

# PR 3

Office of the President  
December 12, 2017

Members, Board of Trustees:

PROPOSED REVISION TO GOVERNING REGULATION:  
STAFF SENATE MEMBERSHIP

Recommendation: that the Board of Trustees receive and vote to accept for the first reading the attached revision to *Governing Regulation (GR) V, The Staff Senate*. The revision, if approved, will allow the Staff Senate to determine its own membership requirements in order to increase participation in the Staff Senate by University of Kentucky staff employees.

Background: During the 2017 Staff Senate elections, two applicants were unable to run for senator because the length of time they had been employed at the University was less than the one (1) year of continuous employment required by GR V. New staff employees are informed during new employee orientation that they must wait one year before applying to run for Staff Senator. The primary goals of the Staff Senate are better achieved when participation increases. This revision places responsibility for determining the qualifications for the Senate's membership in the hands of the body, which will allow the Staff Senate to grow at a faster pace.

The proposed revision to GR V will allow the Staff Senate, through its By-Laws, to establish rules regarding the:

- a) Eligibility of staff employees to vote in Senate elections;
- b) Eligibility of staff employees to stand for election as senator; and
- c) Appointment of at-large and ex officio senators.

The Staff Senate voted and approved the proposed revision to GR V at its meeting on November 9, 2017. In accordance with *Governing Regulation (GR) XIII, University Regulations*, the Staff Senate, through the President, recommends the attached revision to GR V to the Board of Trustees. The President supports the proposed revision.

A revised copy of GR VII is attached. Proposed additions are underlined; proposed deletions are lined through.

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Action taken:     Approved     Disapproved     Other \_\_\_\_\_



**Governing Regulation, Part V**

Responsible Office: Board of Trustees

Date Effective: ~~DRAFT 6/11/2013~~

Supersedes Version: ~~6/11/2013 4/22/2008~~

## Governing Regulation, Part V The Staff Senate

### Index

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[Introduction](#)

[Membership](#)

[Functions and Responsibilities](#)

### Introduction

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This Governing Regulation describes the composition, authority, and functions of the University of Kentucky Staff Senate. The Staff Senate is the official representative body of the staff of the University. It shall strive to open lines of communication among all segments of the staff, as well as between staff, faculty, and students of the University. The Staff Senate shall also act as a mechanism to disseminate information to the staff and pass information from staff to other members of the University community. The Staff Senate shall solicit participation from a diverse representation of staff and shall seek out opportunities to represent staff broadly across the University's various missions.

### A. Membership

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1. The Staff Senate shall be composed of elected, appointed, and *ex officio* senators and shall consist of no more than one hundred seventy-five (175) senators. Each Senator shall have one vote. The procedures for election of senators to the Staff Senate and its Executive Committee shall be prescribed in the *By-Laws of the University of Kentucky Staff Senate*.

2. ~~The Staff Senate, through the *By-Laws of the University of Kentucky Staff Senate*, shall establish rules regarding the:~~

~~a) Eligibility of staff employees to vote in senate elections;~~

~~b) Eligibility of staff employees to stand for election as senator; and~~

~~c) Appointment of at-large and *ex officio* senators.~~

~~1. Staff employees eligible to vote for senators shall be regular staff employees with a 0.75 or greater full-time equivalency (FTE) as defined in *Human Resources Policy and Procedures Administrative Regulation 4.0: Employee Status*.~~

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~~2. Staff employees eligible to vote shall also be eligible to stand for election as senator upon completion of one year of continuous employment by April 1. In rare and unusual circumstances, the Staff Senate is authorized to create procedures that provide an exception to the one (1) year of continuous employment for senator elections.~~

~~3. At-large and ex officio senators may be appointed in accordance with the *By-Laws of the University of Kentucky Staff Senate*. Ex officio members shall be non-voting members of the Staff Senate.~~

## B. Functions and Responsibilities

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1. The Staff Senate is authorized to develop bylaws and rules for the conduct of its functions; copies of these shall be furnished to the President and the Board of Trustees.
2. The Staff Senate may address the Board of Trustees through the Staff Trustee regarding any matter affecting staff of the University. The Staff Senate may address the President through its elected Chair or its Advisory Committee to the President regarding any matter affecting the staff of the University.
3. The Staff Senate shall have officers and standing committees as specified in the *By-Laws of the University of Kentucky Staff Senate* to facilitate the functioning of the Senate. Advisory committees may also be created as specified in the *By-Laws of the University of Kentucky Staff Senate* to provide advice to the President and the Staff Representative to the Board of Trustees.
4. The Staff Senate shall have no management or administrative functions other than those delegated to it by the President.
5. In service to the University, the Staff Senate shall meet regularly as specified in the *By-Laws of the University of Kentucky Staff Senate*. Senators are expected to attend regular monthly meetings of the full Staff Senate, monthly Staff Senate committee meetings, and organized special events (such as UK Appreciation Day, Staff Senator Orientation, etc.). Supervisors shall make reasonable accommodations to facilitate participations in the Staff Senate.
6. A Senator who serves as an officer or serves on University and campus wide committees has additional responsibilities that may require additional release time from normal work duties. In advance of assuming such duties, Senators must discuss with his or her supervisor the impact on the unit's ability to meet service responsibilities.

## References and Related Materials

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HRP&P 4.0 Employee Status

## Revision History

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1/22/2002, 6/14/2005, 4/22/2008, 6/11/2013

For questions, contact: [Office of Legal Counsel](#)