

**ANGELO STATE UNIVERSITY
STAFF SENATE
BY-LAWS – Revised
September 2023**

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ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the Angelo State University Staff Senate hereinafter referred to as Staff Senate. The employees represented are all benefits-eligible, non-faculty University employees hereinafter referred to as the Staff.

ARTICLE II. MISSION STATEMENT

The Staff Senate shall serve as an advisory body that conveys information and makes recommendations to the University President regarding interests and concerns of the Staff, fosters a spirit of a unified community by encouraging the exchange of ideas and concerns in keeping with the mission of the University, and seeks to promote a positive and collaborative work environment committed to assessing, prioritizing, and communicating staff needs.

In this regard, the Staff Senate will promote the effective contribution of Staff expertise toward University goals and objectives for the benefit of the entire University community. To further this mission, the Staff Senate may be represented on University committees as deemed appropriate by the University President.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

All benefits-eligible, non-faculty University employees who have been employed for at least two years, with the exception of the President, Vice Presidents, Associate Vice-presidents, Assistant Vice-presidents, and Deans, shall be eligible for membership in the Staff Senate.

Section 2. Staff Senate Representation

- The Staff of each Employment (see Allocation Chart following Section 2, B) at the University shall be allowed to nominate and vote for representatives within their respective Employment Class for vacancies on the Staff Senate. (See [Article V](#) for additional information on the election process.)
- The number of the Staff in each Employment Class shall be based on the most current information from the Office of Human Resources. The following Allocation Chart shall determine the number of representatives for each Employment Class. The allocation of representatives will be reviewed at least every three years, one month prior to the call for nominations.

Employment Classifications (as of 1 Aug 2023):

Executive/Administrative/Managerial - 85

Professional - 249

Office Support - 122

Maintenance/Service/Police Officers - 63

Number of Staff Employed Within a Classification	Number of Staff Senate Representatives	Number of Alternates
29 or less (See Section 3)	1	1
30 to 59	2	1
60 to 89	3	2
90 to 119	4	2
120+	5	6

Section 3. Employment Class Review

- As part of the three-year review process, the Office of Human Resources will supply the Staff Senate with a listing of benefits-eligible, non-faculty employees by EEO classification groups.
- The Staff Senate's Nominations and Elections Committee shall then determine the appropriate number of representatives and alternates for each classification group.

Section 4. Terms

- Representatives shall serve staggered two-year terms. Terms begin the first day of July and end on the last day of June.
- No member may serve more than two consecutive terms, but may be re-elected after a one-year interval.
- An elected representative whose Employment Class changes during his/her term of office will continue to serve the constituency who elected the representative for the remainder of the term.

Section 5. Representatives' Duties and Time Allowances

- Representatives shall attend all meetings of the Staff Senate. The meetings shall normally be held on the third Monday of the month at 3PM.
- Representatives shall serve on committees as members or be elected as chair of committees, and may be elected as an officer of the Staff Senate.
- Representatives shall be available to their constituents, indicating how they may be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Senate. In turn, representatives must keep their constituents informed of the work of the Staff Senate and matters that the University Administration communicates to the Staff Senate representatives.
- The Staff Senate will not hear grievances. University employees wishing to file grievances must follow the established University procedures as outlined in the Texas Tech University System [Rules and Regulations](#).
- Representatives shall be allowed a reasonable amount of time to devote to Staff Senate meetings and work as part of their normal working duties. Time needed for Staff Senate work and/or assignments must be pre-approved by the representative's supervisor.

Section 6. Alternates

- Alternates are individuals who receive the next highest vote count in an election by Employment Class. The number of alternates in each classification group is determined by the Allocation Chart following Section 2.
- If a member of the Staff Senate resigns or is unable to serve for any reason, the unexpired term shall be filled from among those nominated but not elected in the corresponding Employment Class at the last election in the order of the highest number of votes received. Said alternate shall serve the remainder of the term and be designated as a member of the Staff Senate.
- Alternates serve one-year terms.
- Alternates may serve no more than two consecutive terms, but may be reelected after a one-year interval.

Section 7. Provision for Removing a Representative from Office

- Any representative whose unexcused absences cause an Employment Class to be underrepresented for three regular and/or special called meetings of the Staff Senate during the year shall automatically be removed and notified in writing.
 - An alternate, as defined in Section 6, shall serve the remainder of the removed representative's term.
- In all other cases of removal, a written petition signed by a majority of the eligible staff members in an Employment Class initiates the process for a vote to remove a sitting member of the Staff Senate within that classification group.
 - If the removal process is approved by vote of the eligible staff members within that classification group, then an alternate, as defined in Section 6, shall serve the remainder of the removed representative's term and be designated as a member of the Staff Senate.

ARTICLE IV. OFFICERS

Section 1. Titles and Membership on Executive Board

- Officers of the Staff Senate shall be elected by the Staff Senate.
 - The Officers of the Staff Senate shall be the Chair, Vice-Chair, Secretary, and Treasurer. These officers will make up the Executive Board of the Staff Senate.
 - Qualifications of Executive Board members are listed in [Article V. Section 6](#), Selection of Executive Board Member.

Section 2. Duties

- The Chair shall:
 - Preside at all meetings of the Staff Senate;
 - Ensure the projects undertaken by the Staff Senate are developed, organized, and implemented in an orderly and timely manner;
 - Involve the Vice-Chair in all decisions;
 - With justification and documentation, grant excused absences from

- meetings for members of the Staff Senate;
 - Vote only to decide any tie votes; and
 - Fulfill other responsibilities and duties as required.
 - In conjunction with the other members of the Executive Board, submit an annual, written report of the activities and accomplishments of the Staff Senate to the University President.
- The Vice-Chair shall:
 - Assume the position and duties of Chair in the chair's absence or if the chair cannot complete the term, the vice chair shall become the chair for the remainder of the term;
 - In order to provide a smooth transition and continuity of duties, become thoroughly knowledgeable of all decisions made by the Chair
 - Conduct Staff Senate meetings in the absence of the Chair;
 - Be authorized to sign all documents for the Staff Senate in the absence of the Chair;
 - In conjunction with the other members of the Executive Board, submit an annual, written report of the activities and accomplishments of the Staff Senate to the University President; and
 - Assume other duties and assist the Chair as directed by the Staff Senate.
- The Secretary shall:
 - Give notice of all meetings;
 - Prepare and maintain a file of the agendas and official minutes for all meetings of the Staff Senate with permanent copies (print and electronic) maintained by the University Archives;
 - Following any corrections and/or additions and approval, electronically distribute copies of the minutes to the University Campus in a timely manner;
 - Help in a timely manner with all correspondence as directed by the Staff Senate;
 - Keep and archive with the University Archives the history of the formation, member participation, and actions of the Staff Senate;
 - In the absence of the Chair and Vice Chair, conduct meetings of the Staff Senate; and
 - In conjunction with the other members of the Executive Board, submit an annual, written report of the activities and accomplishments of the Staff Senate to the University President; and
 - Maintain communication with Staff Senate representatives and the University Community by E-mail and/or the official Staff Senate Website.
- The Treasurer shall:
 - Be responsible for making deposits;
 - Process purchase requisitions and vouchers;
 - Verify each month's accounting summary/detail reports from the University's Controller's Office;
 - Follow all applicable University policies and regulations governing University related accounts of the Staff Senate;
 - In conjunction with the other members of the Executive Board, Submit an annual, written report of the activities and accomplishments of the Staff Senate to the University President
 - Provide a Treasurer's Report at each meeting of the Staff Senate; and
 - All other financial duties deemed necessary by the Staff Senate.

Section 3. Terms of Office

- The term of office for all officer positions shall be one year.
- No member may hold more than one officer position at a time;
- No member shall be eligible to serve more than two consecutive terms in the same office;
- Any member may be re-elected to an office which he/she held for two consecutive terms after being vacant from that position for one year.

Section 4. Executive Board Vacancies

- Any Executive Board officer vacancy shall be filled only from the remaining Staff Senate members.
- The process shall be by nomination and vote of the remaining members of the Staff Senate.
- A member of the Staff Senate elected to fill a vacancy shall serve for the remainder of the term. The representative selected to fill the vacancy shall be replaced by the appropriate alternate in that classification group.

ARTICLE V. ELECTIONS

Section 1. Election Process

- Each Staff Senate representative shall be elected by secure electronic ballot for a two-year term.
- Once elected, each Staff Senate representative serves for not only his/her Employment Class but also all Staff.
- The terms shall be linked to even and odd years so that half of the positions of the Staff Senate will stand for election each year.
- Election of Staff Senate members shall be held every May with terms beginning on July 1.

Section 2. Nominations and Elections Committee

- Each January, the Chair of the Staff Senate shall serve as or select a Senate member as Chairperson of the Nominations and Elections Committee.
 - The Committee Chairperson shall not be a candidate for re-election to the Staff Senate.
 - Subject to approval by the Staff Senate, the Committee may make necessary modifications to operating procedures to the nomination and election process.

Section 3. Vacancies

Staff Senate positions that become vacant between annual elections shall be filled by alternates as defined in [Article III, Section 6](#).

Section 4. Nominations

- Eligible Staff members may nominate candidates for the Staff Senate from within his/her Employment Class.
- The Nominations and Elections Committee is responsible for verifying eligibility of nominees and for assuring that a minimum number of candidates are nominated for each classification group.
 - The allocation for the minimum number of representatives for each classification group is outlined in the Allocation Chart following [Article III, Section 2](#).
 - If the minimum number of candidates is not reached through the nominations process, the Committee shall solicit further nominees from within the respective classification group(s).

Section 5. Procedures for Elections

- The Nominations and Elections Committee shall solicit nomination via electronic process by Employment Class and verify (in writing) eligibility and willingness to run and serve.
 - The Committee shall inform all nominees of attendance requirements, time commitments, and the fact this is a voluntary position with no additional compensation.
 - The nomination process begins on the first working day of February and ends on the last working day of March of each year.
- The Nominations and Elections Committee shall work with the Human Resources Department to prepare secure electronic ballots adhering to the principles of the ballot process.
 - There is no maximum number of candidates for any classification group.
 - The ballot process begins on the first working day of April and must be finished before the last working day in April of each year.
- A report of the ballot count will be generated and certified by the electronic ballot program (e.g. Survey Monkey), and submitted to the Staff Senate no later than five working days after the end of voting.
 - In the event of a tie vote, the Nominations and Elections Committee shall prepare a run-off ballot, repeat the election process, re-certify, and present the results to the Staff Senate.
- Any election challenges or disputes must be presented to the Staff Senate Chair within seven working days of the end of voting.
 - The Staff Senate Chair shall investigate all election disputes and determine what, if any, irregularities occurred during the election process.
 - The Chair shall take whatever remedial action necessary to settle any dispute.
- Upon final certification and approval of results by the Staff Senate, the Chairperson of the Nominations and Elections Committee shall notify new Staff Senate representatives and alternates and invite them to attend the next meeting of the Staff Senate as guests.
- After the final certification and approval of the elections results, election results shall be given to the Secretary for publication.
- All ballot data will be held by the Human Resources Department for three

months. If no allegations of election disputes or errors are brought forward, the ballots shall be destroyed. The Secretary shall store all remaining records (final certifications, approvals, notifications, correspondence, disputes, etc.) concerning the outcome of the election process as a record for three years per the [Records Retention](#) requirement.

Section 6. Selection of Executive Board Member.

- At the June meeting, the Staff Senate shall entertain nominations from the floor from among its members to select nominees for the positions of Chair (if necessary), Vice- Chair, Secretary, and Treasurer. These positions constitute the Staff Senate Executive Board.
- Each nominee must acknowledge, in writing, their willingness to serve as an Executive Board member.
- The election of Executive Board members shall be held at the first meeting of the Staff Senate each May. The elected members shall assume office on July 1.
- The election process shall be overseen by the out-going Chair.
 - New Board members shall be determined by the candidate receiving the highest number of votes of Staff Senate representatives present.
 - The out-going Chair shall use secure electronic ballots and count the results.
- Ties will be decided by run-off elections.
 - In the event of more than two runoff elections for the same position, the out-going Chair shall cast the deciding vote.

ARTICLE VI. MEETINGS

Section 1. Schedule of Meetings

- Meetings of the Staff Senate shall be open in accordance with statutes of the State of Texas. The presiding officer may cause anyone who disrupts the meeting to be ejected.
- Regular meetings of the Staff Senate shall be held on a monthly basis from July to June. There shall be no fewer than four regular meetings per year.
- At the first regular meeting in July the Staff Senate shall establish regular meeting times. All meetings, whether regular or special, should be held during normal working hours Monday through Friday.
- The Secretary shall be responsible for publicizing (at least a week in advance) regular meeting times and places and the deadline for submittal of agenda items. An agenda shall be posted at least two working days prior to the regular meeting date and time.
- If the Chair and Executive Board have no new agenda items or proposals, they reserve the right not to hold a meeting but they must give three working days notification to Staff Senate members.

Section 2. Quorum

- A quorum shall consist of a simple majority (50% + 1) of the Staff Senate or committee membership.

- Neither the Staff Senate nor its committees shall conduct business without a quorum.
- In the absence of a quorum,
 - the Chair may only make announcements of an informative nature;
 - any business transacted shall be null and void; and
 - the Executive Board may convene a special meeting to consider time-sensitive issues that require immediate action.

Section 3. Special Meetings

- Special meetings may be called by the University President, the Staff Senate Executive Board, or at the request of a quorum of the Staff Senate membership.
 - One working day notice must be given of any special meeting.
 - Without prior notice, the University President may call an emergency meeting at any time.
 - Depending upon circumstances, notice may be given at Staff Senate meetings, on the official Staff Senate Website, and by E-mail.
 - Only business specified in the call of the special meeting may be conducted.

Section 4. Forum

- The first regular meeting of the spring semester shall be an open forum of the Staff.
 - The Staff Senate Chair shall invite available University administrators to be speakers and answer questions from the floor.

Section 5. Voting

- Only elected Staff Senate representatives may vote.
- The Chair shall only vote to break any tie votes
- Unless a roll call vote or vote by secure electronic ballot is requested by a majority of the voting representatives, voting on motions and issues brought before the Staff Senate shall be by voice or show of hands.
 - The Secretary/ will record all roll call votes in the meeting minutes.
- Each representative is entitled to one vote.
- Representatives are not allowed to use proxy votes.
- A simple majority vote of the Staff Senate representatives present and voting shall decide a question.
 - The Chair shall only vote to break any tie votes.

Section 6. Floor Privileges

- Only Staff Senate representatives may introduce proposals, measures, and resolutions on the Staff Senate floor.
 - Persons who are not members of the Staff Senate may be granted the right to speak, but not to vote, on matters before the Staff Senate.
 - When a request is made for this privilege, the Chair shall ask the Staff Senate for objections and, hearing none, shall grant permission to speak.

- If objections are raised, the privilege shall be extended only by majority vote of the Staff Senate representatives present.

Section 7. Agenda

- Meetings of the Staff Senate shall have an agenda that includes the time and place of the meetings, the order of business, and copies of any substantive proposals.
 - The Executive Board shall set the agenda; however, items may be added to the agenda at the meeting if approved by a majority of the Staff Senate representatives present.
 - The Secretary shall solicit agenda items and set a deadline of five working days prior to the next meeting of the Staff Senate for receiving agenda items.
 - The agenda shall be posted at least two working days prior to a regular meeting on the Staff Senate's official website and distributed by E-mail to the Campus community.
- The Executive Board shall:
 - receive proposals for Staff Senate action or other presentations to the Staff Senate from any Staff Senate committee or representative, from any individual Staff, or from the University President or his/her designee;
 - use an Agenda Request form, including the following requirements for information submitted with a proposal:
 - the name and contact information of the Staff presenting the proposal as well as date submitted,
 - a one-line caption describing or naming the proposal,
 - the reasons for submitting the proposal, such as goals and objectives, problem to solve, etc.,
 - details of proposal, and
 - backup documentation of materials, when appropriate;
 - refer all substantive proposals for Staff Senate action to appropriate committees for review prior to placing them on the agenda unless the Executive Board is prepared to address an issue and present it to the Staff Senate;
 - include on the agenda of a regular meeting as soon as possible all items presented from various sources;
 - set the agenda so that business may be addressed in a meeting of reasonable duration;
 - if necessary, advise the Staff Senate of the need for a special meeting; and
 - respond to the submitted proposals within a reasonable amount of time, considering the circumstance of the proposal.

Section 8. Minutes

- Minutes shall be made available to the Staff Senate within a timely manner after each regular meeting.
 - After any corrections and/or additions and approval at the next regular meeting, the Secretary shall post, or arrange to be posted, copies of the minutes on the Staff Senate website.
 - A permanent copy of the minutes shall be recorded for three years per [Records Retention](#) requirements.

Section 9. Order of Business

- The order of business for meetings shall be set forth in the agenda. Unless modified by the Chair, the order of business shall be:
 - call to order and establishment of a quorum;
 - approval of the previous meeting's minutes;
 - recognize and introduce invited guests to speak
 - committee reports;
 - unfinished business;
 - new business;
 - miscellaneous (comments, announcements, round table items, tributes, etc.); and
 - adjournment.

Section 10. Parliamentary Authority

- The rules contained in the most recent edition of [*Robert's Rules of Order*](#) shall govern the Staff Senate and its committees in all cases to which they are applicable except when they are not consistent with these guidelines,
 - The Texas Tech University System [*Rules and Regulations*](#), or with any special rules of order the Staff Senate may adopt.
 - The Executive Board may appoint a parliamentary consultant.

ARTICLE VII. BUDGET AND FINANCE

Section 1. Source of Funds

The University shall establish and fund an operating budget equal to the Faculty Senate's operating budget to meet reasonable operating expenses of the Staff Senate.

Section 2. Account Management

- The University President shall serve as the account holder.
- The Staff Senate Treasurer shall serve as the department head with alternate signature authority assigned to the Staff Senate Chair.

Section 3. Account Review

- At all times, details of expenditures made on behalf of the Staff Senate shall be available for review and audit.
 - The Staff Senate Treasurer shall maintain all transaction records. (See [Article IV, Section 2](#) for complete details.)
 - Electronic storage of records for 3 years per [Records Retention](#) requirements.

ARTICLE VIII. COMMITTEES

Section 1. Membership

- With the exception of the Executive Board members, all Staff Senate representatives shall serve on at least one standing committee or established subcommittee.
- Staff Senate representatives may volunteer to serve on standing committees and/or subcommittees.
- The Executive Board shall determine the standing committee representation, first considering volunteers.
- Each committee will elect a chairperson.
- The term of a committee member shall be for his/her term on the Staff Senate.
- Committee Assignments shall be discussed and assigned at the first regular meeting of the Staff Senate.
- Chair of each committee will submit an annual report of the committee's activities to the Executive Board at the May Staff Senate meeting.

Section 2. Removal and Reappointment

- Without an excused absence, a committee/subcommittee member who has missed three regular and/or special committee meetings will automatically be dismissed from the committee.
- The committee/subcommittee chairperson shall notify the Staff Senate Chair of the vacancy, and the Executive Board shall fill the vacancy.

Section 3. Meetings

- It is recommended that each committee meet at least twice during the period July through June.
 - Additional meetings may be called by the committee chairperson, or upon written request of at least two members of the committee.
- Meetings shall be conducted following the guidelines set forth in [Article VI](#) of the *By-Laws*.

Section 4. Duties

- The standing committees of the Staff Senate shall accept business items assigned to the committee by the Executive Board and address the item(s) in a responsible and timely manner.
- If need arises, the committee may form a subcommittee(s) to study specific issues, make recommendations, and refer items as necessary.
- Standing committees have the authority to request the Executive Board to appoint an ad hoc committee for special business under its jurisdiction.
- Under no circumstances shall information be disseminated from a committee until it has been brought before the Staff Senate or is authorized by a majority of the Executive Board or adopted by majority vote of the Staff Senate.
- The committee chairperson will make a report to the Staff Senate at each meeting; maintain and provide the Staff Senate Chair and Staff Senate Secretary with a written report of each committee meeting; and prepare a complete written annual report concerning the work of the committee to be submitted to the Staff

Senate Executive Board by the last meeting of the year.

Section 5. Standing Committees

- The standing committees (open to elected Senators and Alternates) of the Staff Senate are:
 - Staff Relations
 - Staff Recognition
 - State Employee Charitable Campaign
 - Constitution and Bylaws
 - Nominations and Elections
 - Chancellor's and President's Awards Organization
 - Chancellor's Colonel Rowan Award for Execution-Selection
 - President's Award for Staff Excellence-Selection
- The University Committees (open to elected Senators only) are:
 - ADA
 - Campus Carry
 - Code of Student Conduct
 - Housing Advisory
 - Optional Retirement Program
 - Student Service Fee
 - Traffic Appeals

Section 6. Ad Hoc Committee

- The ad hoc committees of the Staff Senate shall be appointed by the Executive Board as needs arise, or as requested by a standing committee for special business under their jurisdiction, to review and address specific issues.
- Each ad hoc committee will have at least three members. Ad hoc committee members shall elect a chairperson who will be charged with presenting the issues and responding with the committee's findings to the Staff Senate.
- The term of an ad hoc committee shall be determined by the matter under consideration.

- Following the completion of its task(s), the ad hoc committee will disband.
- Ad hoc committees shall accept the issues assigned to the group by the Executive Board; address the item(s) in a responsible and timely manner; and make progress reports on the group's activities to the Staff Senate, as well as a final report and/or recommendation(s).

Section 7. Recurring Ad Hoc Committees

The Executive Board appoints the recurring ad hoc committees.

The Staff Senate recurring ad hoc committees are the Nominations and Elections Committee and the Constitution and By-Laws Ad Hoc Committee.

- Nominations and Elections Committee: The Executive Board shall appoint one member from each Employment Class to this committee each year. The committee shall handle all nominations and elections procedures as set forth in the *By-Laws* and coordinate and validate all elections to the Staff Senate. No Staff Senate representative who is a candidate for an open position may be a member of this committee.
- Constitution and By-Laws Ad Hoc Committee: Upon request of the Executive Board or Staff Senate representatives, this committee shall review the Staff Senate *Mission Statement, Constitution* and/or *By-Laws* to assess the continued appropriateness to current Staff Senate needs. The committee will review, propose, and recommend through the Executive Board to the Staff Senate any changes or revisions to the *Mission Statement, Constitution* and/or *By-Laws*.

Section 8. Staff Senate Representation on Standing or Ad Hoc University Committees

- The Staff Senate will seek to have a representative on appropriate University committees.
- The Executive Board shall make such recommendations to the University President following the first regular meeting of Staff Senate for service in the following academic year.
- Representatives selected to serve on Ad Hoc committees will be chosen as needed.

ARTICLE IX. AMENDMENTS TO THE BY-LAWS

Section 1. Proposals to Amend

A proposal to amend the *By-Laws* may be made by either:

- A majority vote of the Staff Senate;
- A petition signed by not less than 10% of the staff employees represented by the Staff Senate; or
- The University President and Systems Vice Chancellor and General Counsel following their determination that some portion(s) of the *By-Laws* are at variance with Texas state law or the adopted [*Rules and Regulations*](#) of The Texas Tech

University System.

Section 2. Publication

Proposals for amendments must be made available to the Staff at least five working days before the issue comes up for a vote in the Staff Senate.

Section 3. Approval

Amendments proposed pursuant to Section 1 shall require approval of a majority of current Staff Senate representatives casting electronic ballots and by the University President.

THIS DOCUMENT IS MAINTAINED BY THE STAFF SENATE EXECUTIVE BOARD.