



NEW MEXICO HIGHLANDS UNIVERSITY®

STAFF ADVISORY SENATE

BY-LAWS

ARTICLE I: PURPOSE

Pursuant to the authority vested in the Staff Advisory Senate Constitution, as approved by the University President and Board of Regents, the Staff Advisory Senate, hereinafter referred to as the Senate, has established the following Bylaws to provide the means by which its purposes may be achieved.

The Senate will,

- *foster communication and encourage a sense of community among all University employees;
- *participate in the formulation of the University's short-term and long-term plans, goals and strategies;
- *participate in the review of policies and/or procedures and recommend revisions that affect staff members;
- *promote and facilitate staff participation in the University community;
- *develop and implement other goals and activities as determined by the Senate to be consistent with its overall purpose and the mission of the University.

ARTICLE II: MEMBERSHIP

The Senate provides a forum for regular part/full-time non-faculty staff at the main campus in Las Vegas and its Centers across New Mexico. Eligible Center staff are an integral part of the NMHU membership cluster and participation in the Senate is encouraged.

Section 1. Officers

- A. The number of representatives on the Senate shall be twelve (12), which shall include a President, Vice-President, Secretary, Treasurer and Parliamentarian in accordance with the Constitution Article IV, Section 1.

Section 2. Term of Office

- A. Members of the Senate may be elected to no more than two consecutive terms, according to Article IV, Section 2 of the Constitution, however a member may serve any number of disconnected terms and may serve two (2) more terms in succession after sitting out a term before seeking re-election.
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Section 3. Vacancies

- A. Member vacancies shall occur when a member terminates employment with New Mexico Highlands University or resigns from the Senate. A seat shall be declared vacant by the Senate President in the event a member of the Senate has a total three (3) unexcused absences from Senate meetings within one Senate year (July 1 – June 30).

ARTICLE III: NOMINATION AND ELECTION

Section 1. Nomination Procedures

- A. The formation of the Senate will consist of staff employees from each of the following membership groups. Administrative/Professional, Clerical, Maintenance and Technical/Skilled in accordance with Article IV, Section 1 of the Constitution.
- B. Each membership group will be represented by a percentage (rounded to the nearest whole number) of its members, refer to formula below:

$$(MG\%) = (MG)/(TS)$$
$$(NRG) = (MG\%) \times (12)$$

- *MG = Membership Group
- *TS = Total Staff
- *NRG = Number of representatives for each Group

- C. Nominations of candidates for election shall be made in writing to the Secretary of the Senate at least twenty-one (21) calendar days prior to the date of the annual election.
- D. Only non-faculty staff employees on a regular part/full-time basis shall be nominated for the election to a seat on the Senate.
- E. All nominations shall have the consent of the nominee and all nominations shall be validated by the signature of the nominator and nominee.
- F. Nominations for election of Administrative/Professional staff members of the Senate shall be made by Administrative/Professional employees of the University.
- G. Nomination for election of Clerical staff members of the Senate shall be made by Clerical employees of the University.
- H. Nominations for Maintenance staff members of the Senate shall be made by Maintenance employees of the University.

- I. Nominations for Technical/Skilled staff members of the Senate shall be made by Technical/Skilled employees of the University.
- J. Voting Guidelines: *Please refer to the Staff Advisory Senate (SAS) link on the NMHU webpage for comprehensive voting directions.*
 - a. Nomination forms will be available on the SAS link or by contacting the SAS Secretary.
 - b. The voting schedule shall be determined by the Staff Advisory Senate prior to the acceptance of nominations.
 - c. An official designated election location will be named by the SAS executive team.
 - d. Staff must present a valid HU ID in order to cast a ballot.
 - e. A representative from each of the off-site centers will be solicited to serve as that site's official representative.
 - f. Staff may cast their **absentee ballot** two weeks **prior** to the first day of elections at dates/times/locations specified on the SAS link. Absentee ballots will be available through the designated election location on the main campus and through the voting representative from each of the off-site centers.
 - g. Members from each classification group must garner at least 10% of the total membership for that group in order to be elected to the senate.
 - h. All ballots will be counted immediately after polls close with off-site centers calling in their tallies. (Paper ballots will be mailed from the off-site centers to the designated election location on the main campus following elections.)
 - i. A written report of election results shall be submitted to the SAS immediately upon completion of tallies.
 - j. Official results shall be posted outside the designated election location 24 hours after confirmation from the off-site centers.

K. Voting Poll Regulations

- a. Signs stating “VOTING AREA – NO CAMPAIGNING OR LOITERING” will be posted at all boundaries outlining the voting areas.
- b. Ballots must be completed within the confines of the designated voting areas.
- c. Ballots are to be secured in the designated election location each evening during the election period.
- d. Individual ballots must not be taken out of the voting area.
- e. Once a ballot has been given to a voter or the voter closes the curtain on the voting machine, the voter will not be permitted to approach candidates within the voting area limits to clarify information about candidates (i.e. names, positions, etc.).
- f. No discussion of candidates or proposals shall take place within the voting area.
- g. Campaigning by candidates or non-candidates within 50 feet of a polling place is prohibited. Any signs, clothing, etc. printed with candidate’s name or slogans will not be allowed in the voting areas.
- h. Violations of Voting Regulations may result in a candidate’s disqualification.
- i. A ballot cast by a member voting outside of their membership group will be deemed null and void.

L. Campaigning

- a. Campaigning shall take place during the days and times outlined by the Staff Senate once the official ballot has been approved.
- b. Candidates who disseminate campaign materials prior to the date and time outlined by the Staff Senate may be subject to disqualification.
- c. Campaign materials displayed prior to the beginning of the campaigning time outlined by the Staff Senate may be grounds for disqualification.

- d. Candidates and non-candidates shall not campaign within 50 feet of designated VOTING AREA(S) when the polls are open. (This includes both verbal and written campaigning.)
- e. Candidates must remain outside the voting area on election days except when casting their votes.
- f. Posting in University buildings shall be restricted to designated posting areas.
- g. Any candidate or supporter may be disqualified for defacing, removing, etc. another candidate's campaign materials.
- h. There shall be no campaign materials on walls, floors, or entrance doors.
- i. Violations of campaign restrictions may result in removal of campaign materials by the Staff Senate or Facilities Services. Severe violations may result in disqualification of a candidate.
- j. Campaign materials may not be posted using nails. If banners are to be hung, please obtain permission to do so from individual building supervisors.

Section 2. Annual Elections

- A. In the first Senate election, for the purpose of staggering terms, members shall be elected to Senate positions for one (1) or two (2) year term(s). The President, Vice-President and four (4) staff members will serve a two (2) year term, while the Secretary, Treasurer, Parliamentarian and three (3) staff members will serve a one (1) year term of office.
- B. In the second Senate election and thereafter, to provide continuity, Senate member elections shall alternate from term-to-term accordingly:
 - Term-one re-election: Three (3) staff members in addition to the Secretary, Treasurer and Parliamentarian officers.
 - Term-two re-election: Four (4) staff members in addition to the President and Vice-President officers.
- C. Elections shall be held annually prior to the regular meeting of the Senate in June.
- D. The annual election shall be conducted under the jurisdiction of the Senate.

- E. The Senate shall post a list of nominees under their membership group with instruction and date of voting period.
- F. A voting date shall be set by the Senate, the nomination and voting process shall be completed within sixty (60) days.
- G. The Senate shall receive a count of all ballots, resolve tie votes by lot, and announce the results by June 30 of each year.
- H. Staff members shall be elected to the Senate through the greatest number of total votes cast by staff employees entitled to vote within that membership group.
- I. Only non-faculty staff employed on a regular, part/full-time basis may vote in a Senate election.

ARTICLE IV: OFFICERS

At the first regular meeting in July of each year, Senate representatives shall elect Senate officers to vacant positions. Newly elected Senate officers shall assume their duties in accordance with the Constitution and Bylaws. A vacancy in the position of Senate President shall be filled by the Vice President who shall serve out the term. Vacancies in the office of Vice-President, Secretary, Treasurer or Parliamentarian shall be filled in accordance with Article IV, Section III of the constitution.

Section I. President

The functions of the Office of the Senate President are to:

- A. Chair the Senate.
- B. Serve as the spokesperson for the Senate.
- C. Serve on the President's Advisory Council.
- D. Cast a vote only to break a tie.
- E. Be responsible for the preparation and distribution of the agenda.
- F. Facilitate open lines of communication between the Senate and the University community.
- G. Have signatory authority in conjunction with the Treasurer and approval from the Senate.
- H. Create standing committees as needed with the approval of the Senate; the Senate President shall appoint a Senate member to chair standing committees.

- I. Perform other duties as directed by the Senate or the University President.

Section 2. Vice-President

The functions of the Office of the Vice-President are to:

- A. Serve as an advisor to the Senate President.
- B. Compile and maintain a Senate list with names, addresses and telephone numbers.
- C. Compile and maintain a membership group list of eligible staff employees.
- D. Represent the Senate to the University in the absence of the Senate President.
- E. Succeed to the office of the President, if the Senate President is unable to complete her/his term.
- F. Perform other duties as assigned by the Senate President or the Senate.

Section 3. Secretary

The functions of the Office of the Secretary are to:

- A. Receive nominations and safeguard until the election.
- B. Receive ballots and safeguard until counted by the Senate.
- C. Compose full minutes, resolutions and/or proceedings of regular and special meetings and route them to the Senate President.
- D. Keep roll and attendance records of all members of the Senate.
- E. Arrange for meeting rooms for all Senate related meetings.
- F. Perform other duties as assigned by the Senate President and Senate.

Section 4. Treasurer

The functions of the Office of the Treasurer are to:

- A. Maintain, develop and recommend accounting principles.
- B. Provide monthly fiscal reports.
- C. Adhere to accounting procedures.

- D. Have signatory authority in conjunction with the President and approval from the Senate.
- E. Perform other duties as assigned by the Senate President or the Senate.

Section 5. Parliamentarian

The functions of the Office of the Parliamentarian are to:

- A. Serve in the capacity of Secretary, if she/he is absent.
- B. Insures that Robert's Rules of Order are followed.
- C. Insures that actions taken by the Senate are in compliance with the Constitution and/or By-laws of the Senate.
- D. Certify that a quorum is present in order to conduct the official business of the Senate.
- E. Perform other duties as assigned by the Senate President and the Senate.

ARTICLE V: COMMITTEES

Section 1. General Committees

- A. The Senate may establish committees to carry out the work of the Senate. Each committee will be given a charge at the time of creation.
- B. The Senate shall appoint one (1) Senate member and at least two (2) other staff members to serve on committees.
- C. Once the charge has been given by the Senate, committees shall carry out said objectives, subject to Senate approval.
- D. The Senate may make a periodic examination of committees to determine whether said committees are necessary.
- E. Resignations by committee members should be submitted in writing to the Senate President or Vice President, as appropriate, and shall be reported to the Senate at the next regular meeting.
- F. Any newly appointed committee member shall serve the remainder of the committee's term.
- G. The chair from each committee shall submit monthly written reports to the Senate.

ARTICLE VI: MEETINGS

Section 1. Senate Meetings

The Robert's Rules of Order shall govern all meetings of the Senate in all cases to which they are applicable and may govern all internal standing committees.

- A. Monthly Senate meetings shall be open to all employees.
- B. The Senate Executive Board shall meet quarterly.

- C. Special meetings of the Senate may be called by the Senate President or by any five (5) members of the Senate. The call for a special meeting shall set forth specific items to be discussed.
- D. A quorum shall be consistent with Robert's Rules of Order.
- E. The minutes of each meeting shall show the names of the members present and of those absent.
- F. Attendance by Senate members and officers shall be required at all Senate meetings, in accordance with Article IV, Section 4, of the Constitution.

ARTICLE VII: CONSTITUTION, BY LAWS AND AMENDMENTS

The Bylaws shall become effective upon approval by the University President and Board of Regents.

Section 1. Amendments

- A. These Bylaws may be amended by a two-thirds vote of the members of the Senate.
- B. No amendments to the Bylaws may be voted upon at the same meeting at which it is introduced. This provision may not be altered.