

# LUNA COMMUNITY COLLEGE STAFF ADVISORY SENATE

## BY-LAWS

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### ARTICLE I: PURPOSE

Pursuant to the authority vested in the Staff Advisory Senate Constitution, as approved by the College President and Board of Trustees, 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 College employees;
- participate in the formulation of the College'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 College 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 College.

### ARTICLE II: MEMBERSHIP

The Senate provides a forum for regular part/full-time non-faculty staff at the main campus in Las Vegas and serves the Northeastern Sector of the state. Eligible site/satellite staff are an integral part of the LCC membership cluster and participation in the Senate is encouraged.

#### Section 1. Officers

- A. The number of representatives on the Senate shall be eight (8), which shall include a President, Vice-President, Secretary/Treasurer and members in accordance with the Constitution Article VI, 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.

#### Section 3. Vacancies

- A. Member vacancies shall occur when a member terminates employment with Luna Community College 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).

**Section 4. Release Time**

- A. Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

**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 Directors, Administrative Other, Professional, General Maintenance, Administrative Assistants/Office Managers, and Specialists/Technicians/Other in accordance with Article V, 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:

$MG\% = MG/TS$ $NRG = MG\% \times (8) \text{ SAS positions}$	Membership Group = MG Total eligible Staff = TS Number of representatives for each Group = NRG
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- 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 staff members of the Senate shall be made by Administrative employees of the College.
- G. Nomination for election of Professional staff members of the Senate shall be made by Professional employees of the College.
- H. Nominations for General Maintenance staff members of the Senate shall be made by Maintenance, Custodial, or Electrician employees of the College.
- I. Nominations for Administrative Assistant/Office Manager staff members of the Senate shall be made by Administrative Assistant/Office Manager employees of the College.
- J. Nominations for Specialist/Technician/Other staff members of the Senate shall be made by Specialist/Technician/Other employees of the College.

## **Section 2. Voting Guidelines**

Please refer to the Staff Advisory Senate (SAS) link on the LCC 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 picture ID in order to cast a ballot.
- E. Staff may cast their absentee ballot beginning one week prior to the day of election at dates/times/locations specified on the SAS link. A designee will be assigned for distribution of absentee ballots and announced on the SAS webpage.
- F. The Senate shall receive a count of all ballots, resolve tie votes by lot, and announce the results upon determination.
- 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. (Absentee ballots will be mailed from the off-site locations to the designated election representative on the main campus prior to Election Day.)
- I. A written report of election results shall be submitted to the SAS immediately upon completion of tallies.
- J. Official results shall be posted online and announced via email within 24 hours after election results are confirmed.

## **Section 3. 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 housed in a designated secured 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. Violations of Voting Regulations may result in a candidate's disqualification.
- H. A ballot cast by a member voting outside of their membership group will be deemed null and void.

#### **Section 4. 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. Campaign posters, signs, or other propaganda shall adhere to the same approval practices as all other postings set-forth by the college administration.
- G. Any candidate may be disqualified for defacing, removing, etc. or coordinating such acts to another candidate's campaign materials.

#### **Section 5. 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 two (2) members will serve a two (2) year term, while the Secretary/Treasurer and three (3) 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) members in addition to the Secretary/Treasurer officer.

Term-two re-election: Two (2) 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 regular full-time or part-time staff 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 or Secretary/Treasurer 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 LCC's Shared Governance Council.
- D. Attend Regular Board of Trustees' Meetings to present SAS updates. (Reasonable excused absences are permitted.)
- E. Cast a vote only to break a tie.

- F. Be responsible for the preparation and distribution of the agenda.
- G. Insure that Robert's Rules of Order are followed.
- H. Facilitate open lines of communication between the Senate and the College community.
- I. Update SAS webpage in a timely manner.
- J. Have signatory authority with the approval from the Senate.
- K. Create standing committees as needed with the approval of the Senate; the Senate President shall appoint a Senate member to serve on standing committees.
- L. Perform other duties as directed by the Senate or the College President.
- M. Attend SAS meetings in accordance with Article IV, Section 4 of the Senate Constitution.

## **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 College in the absence of the Senate President.
- E. Attend Regular Board of Trustees' Meetings to present SAS updates in the President's absence.
- F. Succeed to the office of the President, if the Senate President is unable to complete her/his term.
- G. Attend SAS meetings in accordance with Article IV, Section 4 of the Senate Constitution.
- H. Attend at least 2 Regular Board of Trustees' meetings per semester or 4 per Academic Year each term.
- I. Perform other duties as assigned by the Senate President or the Senate.

### **Section 3. Secretary/Treasurer**

The functions of the Office of the Secretary/Treasurer 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. Certify that a quorum is present in order to conduct the official business of the Senate.
- F. Arrange for meeting rooms for all Senate related meetings.
- G. Provide monthly fiscal reports that adhere to accounting principles & follow all procurement procedures as per LCC policy.
- H. Attend SAS meetings in accordance with Article IV, Section 4 of the Senate Constitution.
- I. Attend at least 2 Regular Board of Trustees' meetings per semester or 4 per Academic Year each term.
- J. Perform other duties as assigned by the Senate President or the Senate.

### **Section 4. Members**

The functions of the Members are to:

- A. Appoint one member to serve in the capacity of Secretary, if she/he is absent.
- B. Insure that actions taken by the Senate are in compliance with the Constitution and/or By-laws of the Senate.
- C. Attend SAS meetings in accordance with Article IV, Section 4 of the Senate Constitution.
- D. Attend at least 2 Regular Board of Trustees' meeting per semester or 4 per Academic Year each term.
- 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 three (3) 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: CODE OF CONDUCT/ETHICS**

Members of the Staff Senate are expected to demonstrate professional and ethical behavior consistent with the LCC Staff Advisory Senate Code of Ethics. Any member not adhering to these standards, can be removed from their position within the SAS.



**ARTICLE VIII: SENATE STIPENDS**

Senate members will be eligible to receive an annual stipend if deemed to be an active participant of the Senate by fulfilling their duties as outlined in the Bylaws. Each elected representative of the Senate will present and provide documentation to substantiate their participation status to the Staff Senate President for submittal to the Human Resources Director. In the same manner, the Staff Senate President will present and provide documentation to substantiate his/her participation status to the College President for submittal to the Human Resources Director. Proration may be used on a case-by-case basis.

**Section 1. Stipend Amounts by Position**

- A. The President shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,500.
- B. The Vice President shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,200.
- C. The Secretary/Treasurer shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,200.
- D. Members shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$900.

**Section 2. Periodic Review**

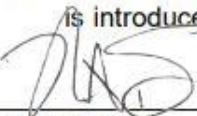
In the event that an officer or member is not fulfilling their duties in accordance with these Bylaws, it is the responsibility of the Senate President to notify the individual(s) in a timely manner to allow for corrective action. In the same respect, if the Senate President is not fulfilling his/her duties, it is the responsibility of the Vice President to notify him/her to allow for corrective action.

**ARTICLE IX: CONSTITUTION, BYLAWS AND AMENDMENTS**

The Bylaws shall become effective upon approval by the College President and Board of Trustees.

**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.

  
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*President's Signature*

11.19.2018  
 \_\_\_\_\_  
*Date*

Approved by BOT on 11.13.18 Regular Meeting  
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*Chairman of the Board of Trustees' Signature*

\_\_\_\_\_  
*Date*

**LUNA COMMUNITY COLLEGE  
STAFF ADVISORY SENATE**

**Addendum**

**Constitution (Article IV, Section 2, A)  
By Laws (Article II, Section 2)**

In the initiating Term, Elected Members of the senate serving as President, Vice President and two staff members shall serve from January 2018 to June 2020. While the Elected Secretary /Treasurer and three staff members shall serve from January 2018 to June 2019. Thereafter, terms will run from July 1 to June 30 of each year as stated in the by-laws.

**Constitution (Article V, Section 2)  
By Laws (Article III, Section 1, C)**

Nominations of Candidates for initial election shall be made in writing to the Chairperson of the committee at least twenty-one calendar days prior to the date of the first election.