Staff Senate

Meeting Agenda
October 15, 2026 @ 2:00 p.m.
Google Meets/BUS-112

Attendees:

I. Call Meeting to Order and Establish a Quorum

Chair: "The meeting will come to order. The secretary (or chair) has confirmed that a quorum is present. The time is [Time]." 00:00 a.m./p.m.

II. Approval of Agenda

Chair: "I move to approve the agenda" (with amendment to move [item], if applicable), made by [Name], and seconded by [Name].
Chair: "All in favor?" The motion is carried / failed. Approved by [name], seconded by [name].

III. Approval of Minutes from Last Meeting: [Date]

Chair: "The next item is the approval of the minutes from the (Date) meeting. May I have a motion to approve the minutes?" (Motion is made and seconded)
"It has been moved by (Name) and seconded by (Name) to approve the minutes from (Date). All in favor? Any opposed?" The motion is carried / failed.

Public Comment (3 minutes):

IV. Informational/Discussion Items

a. Elections
b. Dress code policy-Updates on where it is going
c. Thanksgiving baskets

V. Action Items

Chair: "The first action item is (state item). Is there a motion to approve (state action)?"
Member: "I move that we (state action)."
Chair: "Moved by (Name), seconded by (Name). "All in favor? Opposed? Motion carries/does not carry."

a. Thanksgiving baskets

VI. New or Follow-up Items for Next Meeting's Agenda

Chair says: "Are there any new or follow-up items to place on the agenda for the next meeting?"

a.

VII. Next Meeting Scheduled - [Date]

Chair: "The next meeting is scheduled for (Date)." 00/00/0000

VIII. Adjournment of Meeting

Chair: "If there is no further business, the chair will entertain a motion to adjourn."
(Motion is made and seconded)
"It has been moved by (Name) and seconded by (Name) to adjourn. All in favor? Any opposed? The motion carries. This meeting is adjourned at (Time)."