

**Loyola Law School
Staff Senate
Mission Statement and By-Laws**

Mission Statement:

In keeping with the mission of Loyola Law School, the Staff Senate exists to promote the professional and personal development of staff members, to serve in an advisory capacity to the Law School leadership in the development, review and dissemination of Law School Policies, and to provide a forum for open communication and ongoing dialogue among the entire Law School community.

Membership:

1. The members of the Staff Senate shall be comprised of no more than eleven (11) and no fewer than seven (7) staff members.
2. The Staff Senate will be comprised of (2) cohorts with alternating terms after the initial election.
3. Each of the following Law School Areas will be represented by two (2) Staff Senators:
 - Campus Planning, Fiscal Affairs, Housekeeping, Information and Support Services, and Physical Plant (Area 1)
 - Center for Juvenile Law and Policy, Center for Conflict Resolution, and Faculty Support Services (Area 2)
 - Enrollment Management, Externships, Admissions, Student Accounts, Financial Aid, Career Development, Office of the Registrar, Public Interest Office, and Student Affairs (Area 3)
 - Advancement, Alumni Relations, Conferences & Events, Information Technology, Marketing and Communications, Dean's Office (Area 4)
 - Law Library (Area 5)
4. Senator-At-Large (1): In addition to the two (2) Staff Senators representing each Law School Area, one Senator will be selected based on the highest number of votes received regardless of Area.
5. The Staff Senate is designed to serve as a separate staff resource from the Human Resources Department (HR). To ensure that distinction, no member of HR will be eligible for nomination. However, members of HR and Staff Senate may consult and collaborate with one another to support their respective objectives.

Requirement for Membership:

1. Employees below Director level staff are eligible for nomination.
2. Employee must complete one full year of employment as a regular, permanent employee prior to acceptance of a nomination to the Staff Senate.
3. All Staff Senators are required to attend the meetings throughout the year.
4. Staff Senators will serve a 2 year term.
5. All staff must be in good standing to be eligible at the time of nomination and must maintain this status throughout their term.

Election of Senators:

1. Because members of HR are ineligible to participate on the Staff Senate, they will serve as the impartial body to oversee Staff Senate elections. HR will collect nominations in August.*
2. During even years, nominations will be sought for 5 positions (1 per Area served). During odd years, nominations will be sought for 6 positions (1 per Area served + 1 senator at large).
3. Nominations will be submitted to the co-chairs.
4. Elections will take place annually to either re-elect eligible members, or to replace termed out members.
5. Election voting will take place anonymously on-line.
6. Every staff member will be able to vote for a maximum of 1 candidate per Area.
7. The candidate who gets the most votes in each Area will become the Senators for that Area.
8. In the event of a tie, there will be a run-off election between those two candidates.

* Special elections as needed

For processes specifically not articulated in these guidelines, the Staff Senate will rely on [Roberts Rules of Order](#).

Term of Service:

1. A Senator shall serve for a term of 2 years and may be eligible for reelection.*
2. A senator may serve two (2) consecutive terms, for a total of 4 years, after which time they will need to wait one election cycle before being eligible for nomination.
3. A Senator's term of office begins on the day of the September meeting and ends on the day before the September meeting of the second year.

*Fifty (50) percent of the initial Staff Senators will serve an 18 month term to create two (2) cohorts with alternating term limits. The other fifty (50) percent will serve 30 months.

Membership Responsibilities:

1. Members are to have a genuine interest in Staff issues and concerns.
2. Members are to serve on Senate committees and liaison with University standing committees.
3. Members are to actively participate in Senate meetings and activities.

Officers:

The officers of the Staff Senate are the following: Co-Chairs, Secretary, Treasurer, Publicity Chair, IT Chair.

Election of Officers: Officers shall be elected by the Senators by simple majority vote.

Term of Officers: The term shall be two years*

*See Term of Service

Issue Voting:

Non-election related voting, such as voting on issues, proposals, and amendments require a 70% majority vote (8 out of 11 Senators). Senators shall be granted the option to vote electronically within a specific time frame. The Secretary will collect the votes.

Replacement of Senators:

In the event a Senator cannot complete his/her term, an invitation will be extended to the staff member from the resigning Senator's area who received the next highest number of votes from the most recent elections. If he/she declines and/or is unable to accept the invitation to complete the resigning Senator's term, the remaining Senators will host a special election.

Revised July 13, 2016