



North Dakota State Staff Senate Bylaws

Section 1. North Dakota State Staff Senate (ND SSS) Agenda

1. The President, with advice from officers and members, will set an agenda prior to each scheduled meeting. The agenda must be distributed to all campus representatives, the Core Technology System Office (CTSO) and the Chancellor at least two weeks in advance of the meeting.

Section 2. North Dakota State Staff Senate (ND SSS) Functions

1. Liaisons
 - 1.a. ND SSS shall establish formal liaisons with the State Board of Higher Education, Chancellor, NDUS office and other groups deemed appropriate by the ND SSS.
2. Recall and Initiative
 - 2.a. Any motion passed by the ND SSS may be rescinded by a vote of two-thirds of the staff-governance organizations. Motions may be placed on the ND SSS agenda for consideration by a two-thirds vote of staff-governance organizations.

Section 3. North Dakota State Staff Senate (ND SSS) Committees

1. Bylaws
 - 1.a. Reviews, suggests and makes amendments to the bylaws.
 - 1.b. This committee will be chaired by Past President of the ND SSS.
2. Elections
 - 2.a. Rules on questions relating to qualifications of electors and members.
 - 2.b. Nominates and receives nominations, presents a slate of nominees and conducts the elections.

Section 4. Amendments to Bylaws

1. Amendments to the Bylaws may be introduced by any member of the ND SSS to the Bylaws Committee for consideration. Upon approval by the ND SSS Bylaws Committee, the proposed amendments shall be distributed to all members of the ND SSS at least ten days before the meeting at which they are to be considered.
2. Amendments to the Bylaws must be approved by two-thirds of the members.
3. The Bylaws may be suspended by a two thirds majority of the members.

Section 5. Meetings

1. Meeting times
 - 1.a. Meetings may be held via telephone, interactive video systems or other remote means provided that such action is decided prior to the agenda being published. In the event of weather or other conditions that precludes physical travel, a decision to hold the meeting via telephone, interactive video or other remote means can be done by majority vote, by poll done via telephone, e-mail or both

2. Rules of Order
 - 2.a Meetings will be conducted according to Robert's Rules of Order, latest edition.
3. Visitor Attendance
 - 3.a All meetings of the ND SSS are open to the public.
 - 3.b Campuses may bring additional attendees to meetings beyond the representative member
 - 3.c If a visitor/guest wishes to make a presentation or statement on the floor of the ND SSS, the Secretary shall be notified in advance. The person shall sign up with the Secretary who shall, in turn, notify the President prior to the start of the meeting. The President shall, at the appropriate time, inform the ND SSS that a visitor/guest wishes to read or make a statement relative to the ND SSS interest, or make a statement on a motion/resolution formally introduced and under discussion. A motion must be made to "suspend the rules" (with a required second) to allow visitors/guests to have access to the floor. A two-thirds vote is required for suspension. The motion to suspend is not debatable.
4. Visitors may speak during the "Communications from the Audience" agenda item. Unless visitors are recognized by the chair during the course of the meeting, they may not participate in ND SSS debate or discussion.

Section 6. Officers

1. President
 - 1.a Presides at ND SSS meetings and otherwise acts as the chief executive officer of the ND SSS.
 - 1.b Breaks ties in votes held at ND SSS meetings.
 - 1.c Has the authority to appoint such committees as are deemed necessary for the business of the ND SSS.
 - 1.d Insures that all actions conform to the ND SSS constitution and bylaws.
 - 1.e Is the spokesperson for the ND SSS at meetings and functions.
 - 1.f Serves as the direct communication liaison between the NDUS Chancellor and the ND SSS.
 - 1.g Invites representation of NDUS Human Resource Council representative.
2. Vice President
 - 2.a Presides at meetings in the absence of the President.
 - 2.b Assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office.
 - 2.c Carries out additional duties as assigned.
 - 2.d Assumes office of the President at the end of the sitting President's term.
 - 2.e Presides at the June meeting after the passing of the gavel.
3. Secretary/Treasurer
 - 3.a Records and maintains a file of minutes of the ND SSS meetings and distributes copies within two weeks after each meeting to all ND SSS members and to the Chancellor.
 - 3.b Keeps a record of membership and activities of the ND SSS.
 - 3.c Distributes the agenda to all ND SSS members prior to each ND SSS meeting.
 - 3.d Maintains an accurate record of all resolutions duly adopted by the ND SSS and the vote on such resolutions.
 - 3.e Receives and keeps all communications and reports to and from the ND SSS.
 - 3.f Maintains permanent records of Senators and terms served.
 - 3.g Maintains a roll of current members and their attendance at ND SSS meetings.
 - 3.h Keeps an account of any and all receipts and expenditures of the ND SSS, coordinates reimbursements and is primarily responsible for the ND SSS fiscal affairs.
4. Communication Officer
 - 4.a Prepares all material that is released to the public.
 - 4.b Proofreads and approves all material from other areas of the ND SSS.
5. Past President
 - 5.a Serves as an active member of the Executive Committee providing continuity in the administration of the ND SSS.

- 5.b Serves as an advisor to current and proposed activities, using previous Executive-Committee experience to give a historical perspective.
- 5.c Serves as chairperson of the Bylaws Committee.
- 5.d Contacts campus representatives to fill vacancies within each campus.
- 5.d Serves as legislative liaison and chair of the Legislative Committee.
- 6. Representative to the State Board of Higher Education
 - 6.a The representative to the SBHE shall report to the SBHE the actions and concerns of the ND SSS as agreed to by a vote of the ND SSS.
 - 6.b The representative to the SBHE shall report to the ND SSS the actions and concerns of the SBHE.
- 7. Removal from office
 - 7.a This section shall govern the removal process of officers and shall be interpreted in such manner as to afford equity and fairness to all affected thereby.
 - 7.b An officer of the ND SSS may be removed from office for reasons such as: violation of the constitution, bylaws or policies or procedures; malfeasance in office; lack of attendance; or neglect of duty to the ND SSS.
 - 7.c The process to remove an officer can be initiated by the submission of a written petition to the president, signed by at minimum of three (3) members listing reasons for removal. If the president is the officer in question, the petition shall be presented to the vice president. The signatures on the petition will be verified as appointed representatives of the members by the ND SSS Secretary. Upon verification, the petition will be presented at the next regularly scheduled senate meeting. A written copy of the accusations shall immediately be given to the officer in question and all members of the ND SSS. The officer in question will be given an opportunity to question all members of the ND SSS. The officer in question will be given an opportunity to resign on his/her own volition after receiving the accusations. If there is no voluntary resignation, at the next regular ND SSS meeting, after a reading of the petition, the officer in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations to the full ND SSS in attendance. Following the rebuttal opportunity, the presiding officer will call for a vote as to the removal of the officer in question from his/her office or to the removal of him/her from the ND SSS. The voting process shall be conducted using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion's approval, the presiding officer of the ND SSS shall declare the office vacant.

Section 7. Executive Committee

1. Membership of the committee shall consist of positions identified in "Section 6. Officers". This committee shall be chaired by the President of the ND SSS.
2. Purpose of the committee is to address issues as appropriate between regularly scheduled ND SSS meetings.
3. The Executive Committee has the power to make decisions on behalf of the ND SSS as appropriate.
4. Decisions and actions of this committee are to be communicated to the ND SSS no later than the next ND SSS meeting.

Section 8. Election process for State Board of Higher Education Staff Representative

1. Nominations; refer to Section VI.2 of the ND SSS Constitution.
2. Items to be submitted two weeks prior to election, distributed with agenda/minutes for January meeting:
 - a. Written statement from candidate addressing why they want to serve as the staff adviser to SBHE
 - b. Letter of support from supervisor/university
3. Day of election:
 - a. 5 minute speech addressing goals/platform

- b. 3-5 minutes of Q&A from audience.
- 4. Election process:
 - a. Each campus/senate organization will have one vote via a roll call vote.
 - b. Representative must be elected by a majority of the members.

Section 9. History

1. November 14, 2008- Constitution & Bylaws writing committee named- Liepold, McGray, Nodland, Olson.
2. November 25, 2008- Initial writing of Constitution & Bylaws submitted to Bylaws Writing Committee.
3. December 9, 2008- Version 2 of Constitution & Bylaws submitted to Bylaws Writing Committee.
4. December 15, 2008- Version 2 of Constitution & Bylaws submitted to Members of the NDUS Staff Senate.
5. January 9, 2009- Version 3 of Constitution & Bylaws submitted to Bylaws Writing Committee.
6. January 19, 2009- Version 4 posted to “Blackboard” web site for NDUS Staff Senate evaluation.
7. March 2, 2009- Version BSC Draft for review and voting on March 3rd.
8. March 4, 2009- Version BSC 2 for review and voting on March 13th.
9. March 12, 2009- Version BSC2.1 for review and voting on March 13th.
10. March 13, 2009- Version BSC 3 for review and voting on March 31st.
11. April 8, 2009- Version BSC4 for review and voting on April 9th
12. Final- passed with majority vote, April 9, 2009.
13. Final with punctuation and terminology corrections – submitted to NDUS Staff Senate for review prior to June 17, 2009 annual meeting. Rn
14. June 23, 2009 – Version Final w-changes from annual meeting 6.17.09 for review and voting August 2009.
15. June 24, 2010 - Version Final with changes from annual meeting 6.18.10 for review and voting August 2010.
16. June 14, 2011 – Version final with changes approved at annual meeting.
17. September 23, 2013 – Addition of Executive Committee (Section 7)
18. April 21, 2014 – Addition of Core Technology System Office and change in name from North Dakota University System Staff Senate to North Dakota State Staff Senate.
19. January 26, 2015 – Addition of Section 9. Election procedure for SBHE Representative