



# LUNA COMMUNITY COLLEGE STAFF SENATE BY-LAWS

## ~MISSION STATEMENT~

*To provide a representative voice and encourage involvement, while advocating in unity with innovation for all staff at Luna Community College.*

## ARTICLE I: NAME & PURPOSE

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

The Staff 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 Staff Senate to be consistent with its overall purpose and the mission of the College.

## ARTICLE II: MEMBERSHIP

The Staff Senate provides a forum for any regular part/full-time non-faculty staff at all campuses that comprise Luna Community College. Eligible site/satellite staff are an integral part of the LCC membership cluster and participation in the Staff Senate is encouraged.

### Section 1. Officers

- A. The number of representatives on the Staff Senate shall be eight (8), which shall include a Chair, a Vice-Chair, a Secretary/Treasurer (and five (5) members) in accordance with Article VI, Section 1 of the Constitution

## Section 2. Term of Office

- A. Members of the Staff 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, resigns from the Staff Senate, or the position is not filled during regular election. Additionally, a seat shall be declared vacant by the Staff Senate Executive Committee when a member of the Staff Senate has a total of three (3) unexcused absences from Staff Senate meetings within one Staff Senate year (July 1 to June 30).

## Section 4. Release Time

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

# ARTICLE III: NOMINATIONS AND ELECTIONS

## Section 1. Nomination Procedures

- A. The formation of the Staff Senate will consist of staff employees from each of the following membership groups: Administrative Directors, Administrative Other, Professional, Administrative Assistants/Office Managers, General Maintenance and Specialist/Technicians/Other, in accordance with Article IV, Section 1 of the Constitution and 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:

$$\text{MG\%} = \text{MG} / \text{TS}$$
$$\text{NRG} = \text{MG\%} \times (8) \text{ Staff Senate positions}$$

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Membership Group = <b>MG</b>	Total eligible Staff = <b>TS</b>
Number of representatives for each Group = <b>NRG</b>	

- C. Nominations of candidates for election shall be made by email to the Secretary of the Staff Senate or designated person, at least fourteen (14) calendar days prior to the date of the annual election.
- D. Only non-faculty staff employed on a regular part/full-time basis shall be nominated for the election to a seat in the Staff Senate.



- E. All nominations shall have the consent of the nominee and shall be validated by the signature of the nominator and nominee (same signature, twice, if self-nominated).
- F. Nominations for election of the Administrative Directors staff group of the Staff Senate shall be made only by the Administrative Directors staff group employees of the College.
- G. Nominations for election of the Administrative Other staff group of the Staff Senate shall be made only by the Administrative Other staff group employees of the College.
- H. Nomination for election of the Professional staff group of the Staff Senate shall be made only by the Professional staff group employees of the College.
- I. Nominations for election of the Administrative Assistants/Office Managers staff group of the Staff Senate shall be made only by the Administrative Assistant/Office Manager staff group of the College.
- J. Nominations for election of the General Maintenance staff group of the Staff Senate shall be made only by the General Maintenance staff group employees of the College.
- K. Nominations for election of the Specialist/Technician/Other Staff group of the Staff Senate shall be made only by the Specialist/Technician/Other staff group of the College.

## **Section 2. Voting Guidelines**

- A. Nomination forms will be available on the Staff Senate page, by contacting any Staff Senate representative, or shall be sent out electronically, along with the official announcement and timeline page, all pertaining to Staff Senate's yearly Election process, in accordance with Article V, Section 2 of the Constitution.
- B. The voting schedule shall be determined by the Staff Senate prior to publications, which will include dates and times, along with an Official Announcement of the Election, all before nominations begin.
- C. Any official designated election location or persons will be named in the election publications, as determined by Staff Senate Executive team or Staff Senate.
- D. All voters must present a valid picture LCC staff ID, (or use their own official Luna email address—with electronic voting) in order to cast a ballot.
- E. There will be no absentee ballots, as all ballots will be collected by an objective designee via official Luna email. Such designee will be recruited and announced on the official Election Announcement.
- F. The Staff Senate shall provide an outgoing senator to witness, assist with, and receive a count of all ballots, resolve tie votes by coin toss and announce the results upon determination.

- G. Members from each classification group must garner the greatest number of total votes cast for that group in order to be recognized as duly elected to the senate.
- H. All ballots will be counted immediately after polls close.
- I. A written report of election results shall be submitted to the Staff Senate immediately upon completion of tallies.
- J. Official results shall be posted online and announced via email within 24 hours after election results are confirmed.

Please refer to the Staff Senate (SS) link, (or official Election Publication materials) on the Shared Governance LCC webpage for complete voting directions.

### **Section 3. Voting Poll Regulations**

- A. Should in-person voting take place, 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 area, if in-person voting occurs.
- C. Ballots are to be housed in a designated secure location each evening during the election period.
- D. Individual ballots must not be taken out of the voting area.
- E. If in-person voting occurs, once a ballot has been given to a voter there will be no communication with anyone for any reason, except for ADA needs or requirements (i.e. to clarify information about candidates’ names, positions, etc.).
- F. No discussion of candidates or proposals shall take place within the voting area during the voting process.
- G. Violations of Voting Regulations may result in a candidate’s disqualification (as determined by the SS Executive team).
- H. Any 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 nominations have been approved.
- B. Candidates who disseminate campaign materials prior to the date and time outlined by the Staff Senate may be subject to disqualification (as determined by the SS Executive team).



- C. Campaign materials displayed prior to the beginning of the campaigning time as outlined by the Staff Senate campaigning rules 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 if in-person voting is occurring. (This includes both verbal and written campaigning.)
- E. Candidates must remain outside the voting area on election days except when casting their votes, if in-person voting is occurring.
- 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 from running, by the Staff Senate Executive team, 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 Chair, Vice-Chair and two (2) members will serve two (2) year terms, while the Secretary/Treasurer and three (3) members will serve one (1) year terms of office.
- B. In the second Senate election, and thereafter (to provide continuity), Senate member elections shall alternate from term-to-term accordingly:
- C. Elections shall be held annually prior to the last regular meeting of the Staff Senate in June.
- D. The annual election shall be conducted under the jurisdiction of the Staff Senate.
- E. The Staff Senate shall post a list of nominees under their membership group with instruction and date of nomination & election/voting period.
- F. A voting date shall be set by the Staff Senate, and the nomination and voting process shall be completed within forty-five (45) days.
- G. The Staff Senate shall receive a count of all ballots, resolve tie votes by coin toss, and announce the results by June 30 of each year.
- H. Staff members shall be elected to the Staff Senate membership by the greatest number of total votes cast by staff employees entitled to vote within that membership group.
- I. Any regular full-time or part-time staff is eligible to vote in Staff Senate elections, in accordance to Article IV, Section 1, and Article V, Section 1 of the Constitution.

## ARTICLE IV: OFFICERS

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

### Section I. Chair

The functions of the Office of the Staff Senate Chair are to:

- A. Chair the Staff Senate;
- B. Serve as the spokesperson for the Staff Senate to other representative groups of LCC;
- C. Serve on LCC's Shared Governance Council;
- D. Attend Regular Board of Trustees' Meetings to present Staff Senate 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. Ensure that Robert's Rules of Order are followed;
- H. Facilitate open lines of communication between the Staff Senate and the LCC community;
- I. Update Staff Senate webpage in a timely manner;
- J. Have signatory authority with the approval from the Staff Senate.;
- K. Create standing committees as needed, with the approval of the Staff Senate; appoint at least one Staff Senate member to serve on standing committees;
- L. Perform other duties as directed by the Staff Senate or the College Representative;
- M. Attend Staff Senate meetings in accordance with Article IV, Section 4 and Article VI, Section 6, of the Staff Senate Constitution.

### Section 2. Vice-Chair

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

- A. Serve as an advisor to the Staff Senate Chair;
- B. Compile and maintain a Staff Senate list with names, addresses and telephone numbers;
- C. Compile and maintain a membership group list of eligible staff employees; in partnership with Human Resources Director;
- D. Represent the Staff Senate to the College in the absence of the Staff Senate Chair;
- E. Attend Regular Board of Trustees' Meetings to present Staff Senate updates in the Chair's absence;
- F. Succeed to the office of the Chair, if the Staff Senate Chair is unable to complete her/his term;
- G. Attend Staff Senate meetings in accordance with Article IV, Section 4 and Article VI, Section 6, of the Staff Senate Constitution.
- H. Attend at least 2 Regular Board of Trustees' meetings per semester (equal to 4 per Academic Year);
- I. Perform other duties as assigned by the Chair of the Staff Senate.



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

The functions of the Office of the Secretary/Treasurer are to:

- A. Receive nominations and safeguard until the election process has begun;
- B. Staff Senate Secretary is responsible for collection of votes and results from the designee at the end of the Election process (in the event the Sec/Treas. Is also in the running, another outgoing senator representative will be chosen by the continuing senators;
- C. Compose full minutes, resolutions and/or proceedings of all meetings, regular and special and route them to the Staff Senate Chair;
- D. Keep accurate roll and attendance records of all members of the Staff Senate;
- E. Certify that a quorum is present in order to conduct the official business of the Staff Senate;
- F. Arrange for meeting rooms for all Staff Senate related meetings when necessary;
- G. Prepare fiscal reports that adhere to accounting principles & follow all procurement procedures as per LCC policy;
- H. Attend Staff Senate meetings in accordance with Article IV, Section 4 and Article VI, Section 6, of the Staff Senate Constitution.
- I. Attend at least 2 Regular Board of Trustees' meetings per semester (equal to 4 per Academic Year);
- J. Perform other duties as assigned by the Staff Senate Chair or the Staff Senate.

### **Section 4. Staff Senator Members**

The functions of each of the Senators are to:

- A. Appoint one member to serve in the capacity of Secretary, in the event she/he is absent;
- B. Insure that actions taken by the Staff Senate remain in compliance with the Constitution and/or By-laws of the Staff Senate;
- C. Attend Staff Senate Meetings as required (see Article IV, Section 4 and Article VI, Section 6, of the Staff Senate Constitution);
- D. Attend at least 2 Regular Board of Trustees' meeting per semester (equal to 4 per Academic Year);
- E. Perform other duties as assigned by the Staff Senate Chair and the Staff Senate.

## **ARTICLE V: COMMITTEES**

### **Section 1. General Committees**

- A. The Staff Senate may establish committees to carry out the work of the Staff Senate. Each committee will be given a charge at the time of creation.
- B. The Staff Senate shall appoint one (1) Staff Senate Senator and at least two (2) other general staff members to serve on committees.

- C. Once the charge has been given by the Staff Senate, committees shall carry out said objectives, subject to Staff Senate approval.
- D. The Staff 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 Staff Senate Chair or Vice Chair, as appropriate, and shall be reported to the Staff 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 present monthly reports to the Staff Senate, and submit a written report of information as well.

## **ARTICLE VI: MEETINGS**

### **Section 1. Staff Senate Meetings**

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

- A. Any Regularly scheduled Staff Senate meeting shall be open to all employees and staff of LCC.
- B. The Staff Senate Executive Board shall meet quarterly.
- C. Special meetings or work sessions of the Staff Senate may be called by the Staff Senate Chair, or by any three (3) members of the Staff Senate. The call for a special meeting shall set forth the 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, as well as guests in attendance.
- F. Attendance by Staff Senate members and officers shall be required at all Staff Senate meetings, in accordance with Article IV, Section 4 and Article VI, Section 6, of the Staff Senate 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 Senate Code of Ethics (posted on SS website). Any member not adhering to these standards, can be removed from their position within the Senate.



## **ARTICLE VIII: STAFF SENATE STIPENDS**

Staff Senate members will be eligible to receive an annual stipend if deemed to be an active participant of the Staff Senate by fulfilling their duties as outlined in the Bylaws. Every representative of the Staff Senate will provide documentation to substantiate their participation to the Staff Senate Executive Team for submission for payment, upon approval by Staff Senate Chair and LCC President, jointly. All full-term, actively contributing, attending and serving Staff Senate members should receive a full stipend.

Proration may be used on a case-by-case basis, solely on serving in set position—this determination shall be made by the Executive Team, as laid out on the Supplemental Assignment Attendance Verification Table (which is kept by the Staff Senate Secretary).

Amount for stipend will be determined as follows (by SS Exec. Committee)

1. Did the Staff Senate member attend all Staff Senate meetings as required each month? Yes--full stipend earned; NO--partial stipend only—refer to Verification Table.
2. Did the Staff Senate member attend at least 4 Regular Board meetings for the full past fiscal Year—two each term. Yes--full stipend earned; NO--partial stipend only—refer to Verification Table.

### **Section 1. Stipend Amounts by Position**

- A. The Staff Senate Chair shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,500
- B. The Staff Senate Vice-Chair shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,200
- C. The Staff Senate Secretary/Treasurer shall receive an annual stipend at the end of each fiscal year of his/her term not to exceed \$1,200
- D. Staff Senate 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 any Senator is not fulfilling their duties in accordance with these Bylaws, it is the responsibility of the Staff Senate Executive Team to notify the individual(s) in a timely manner to allow for corrective action. In the same respect, if the Staff Senate Executive Team is not fulfilling their duties, it is the responsibility of the Staff Senate to notify them to allow for corrective action. If no corrective action is taken by the individual(s), the resignation will be recognized at the next regular meeting by majority vote of all remaining senators.

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

**Section 1. Amendments**

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

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

These Bylaws shall become effective upon approval by majority vote of Staff Senate.



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*Staff Senate Chair, Georgia Baca*



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*Attested to by SS Vice Chair, Matthew Cordova*



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*Attested to by SS Sec./Treas., Karen Wezwick*

*Approved, May 28, 2021*



**LUNA COMMUNITY COLLEGE  
STAFF ADVISORY SENATE**

**Addendum A**

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

In the initiating Term, Elected Members of the Senate serving as Chair, Vice Chair 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 the initial election shall be made in writing to the Chairperson of the committee at least fourteen (14) calendar days prior to the date of the first election.

**LUNA COMMUNITY COLLEGE  
STAFF ADVISORY SENATE**

**Addendum B**

**Constitution and By-Laws Ratification; Amended, Regular Meeting on May 28, 2021**

- All wording was changed from Staff Advisory Senate to Staff Senate.
- All of the word Staff Senate “President” was changed to “Chair” (same for Vice Chair).
- Staff Advisory Seal was modified, and adopted to reflect name change (see below).
- Clarifications to earning of stipends was modified to be clearer. (Article VIII, Sec.1)
- Reference to Election Guidelines materials was inserted to ensure integrity in the process. (Article III; Sec. 2)
- Formatting was applied throughout to make the document consistent.

*Georgia Baca* 6-2-21  
Staff Senate Chair, Georgia Baca Dated

*Morris Madrid* 6-2-21  
LCC Interim President, Morris Madrid Dated

Notified SG, on (  ), Regular Meeting  
Acknowledged, Shared Governance meeting minutes

Notified BOT, on ( June 8, 2021 <sup>PM</sup> ), Regular Meeting  
Acknowledged, Board of Trustees meeting minutes



*Approved, May 28, 2021*