

University of Arkansas - Pulaski Technical College
Staff Senate Bylaws

Preamble

Staff Senate is the representative body of the staff of the University of Arkansas - Pulaski Technical College (UA-PTC) and acts in furtherance as established by the [Shared Governance Constitution](#). The Staff Senate represents the interests of the staff and will work with the administration, staff, faculty, and students to advance the shared goals of the college. We, the staff of UA – PTC, do hereby adopt these Bylaws for the Staff Senate.

[University of Arkansas - Pulaski Technical College Shared Governance Constitution University of Arkansas Board of Trustees Policy 100.4, “Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the University of Arkansas.”](#)

Article I – Name

The name of this body shall be the Staff Senate of UA – PTC (“Staff Senate”).

Article II – Responsibility

1. Scope – The Staff Senate shall operate in an official capacity delegated by the Chancellor. The Senate continues until dissolved by itself or until recognition is withdrawn by the College.

2. Amendments – Amendments to the bylaws may be proposed by any Senator or through a staff petition. Amendments shall require a two-thirds vote of Senators present at a regular or special meeting. The results shall be reported in writing to the Chancellor and UA-PTC Staff.

3. College Approval – All actions (legislative, emergency, and recommendations) of the Staff Senate requires approval by the Chancellor prior to enactment. The Chancellor will respond to actions as noted in the [Shared Governance Constitution](#).

Article III – Purpose

The purposes of the Staff Senate shall be to:

- Represent staff in Shared Governance.
- Foster unity and collaboration among employees.
- Provide a forum for communication and exchange of information.
- Consider and recommend action on issues affecting staff.
- Advocate for the welfare of staff employees.
- Support professional and educational development of staff.

Article IV – Membership

1. Eligibility – All full-time staff are eligible for election.

1a. Faculty, Chancellor’s Executive Council, Assistant/Associate Vice Chancellors, Deans, and Executive Directors are ineligible to serve as Staff Senators.

2. Representation – Representation includes staff members from two districts:

- **District 1:** Academic & Student Support/Services.
- **District 2:** Institutional Support/Services.

Each district elects six senators. The organization of the districts shall be maintained by the Staff Senate and reviewed to reorganize, include, and/or remove districts as necessitated by changes in the college's organization.

District 1: Academic and Student Support/Services	District 2: Institutional Support/Services
Academic & Student Support/Services Administrative Assistants, Coordinators, Assistant Directors, and Directors in the following offices:	Institutional Support/Services Administrative Assistants, Executive Assistants, Coordinators, Assistant Directors, and Directors in the following offices:
• Admissions and Enrollment Services	• Advancement Office
• Advising & Career Services	• Center for Excellence in Teaching & Learning
• Adult Education	• Finance Office
• Counseling & Disability Services	• Human Resources (including Payroll & Professional Development)
• Financial Aid	• Information Technology Services
• Grant Programs (Career Coaches, Career Pathways, Career Institute, Perkins, TRiO, JAG, and VUB)	• Institutional Research
• Learning Assistance Center	• Physical Plant (including Mail & Shipping Services)
• Libraries	• Campus Safety
• Record's Office	• Marketing & Public Relations
• Student Life & Leadership	• Procurement
• Testing Services	
• Veteran's Services	
• Business Industry Center (BIC)	

3. Rules of Procedure. The rules for Senate meetings are as follows:

- The Staff Senate shall be governed by the current edition of Robert's Rules of Order, Newly Revised.
- A quorum shall consist of fifty-one percent (51%) of the total number of elected Senators. No official business, motions, or legislation shall be conducted at any regular or special meeting without a quorum present. In the absence of a quorum, the meeting may proceed for informational or discussion purposes only, and no votes or official actions may be taken.
- A majority (51%) vote is required for passage of a motion. In the case of a tie, the Staff Senate President shall vote to break the tie.

- Guests of the Senate may engage in questions and debate subject to Senate rules but are not entitled to vote.
- Abstentions are not counted in determining majorities.
- Proxies are permitted to engage in questions and debate subject to Senate rules but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxies may not introduce new business. Proxies are used to determine a quorum at the meeting's initiation, but proxies may not constitute more than half of the attending members. On votes other than old business, they are not counted in determining majorities, but their presence shall continue to count toward the required quorum for the Senate to meet and vote. No Senator may have more than two proxies in a semester. It is the responsibility of each Staff Senator to appoint a proxy for his or her own absence and to notify the President.
- Senators have the right to request a secret ballot. The request will be subject to approval by majority vote of the Senate. The request and the result will be recorded in the minutes. If the request is approved, the President will collect and record the votes with the President-elect witnessing and the individual votes will remain confidential.

Article V – Meetings

Staff Senate meetings will be held in a virtual setting or in-person with a virtual option available to all Senators and guests.

1. Regular Meetings – Held monthly the 3rd Monday of each month during fall and spring semesters.

2. Special Meetings – May be called by the Staff Senate President or Staff Senate President-Elect with seven days' notice and an agenda.

3. Summer Meetings – If the need for a meeting of the Staff Senate is to be called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, will be emailed to each member at least seven calendar days prior to the meeting.

4. All Staff Meetings – An assembly of all staff shall be held as needed.

5. Types of Vote. The Staff Senate President or Presiding Officer will call for a vote, and the Secretary will record the results of the vote in the Minutes.

- **Standing Vote.** The Staff Senate President may call for a vote by show of hands (aka: Standing Vote) or by voice. In a voice vote only, the result is recorded. In a show of hands vote, the number of votes for, against, and abstain are recorded. In the event a verbal Standing Vote (voice) is requested, all members of Senate must have video camera capability to uphold the integrity of the vote.
- **Roll Call.** Any Senator present at a meeting may request a roll call vote. This may be called before or after a Standing Vote (call for a division) this does not require a second or a vote and is automatic. Each Senator is called for their vote. The vote of each Senator is recorded in the minutes. In the event of a verbal Roll Call vote is requested, all members of Senate must have video camera capability to uphold the integrity of the vote.

- **Electronic Vote.** In a virtual setting, Senators may elect to vote via chat functions.
- **Secret Ballots.** Senators have the right to request a secret ballot. The request will be subject to approval by majority vote of the Senate. The request and the result will be recorded in the minutes. Voting is conducted using an electronic ballot. The electronic ballot will be set to only allow for one vote per person and for the vote to be anonymous.
- **Recall Vote of a Senator.** A member of the Senate is subject to a recall vote by petition of 25% of the staff in the district the member represents. Removal of a Senator by recall election shall require approval by at least 50% of the staff in the district the member represents. Any member so expelled shall be ineligible to return to the Senate, for any reason, during the academic year in which s/he was unseated but in no event less than one full fall or spring semester.

Article VI – Committees

1. Standing Committees –

- Committee for Staff Involvement (CSI): Oversees elections and shared governance representation.
 - Awards Committee. In the case of the Awards Committee, which is responsible for determining the recipients of College-Wide awards, this committee shall require two Senators to serve on the committee, with the third staff to be an at-large position selected by a vote of the full staff. The Staff Senate Vice President shall call for elections during the spring semester to fill those positions. The Staff Senate Vice President shall ensure that the positions are filled in staggered terms.
- Committee for Staff Initiatives (CSI2): Coordinates fundraising and special events.

2. Ad Hoc Committees – a body that is created to address an issue or topic within the purview of Staff Senate and may be appointed by the Staff Senate President for terms not exceeding one year.

Article VII – Elections

1. Eligibility – All full-time staff may vote. To run for President-Elect it is required the nominees have been on Staff Senate prior to running for President-Elect.

2. Procedure – Nominations open for seven business days via an electronic ballot. Once the nominations are collected, each nominee will be contacted and given the chance to accept or decline the nomination. Voting is conducted using an electronic ballot and will be open for seven days. The electronic ballot will be set to only allow for one vote per person and for the vote to be anonymous. Once voting has closed, the elected individuals will be contacted and given the change to accept or decline the nominated position. Results announced within five business days after tabulation.

2a. Election of Officers. Regular election of officers of the Staff Senate shall be conducted in the following manner: (1) The President-Elect shall call for nominees for all open offices seats in April and new officers will take office in August. The call for nominees will be open for seven business days. (2) The President-Elect shall notify the staff via e-mail of all

nominees and voting will be open for seven days. (3) Once the electronic ballot is closed, the President-Elect shall convene a meeting of the Committee on Staff Involvement to review the votes and then will announce the results within five business days.

2b. Election of Senators. Regular election of senators of the Staff Senate and Shared Governance shall be conducted in the following manner: (1) The President-Elect shall call for nominees for all open senate seats in April and new senators will take office in August. The call for nominees will be open for seven business days. (2) The President-Elect shall notify the staff via e-mail of all nominees and voting will be open for seven days. (3) Once the electronic ballot is closed, the President-Elect shall convene a meeting of the Committee on Staff Involvement to review the votes and then will announce the results within five business days.

2c. Special Elections. Special Elections for Staff At-large seats for Shared Governance Committees and Senators of the Staff Senate shall be filled in the following manner: (1) the President-Elect shall call for a special election within the applicable district or full-time staff and carry out the special election within one month of the announced vacancy except in instances where the vacancy occurs within three months prior to the regular elections of the Staff Senate. In which case, the office shall remain vacant, and the person elected in the regular election shall immediately assume the office's duties. The President-Elect shall call for nominees for the vacant seat and will receive nominations for two weeks. If no nominees are identified for a vacant seat, the seat shall remain vacant until the next regular election, and the quorum of the senate, council, or committee shall be reduced accordingly. (2) The President-Elect shall notify the staff via e-mail of all nominees and voting will be open for seven days. (3) Once the balloting is closed, the President-Elect shall convene a meeting of the Committee on Staff Involvement to review the votes and then will announce the results within five business days.

3. Vacancies

3a. Vacancy of a Staff Senate Board Member. Special elections are held for vacant officer seats unless within three months of the regular election cycle. Staff Senate President-Elect automatically succeeds the Staff Senate President if a vacancy occurs.

3b. Vacancy of Senators. Vacancies occur when a senator misses three meetings (which can be appealed) or if a senator resigns his/her position. Special elections are held for vacant Senator seats unless within three months of the regular election cycle.

Article VIII – Senators

1. Attendance – Senators may miss no more than three regular meetings per year. Staff Senate Secretary takes attendance at each meeting and maintains a record of each senator's attendance. Proxies allowed when absent. Vacancies will be declared after missing three regular meetings unless appealed.

1a. Appeal Process. The Staff senator will receive written notification of their removal. The senator will have 5-10 business days to submit a written appeal. The appeal should be

submitted to the Staff Senate President. The Staff Senate President will review the appeal with the Staff Senate Board. The appeal will be brought to the Staff senators for discussion and a vote.

2. Terms – Two-year terms, staggered between Senators “A” (elected to serve in academic year that starts with the fall even-year semester) and Senators “B” (elected to serve in academic year that starts with fall odd-year semester).

3. Responsibilities – Represent district staff; attend College-wide meetings, attend college committee meetings, and ad hoc committee meetings when assigned; participate actively; advocate for staff interests.

4. Committee Service – First-year Senators serve on the Committee for Staff Initiatives. Second-year Senators serve on the Committee for Staff Involvement.

Article IX – Officers

The Officers of the Staff Senate shall be called the Staff Senate Board, in order of rank, shall be the Staff Senate President, Staff Senate President-Elect, Parliamentarian, Secretary, and Immediate Past-President. To run for President-Elect, it is required that the President-Elect nominees have been on Staff Senate prior to running for President-Elect. The Staff Senate Board will ensure business between meetings is carried out as requested from the Staff Senate. The Staff Senate Board will report to the full Staff Senate at the next scheduled meeting.

1. Staff Senate President – Serves a one-year term, then serves as Immediate Past-President. The Staff Senate President does not vote except to break a tie. Duties include presiding at meetings, preparing agendas, communicating with administration, serving as a member of Joint Operations, serving as spokesperson for Senate decisions and attending Cabinet meetings at the request of the Chancellor.

2. Staff Senate President-Elect – Serves a one-year term, then becomes President. The President-Elect serves as a voting member of the Staff Senate unless he/she has assumed the duties of the Staff Senate President. Duties include assuming President’s role in absence, strategic planning, chairing CSI, serving as a member of Planning & Budget committee, filling governance seats, and attending Cabinet meetings at the request of the Chancellor.

3. Staff Senate Secretary – Is a voting member of the Staff Senate and serves for a two-year term (odd years). Duties include keeping minutes, posting records, maintaining rosters, serving as a member of Cultural Affairs and Community Involvement, and preparing highlights for publications.

4. Staff Senate Immediate Past-President – Is a voting member of the Staff Senate and serves a one-year term. Duties include maintaining historical knowledge of Staff Senate, providing guidance to the current Staff Senate President, assisting with records, and chairing the Committee for Staff Initiatives.

5. Staff Senate Parliamentarian – Is a voting member of Staff Senate and serves a one-year term. The Parliamentarian is responsible for the orderly propagation of all Staff Senate meetings. Only Senators with knowledge of the Robert’s Rules of Order, newly revised, the Staff Senate bylaws, and the Shared Governance Constitution are eligible for this office. The Parliamentarian

must attend training on Robert's Rules of Order. If the office of Parliamentarian should become vacant, the Staff Senate will hold a special election to elect a new Parliamentarian for the remainder of the term. Duties include ensuring that the meetings of Senate follow the proper Rules of Order and procedures outlined in the Senate bylaws are followed.

Article X – Actions

1. Legislative Actions – As the representative body and voice for staff employees, the Staff Senate may sometimes make recommendations to the College's administration on policies or issues that affect staff.

1a. Require 51% approval of Senators. May be voted on in the same session if distributed 48 hours prior.

2. Emergency Actions – Emergency Actions shall occur only where time is of the essence and/or circumstances are such that processes of the college may otherwise be imminently harmed. The Chancellor must respond within three business days to the Staff Senate with comments, decisions, approval or disapproval of the submission.

2a. Require two-thirds approval of Senators present with a quorum. Submitted directly to the Chancellor with copies to officers.

3. Recommendations – Recommendations are staff-sanctioned suggestions to the administration on any matter about which the staff is concerned or affected.

3a. Require two-thirds of approval of both the Staff Senate and staff voters. Recommendations may originate from any staff member.

Article XI – Ratification

After an affirmative vote by the majority of the Staff Senate, these bylaws shall become effective upon the approval of the Chancellor.

Article XII: Amendments or Changes to the Bylaws

Suggested changes to the bylaws must be presented to the membership during a regular meeting.

Changes will be made if approved by a two-thirds (2/3) vote of the membership with the vote taking place no sooner than the next meeting after the changes were presented.

Voting for changes to the bylaws will be made via a roll call vote only. All votes will be recorded and entered into minutes.

Once the changes have been approved by the membership, the President will present the recommended changes to the Joint Operations for approval. Amendments become official upon approval by the Chancellor.

James L. Brown

Chancellor of the College

5/14/26

Date

Roderick L. Dunn

President of the Staff Senate

5/15/26

Date

Blaise Hale

President-Elect of the Staff Senate

5/15/2026

Date

JoAnna Williams

Secretary of Staff Senate

05/15/2026

Date