for its own meetings and also for meetings of the Senate. Any member of the University community may propose to the Executive Committee that an item be placed on the agenda of the Senate.

**Quorum:** A quorum for Executive Committee meetings shall be two-thirds ( $\frac{2}{3}$ ) of the committee's members.

**Observers:** Meetings of the Executive Committee shall be closed, except by invitation approved by a minimum of two (2) committee members. Only members of the Executive Committee may vote.

**Reports:** The Executive Committee shall prepare an annual report to the Electorate on the work of the Senate.

**Relationship with the Unions:** The Executive Committee shall be mindful of the legal rights and responsibilities contained within the relevant collective bargaining agreements and ensure that actions of the Senate do not intrude on areas of concern for the collective bargaining agent. Senators will meet regularly with each of the unions to work on individual concerns to ensure that they do not impede on terms and conditions of employment.

∅ Staff members who serve as an officer for one of the University's bargaining units may not serve as an Executive Officer.

**Release time:** Any staff member who is a part of the Executive Committee, serving on a Task Force, serving on any Standing Committees, and/or anyone who is an elected officer will be released from

normal work duties, without loss of pay or other benefits, and shall not be required to utilize accrued time and/or make up the time missed to attend official Senate Meetings, Committee Meetings, and meetings with liaison groups dealing with items of concerns brought forth by the Senate with consideration for University obligations and staff needs. Employees in these positions are expected to remain committed to performing all their regular work duties, in addition to their university service in this capacity.

## **ARTICLE XI: COMMITTEES and TASK FORCES**

### **Section 1: Committees**

The Senate shall have Standing Committees which shall be responsible for addressing issues as directed by the Executive Committee. The Senate shall have the power to propose:

- a. The creation of new Standing Committees,
- b. Changes in their composition,
- c. The dissolution of existing Standing Committees.

Each Committee member shall:

- be elected into the committee
- adhere to the guidelines of the Senate Constitution
- not act independently of the Senate.

In the event of administrative reorganization that changes the titles of any of those identified as ex officio members of a committee, the Executive Committee may approve substitution of equivalent ex officio members.

1. **Eligibility:** Chairs of Standing Committees must be staff members who have been employed with the University a minimum of twelve (12) months prior to the start of the term. Chairs may not serve as an Executive Officer, but they are not precluded from serving as a Senator. Vice Chairs of Standing Committees must be Senators. When appropriate, because of their special nature, committees may include non-voting members.
2. **Composition:** Standing Committees shall be composed of a minimum of three (3) divisions to ensure a variety of points of views and experiences. Staff who wish to participate in a Standing Committee should notify the Executive Committee of their interest.
3. **Selection:** Chairs for each Standing Committee shall be elected into the position and shall serve two-year terms. Elections will follow the cycle outlined in Section II.
4. **Duties:** The Chair for each committee shall convene Standing Committee meetings regularly and must submit meeting minutes to the Senate Secretary within seven (7) working days. Each Standing Committee must establish annual goals and objectives subject to Senate approval.
5. **Committee Composition:** The committee shall be made up of at least five (5) staff members, and not exceed ten (10) staff members. The members of the committee shall be chosen in an election open to all staff who meet Senate membership criteria. There shall be no more than one (1) member from any department or office and no more than three (3) members from any one (1) institutional division. If two (2) or more staff members from the same department/office and/or

four (4) or more from any one division have the most votes, then the next highest vote from another department/office/division will be named the winner of the election.

- a. **Term:** Committee members shall serve for three (3) years. Committee members are eligible for election up to two (2) consecutive terms and may run for additional terms after a break of at least one (1) term.

### **Section 1.1: STANDING COMMITTEES of STAFF SENATE:**

#### **1. Constitutional Bylaws Committee**

Committee has oversight and advisory responsibility for matters related to the interpreting, amending, ratifying Staff Senate's constitution and bylaws. The committee will also entertain suggestions from its constituent members to address changes to the Senate's governing documents.

#### **2. Elections Committee**

The Elections Committee has oversight and advisory responsibility for conducting free and fair elections amongst its members elected to represent the Staff through this governing body. The elections committee will also be responsible for seeking nominations from its constituents to form a slate for the Executive Committee and Staff Senators. The committee will further inform the membership about the election process, timelines, voting results, and announce the elected officers.

#### **3. Technology Committee**

The Information Technology committee has oversight and advisory responsibility for all matters related to media services, information technology that assist the Staff in its operational responsibilities at the institution and related information technology infrastructure.

#### **4. Diversity and Inclusion Committee**

The Diversity and Inclusion committee has oversight and advisory responsibility to ensure representation of diverse voices within the Staff Senate and seeks to advise the University on the overall composition of staff. The committee will also advise the Senate on the issues of hiring, promoting and retention of diverse staff at the University.

#### **5. Others as designated by the Senate**

### **Section 2: Task Forces**

The Senate shall have the power to propose the creation of Task Forces as needed. Task forces shall be automatically dissolved at the end of the academic year in which they were created, unless specifically continued by the Senate or the Executive Committee by a majority vote. In the event of an administrative reorganization that changes the titles of any of those identified as ex officio members of a committee, the Executive Committee may approve substitution of equivalent ex officio members.

1. **Eligibility:** Task Force Chairs must be staff members who have been employed with the University a minimum of twelve (12) months prior to the start of the term. Chairs may not serve as an Executive Officer, but they are not precluded from serving as a Senator.
2. **Composition:** Task Forces shall be composed of a minimum of three (3) divisions to ensure a variety of points of views and experiences. Staff who wish to participate on a task force should notify the Executive Committee of their interest.

3. **Selection:** The Senate President shall appoint a chair in consultation with its Executive Committee once the task force has been created and authorized at the Senate meeting by a majority vote-
4. **Duties:** Each Task Force shall assess University events within the scope of their charge to determine impact on staff and provide suggestions to the Executive Committee. Task Force members do not purport to be a collective bargaining unit and will not negotiate terms and conditions of employment.
5. **Task Force Composition:** Task forces shall be made up of at least five (5) staff members, and not exceed ten (10) staff members. The members of the Task Force shall be recommended by the Standing Committees and appointed by the Senate President. There shall be no more than one (1) member from any department or office and no more than three (3) members from any one (1) institutional division.
  - a. **Term:** Task Force members shall serve for one (1) year, unless renewed by the action of the Senate. Task Force members are eligible for appointment for up to two (2) consecutive terms and may be reappointed for additional terms after a break of at least one (1) term.

## **ARTICLE XII: CONFLICT OF INTEREST AND ETHICAL CONDUCT**

- A. Any University staff member who serves as an officer of one of the University's bargaining units may not serve as an executive officer of the Senate but is not precluded from serving as a Senator.
  - Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing and in accordance with guidelines established by the Election and Constitutional bylaws Committee.
- B. Staff members from the Office of Human Resources may not serve as executive officers of the Senate but are not precluded from serving as Senators.
  - Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing and in accordance with guidelines established by the Election and Constitutional bylaws Committee.
- C. Staff Senators are obligated to adhere to the New Jersey State Ethics Commission, N.J.S.A. 52:13D-23.

## **ARTICLE XIII: ADOPTION OF AND AMENDMENTS TO THE CONSTITUTION**

### **Section 1: Adoption**

Initial adoption of this constitution requires a two-third ( $\frac{2}{3}$ ) affirmative vote of the entire staff electorate as defined in Article V.

### **Section 2: Amendments**

Amendments to this Constitution may be proposed by any Senator to the Constitution and Bylaws Committee. The Committee will review the proposal and submit their recommendation to the Executive Committee, which will bring it to the floor of the Senate for subsequent reading and debate. Open debate and comment forum must be undertaken before an official vote may be held. Once an official vote is

called, a quorum of the total number of elected Senators must exist to move the vote forward. If a two-third ( $\frac{2}{3}$ ) majority in favor is achieved, the proposed amendment shall be considered approved. Once approved by the Senate, all changes to this Constitution, including those which necessitate modification of the sections of the Constitution, must be sent to the Executive Committee Secretary for incorporation into the written Constitution.

### **Section 3. Technical Changes**

Technical changes to this Constitution are to be understood to include renumbering articles and sections, updating administrative titles, and making other non-substantive revisions that improve accuracy and clarity. It shall be the prerogative of the Staff Senate Executive Committee to make technical changes to this Constitution by majority vote.

### **ARTICLE XIV: RATIFICATION**

This Constitution shall be declared ratified and adopted following an affirmative vote of  $\frac{2}{3}$  (two thirds) of the total votes cast by the members of the Electorate, where voting is conducted via electronic ballot.

This Constitution shall be effective upon ratification, and the Officers at this time shall be elected per the inaugural schedule and will be retained in their position until new officers are elected at its next election cycle.

### **ARTICLE XV: Rules of Order**

In the absence of any special rules that the Senate may adopt, the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of procedure of Senate meetings.