



TTU STAFF SENATE BYLAWS



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Texas Tech University
2500 Broadway, Lubbock, TX

TABLE OF CONTENTS

TABLE OF CONTENTS	2
DEFINITIONS	4
ARTICLE I. MEMBERSHIP	7
Section A. Eligibility	7
Section B. Rights	7
Section C. Duties	7
Section D. Attendance	7
Section E. Expulsion for Cause	8
Section F. Resignation and Vacancy Filling	8
Section G. Alternates	9
Section H. Senator/Alternate Ratio	9
Section I. Classification Changes	9
Section J. Distributed Duty Point Senators	10
Section K. Confidentiality	11
ARTICLE II. BUDGET AND FINANCE	12
Section A. Account Management	12
Section B. Budget Preparation	12
Section C. Non-Line-Item Expenditures	12
Section D. Budget Cycle	12
Section E. Budget Audit	12
ARTICLE III. OFFICER DUTIES, VACANCIES, AND STIPENDS	13
Section A. Officer Duties	13
Section B. Officer Vacancies	13
Section C. Removal from Office	14
Section D. Officer Stipends	14
ARTICLE IV. EXECUTIVE BOARD	15
Section A. Composition and Duties	15
Section B. Officer and EEO Representative Vacancies	16
Section C. Elections	16
Section D. Attendance	16
Section E. Agenda Setting	17
ARTICLE V. RULES OF ORDER	18
Section A. Order of Business	18
Section B. Scheduled Meetings	18

Section C. Special Meetings	18
Section D. Open/Closed Meetings	19
Section E. Quorum	19
Section F. Parliamentary Authority	19
Section G. Legislation, Amendments, and Resolutions	19
Section H. Voting Requirements	19
Section I. Amendments to the Constitution and Bylaws	20
Section J. Standing Rules	20
Section K. Five-Year Review	20
Section L. EEO Classification Recount	21
ARTICLE VI. STANDING COMMITTEES	22
Section A. General Provisions	22
Section B. Nominations & Elections Committee	24
Section C. Bylaws & Constitution Committee	24
Section D. Grievance & Attendance Committee	25
Section E. Communications & Public Relations Committee	25
Section F. Issues Committee	26
Section G. Scholarships & Awards Committee	26
Section H. Staff Emergency Fund (SEF) Committee	26
Section I. Fundraising Committee	27
Section J. Operating Policy (OP) Review Committee	27
Section K. CARE Committee: Connection, Advocacy, Resilience, & Engagement	27
ARTICLE VII. SPECIAL APPOINTMENTS	29
Section A. Parliamentarian	29
Section B. Historian	30
AMENDMENT HISTORY	31

These Bylaws govern the internal operations of the Texas Tech University Staff Senate. Capitalized terms used throughout are defined in the following Definitions section. In the event of a conflict between the Constitution and these Bylaws, the Constitution shall prevail. In the event of a conflict between these Bylaws and the parliamentary authority, these Bylaws shall prevail. (RONR §2:15–16 & Bylaws Art V, Section F)

DEFINITIONS

The capitalized terms below have the following meanings throughout these Bylaws. Cross-references indicate where the term is further defined or applied.

Terms not defined below carry their ordinary meaning or, for parliamentary terms, the meaning assigned by the parliamentary authority (Art V, Section F).

Term	Definition	Reference
Senate	The Texas Tech University Staff Senate.	—
Senator	A duly elected or elevated voting member of the Senate.	—
Alternate	A staff member elected to an alternate pool who may be elevated to fill a Senate vacancy.	<i>Art. I § G</i>
Constitution	The Staff Senate Constitution of Texas Tech University.	—
Bylaws	These Staff Senate Bylaws.	—
President	The Staff Senate President.	—
President-Elect	The Staff Senate President-Elect.	—
Secretary	The Staff Senate Secretary.	—
Treasurer	The Staff Senate Treasurer.	—
Immediate Past-President	The most recent former President, serving in an ex officio, non-voting, advisory capacity.	<i>Art. III § A</i>
Executive Board (Board)	The governing body consisting of the four officers and one elected Senator from each EEO classification, exercising general supervision between General Meetings.	<i>Art. IV § A</i>
EEO Classification	An Equal Employment Opportunity category assigned to staff positions under the University's Affirmative Action Plan, used to determine Senate representation.	<i>Constitution Art. II § 5</i>
Senate Year	August 1 through July 31. Used for attendance tracking, terms of office, committee cycles, and Board attendance.	—
Fiscal Year	September 1 through August 31. Used for budget and finance purposes.	<i>Art. II § D</i>
General Meeting	A regularly scheduled monthly meeting of the full Senate.	<i>Art. V § B</i>
Special Meeting	A meeting of the Senate called outside the regular monthly schedule.	<i>Art. V § C</i>

Quorum	The minimum number of members required to conduct official business. For the Senate: a majority of duly elected and qualified Senators. For the Board: a majority of seated Board members with a simple majority of represented EEO classifications present. For committees: a majority of filled seats.	<i>Art. V § E; Art. IV § A; Art. VI § A</i>
Parliamentary Authority	Robert's Rules of Order, Newly Revised, as adopted by the Senate under Article V, Section F.	<i>Art. V § F</i>
Distributed Duty Point (DDP) Senator	A Senator whose official work location, as designated by Human Resources, is a regional site of Texas Tech University or an approved remote-work location outside the main Lubbock campus.	<i>Art. I § J</i>
Presiding Officer	The President, or in the President's absence, the President-Elect, or any other officer designated to conduct a meeting.	<i>Art. III § A</i>
Standing Committee	A permanent committee established by the Bylaws with ongoing jurisdiction over a defined area of Senate business.	<i>Art. VI</i>
Ad Hoc Committee	A temporary committee created by the President with Board approval for a specific purpose, dissolved when its charge is complete.	<i>Art. VI § A</i>
Standing Rule	A rule adopted by the Senate that remains in force until rescinded or amended, recorded and maintained per Article V, Section J.	<i>Art. V § J</i>
Online Committee Binder	A digital record maintained on the Staff Senate's designated collaboration platform containing committee membership, meeting notes, attendance, and other committee records.	<i>Art. VI § A</i>
Ex Officio	Service on a body by virtue of holding another office or appointment. Ex officio members have full rights unless the Bylaws specify otherwise (e.g., non-voting, advisory).	<i>RONR §49</i>
Two-Thirds Vote	Two-thirds of all Senators (or Board/committee members) present at a legal meeting where quorum is present. Abstentions effectively count against the motion because the base is members present, not votes cast.	<i>Art. V § H</i>
Majority Vote	More than half of the votes cast, ignoring abstentions, at a legal meeting where quorum is present.	<i>Art. V § H</i>
Previous Notice	Written notice of a proposed action provided to members in advance of the meeting at which the action will be considered, as required by specific provisions of these Bylaws.	<i>Various</i>
Confidential Information	Information received in the course of Senate business involving personnel matters, individual staff circumstances, grievance proceedings, emergency fund applications, closed session deliberations, or any matter designated as confidential by the Board, a committee chair, or these Bylaws	<i>Art. I § K Art. VI § A</i>

Pro tempore	A Senator or other qualified individual appointed by the presiding officer to perform the duties of a specific role for a specific item or meeting when the standing individual is unavailable, recused, or otherwise unable to serve.	<i>Art. VII § A</i>
Impartial Senator	A Senator who (a) has no direct personal or pecuniary interest in the matter not common to Senators generally; (b) did not participate in, and had no decision-making or fiduciary role in, the matter, activity or transactions under review; and (c) has no supervisory, reporting, or immediate family relationship with any individual whose actions are under review.	<i>Art. II § E</i>

ARTICLE I. MEMBERSHIP

Section A. Eligibility

A Texas Tech University or Texas Tech University System Administration employee, excluding the Chancellor, Vice Chancellors, President, and Vice Presidents, not represented by the Faculty Senate or Student Senate, interested in serving as a Senator shall be employed in a benefits-eligible full-time or part-time position for at least one (1) year of continuous service leading up to the time of nominations.

Section B. Rights

1. **Participation.** Senators have the right to take part in Senate meetings and to bring forth any concerns or suggestions.
2. **Voting.** Senators have the right to vote on all questions before the Senate.
3. **Complimentary Items.** The Senate may distribute complimentary tickets or similar items to Senators in a fair and transparent manner. The detailed drawing or lottery procedure shall be maintained in the Communications & Public Relations Committee's operational procedures.

Section C. Duties

Quick Reference — Attendance Thresholds:

Absences	What Happens
1–2	No action
3	Grievance & Attendance Committee contacts you
5	Removed from Senate
3+ consecutive (qualifying leave)	Excused — notify committee in advance

Senators shall attend and take part in all regularly scheduled and called meetings. Senators shall also serve on at least one (1) internal Staff Senate committee or represent Staff Senate on an external committee each year during their term.

Section D. Attendance

1. **Expectation.** A Senator has a commitment to attend all General Meetings. General Meetings and meetings of the Senate may be conducted in person or by electronic modality, provided that all members participating can simultaneously hear one another and participate fully in deliberations. Participation in a meeting via electronic means shall constitute presence in person for the purposes of quorum and voting, including officer elections.
2. **Attendance.** All other Senators are required to attend in person except for Senators with regional site or remote work duty points. Senators who are designated as a Distributed Duty Point Senator by Human Resources may participate in meetings via electronic means on a routine basis. Any Senator participating via electronic means shall be provided the virtual meeting link prior to each meeting.

3. **Notice of Absence.** When absence cannot be avoided, Senators shall give notice of their absence, via email, to the Grievance & Attendance Committee inbox before or within a reasonable time of the expected absence.
4. **Progressive Intervention.** After a Senator has three (3) total absences in a Senate year (August through July), the Grievance & Attendance Committee shall contact the Senator for the purpose of supporting continued service in the Senate. After a Senator has five (5) total absences in the same Senate year, the Grievance & Attendance Committee will begin the process for removal informing the Senator along with providing updates to the Board.
5. **Excused Absences.** When prior notification is sent to the Grievance & Attendance Committee and upon approval, absences that cause a Senator to miss three or more consecutive General Meetings shall be considered excused and will not count against a member's attendance record if they are one of the following qualifying absences:
 - Approved Family and Medical Leave (FMLA)
 - Parental leave, including maternity and paternity leave
 - Bereavement leave
 - Military leaveOther official university-approved leaves of absence outlined in OP 70.01, such as sick or personal leave may not qualify for excusal unless sufficient supporting documentation is provided.

Section E. Expulsion for Cause

Possible expulsion of a Senator or Alternate for matters other than absences shall be handled as follows:

1. **Investigation.** The Grievance & Attendance Committee shall investigate and document its findings.
2. **Board Review.** The Committee shall present its findings and recommendation to the Board.
3. **Notice.** If the Board determines that the matter should come before the Senate, the Senator or Alternate shall receive written notice at least ten (10) business days before the meeting at which the matter will be considered.
4. **Right to Be Heard.** The Senator or Alternate shall have the right to be heard before any vote.
5. **Vote.** Expulsion requires a two-thirds (2/3) vote of the Senators present, in accordance with Article V, Section I.
6. **Procedural Authority.** Procedural matters not addressed by these Bylaws shall be governed by the parliamentary authority.

Section F. Resignation and Vacancy Filling

When a Senator resigns or is removed because of absences or an expulsion ruling, the next Alternate from the same EEO classification shall fill the vacant position. The Alternate shall be selected in order of the most recent election results, in accordance with Constitution Article III, Section 5.

Section G. Alternates

1. **Term.** Alternates shall serve one (1) year terms as alternates.
2. **Elevated Service.** Alternates moving up to fill an unexpired term will serve the remainder of that term.
3. **Re-election Waiting Period.** If an Alternate moves up to fill an unexpired term that has more than half its time remaining, the Alternate shall wait one (1) year before running for re-election. If the unexpired term to be filled has less than half its time remaining, no waiting period is required before running for re-election.
4. **Participation.** Alternate Senators are encouraged, but not required, to attend all meetings. An Alternate shall be allowed to function in meetings in the same way as an elected Senator other than having voting rights and proposing legislation or resolutions.

Section H. Senator/Alternate Ratio

1. **Pool Size.** A pool of Alternates shall be kept for each EEO classification with half the number of elected Senators.
2. **Order of Succession.** Replacements shall be chosen from the Alternate list in descending order by popular vote, in accordance with Constitution Article III, Section 5. In the case of a tie vote, the Alternate will be placed by length of service at Texas Tech University.
3. **Pool Exhausted.** If the Alternate pool for an EEO classification is depleted:
 - a) The Nominations & Elections Committee shall arrange one (1) special election with the approval of the Board if the term to be filled is at least eighteen (18) months or longer.
 - b) The Board may fill vacated positions after the general election each year, once all Alternates have been moved into senator positions, if the term to be filled is less than eighteen (18) months.
 - c) If an EEO classification does not have a representative, the Board may ask an existing Senator within that EEO classification to stay no more than one (1) additional year or until the special election is held and the position is filled.

Section I. Classification Changes

1. **Notification.** If a Senator changes classification, they must inform the Board of the change in writing within thirty (30) calendar days of the effective date of the classification change as recorded by Human Resources.
2. **Option to Remain.** Within that period, the Senator may choose to remain as a Senator in the original classification or to resign. If the Senator resigns within this period, they shall be eligible to run in the new classification at the next general election.
3. **Late Resignation.** If the thirty (30) day period has expired, the Senator may resign, but must then wait one (1) year before running in the new classification.

Section J. Distributed Duty Point Senators

Senators designated by Human Resources as having a Distributed Duty Point shall be permitted to participate in Senate meetings, Board meetings, special meetings, and standing committee meetings via electronic means, provided that all participants can simultaneously hear one another and participate fully in deliberations.

1. **Presence and Quorum.** Participation via electronic means shall constitute presence for the purposes of quorum, voting, and all other business. The Secretary or designee shall verify the electronic presence of Distributed Duty Point Senators at the time of roll call. A Distributed Duty Point Senator must be actively connected and capable of participating in deliberations to be counted toward quorum. If a Distributed Duty Point Senator loses connectivity during a meeting, they shall not be counted toward quorum until connectivity is restored.
2. **Rights and Participation.** Distributed Duty Point Senators shall have the same rights as in-person Senators, including the right to make and second motions, participate in debate, offer amendments, vote on all questions, and raise points of order, appeals, and parliamentary inquiries. The presiding officer shall ensure Distributed Duty Point Senators have equitable opportunity to seek recognition and participate in deliberations.
3. **Recognition.** Distributed Duty Point Senators shall seek recognition through the electronic platform's hand-raise function or by other means established by the presiding officer at the start of each meeting.
4. **Voting.** Distributed Duty Point Senators shall participate in voice votes, roll call votes, and counted votes through the electronic platform. For ballot votes requiring anonymity, the Secretary or presiding officer shall designate an appropriate anonymous electronic voting method. The method shall preserve ballot secrecy and ensure accurate tabulation.
5. **Committee Service.** Distributed Duty Point Senators may participate in standing committee meetings electronically under the same conditions that apply to General Meetings. Committee Chairs shall accommodate electronic participation by Distributed Duty Point Senators when scheduling and conducting meetings.
6. **Eligibility.** Distributed Duty Point Senators are eligible for all offices, Board positions, and committee assignments. Duties requiring physical presence on campus may be delegated to another officer or Board member with Board approval.
7. **Technical Failure.** If electronic connectivity is lost for one or more Distributed Duty Point Senators during a meeting, the presiding officer shall determine whether quorum is maintained among the remaining participants. If quorum is maintained, the meeting may continue. If quorum is lost, the presiding officer shall declare a recess of not more than fifteen (15) minutes to allow reconnection. If quorum cannot be restored, the meeting shall be adjourned or continued as determined by the presiding officer. If a Distributed Duty Point Senator loses connectivity during a pending vote but before voting is complete, that Senator's vote shall not be counted. No completed vote shall be invalidated solely because a Distributed Duty Point Senator experienced a technical failure after casting their vote.

8. **Closed Sessions.** When the Senate enters closed session, Distributed Duty Point Senators participating electronically shall confirm that they are in a private location where proceedings cannot be overheard or recorded by non-members. The presiding officer may require verbal confirmation from each Distributed Duty Point Senator before closed session business is conducted.
9. **Procedural Authority.** Procedural matters relating to electronic participation not addressed by these Bylaws shall be governed by the parliamentary authority.

Section K. Confidentiality

Senators, Alternates, and appointees shall maintain the confidentiality of information received in the course of Senate business that involves personnel matters, individual staff circumstances, grievance proceedings, emergency fund applications, issues proceeding, scholarship applications, closed session deliberations, or any other matter designated as confidential by the Board, a committee chair, or these Bylaws.

Confidential information shall not be disclosed to any person outside the body in which it was received, except as required by law, university policy, or with the express authorization of the Board. This obligation continues after a Senator's term of service has ended.

A Senator who violates this provision may be subject to the expulsion process outlined in Article I, Section E.

ARTICLE II. BUDGET AND FINANCE

Section A. Account Management

The Treasurer shall be established as the account manager with alternate signature authority assigned to the President and the President-Elect.

Section B. Budget Preparation

An annual budget shall be prepared by the Treasurer and presented to the Board for approval at the August Board meeting. Once approved, the budget shall be presented to the Senate for ratification at the September meeting. A year-to-date budget summary shall be presented to the Senate at the January and June meetings.

Section C. Non-Line-Item Expenditures

Requests for funding shall come through the committee chairs, in writing, to the Board for approval.

Section D. Budget Cycle

The fiscal year for the Senate shall be September 1 through August 31.

Section E. Budget Audit

In the May general meeting, the Secretary shall announce the annual financial audit and issue a call for one (1) impartial Senator to serve on the Ad Hoc Audit Committee. Any Senator who does not hold a current or incoming officer or Board position may express interest by notifying the Secretary by the May executive meeting. The Board shall appoint the impartial Senator at its June meeting from among those who expressed interest. If no Senator expresses interest, the Board shall appoint any willing Senator who is not a current or incoming officer.

By July 15, the Ad Hoc Audit Committee, composed of the incoming and outgoing President, the incoming and outgoing Treasurer, the incoming President-Elect, and the appointed impartial Senator, shall conduct an annual audit before the account is transferred to the next manager.

The impartial Senator(s) shall affirm that they meet the criteria in Article 0. Any Senator may object to a selection on impartiality grounds before it is confirmed; the appointing authority shall decide the objection by majority vote

ARTICLE III. OFFICER DUTIES, VACANCIES, AND STIPENDS

Section A. Officer Duties

1. **The President** shall preside at all Senate and Board meetings.
2. **The President-Elect** shall understudy the President in conducting meetings and official business, and shall handle meeting logistics, including securing the meeting room and coordinating meeting needs. The individual shall assume the duties of President when the President is absent. The next consecutive year, the individual shall serve as President. The following consecutive year, the individual shall serve as Immediate Past-President in an ex officio, non-voting capacity.
3. **The Secretary** shall keep minutes of the meetings, publish the minutes of past meetings, keep a current record of membership, and archive Senate records following university policy. Previous meeting minutes shall be presented to the Senate for approval. After approval, minutes shall be modified and maintained for permanent record. Approved minutes shall be made available to the Senate. The Secretary shall maintain attendance records and provide them to the Grievance & Attendance Committee for enforcement.
4. **The Treasurer** shall serve as account manager for the Senate account. The individual shall keep financial records, receive/disburse funds, and prepare a monthly report on the financial status of the account. The Treasurer shall also handle all budget and finance duties in accordance with Article II of the Bylaws. The Staff Senate Treasurer is the designated Reconciler for the Staff Senate Department Procurement Card. The Reconciler must attend required training within one month of being elected (the goal is for them to take all trainings before taking office). For additional information please reference the Staff Senate Procurement Card Guidelines policy and procedures document.
5. **The Immediate Past-President** serves to consult, advise, and provide information to the incoming officers as well as to enhance continuity within the Senate operations and structure. The Immediate Past-President shall serve ex officio in an advisory capacity only. If the Immediate Past-President is unavailable to serve, the position shall remain vacant for the remainder of the term.

Section B. Officer Vacancies

If the President resigns or is removed during their term of office, the President-Elect shall assume the duties and title of President for the remainder of that term.

1. If the remaining term is less than half, the President-Elect shall continue to serve a full term as President for the following year and shall thereafter serve as Immediate Past-President.
2. If the remaining term is half or more, the President-Elect shall serve for the remainder of that term only. A new President-Elect shall be elected at the next regular Senate meeting to serve the following year as President-Elect and then assume the presidency in the normal succession.

For a vacancy in any other officer position, the position shall be filled by election at the next regular Senate meeting, and the individual elected shall serve for the remainder of the unexpired term.

Section C. Removal from Office

For any reason other than absence at Board meetings, any officer may be removed upon a two-thirds (2/3) majority vote of the Senate in accordance with Article V, Section I. A petition signed by fifteen (15) percent of the Senators shall be filed with the Secretary, or with the President-Elect if the petition concerns the Secretary. The petition shall be attached to the agenda for the next regular Senate meeting. The officer named in the petition shall receive written notice and a copy of the petition at least ten (10) business days before the meeting at which the vote is to be taken. The officer shall have the right to be heard before any vote. Procedural matters not addressed by these Bylaws shall be governed by the parliamentary authority.

Section D. Officer Stipends

Staff Senate Officers shall receive stipends as authorized by the President of Texas Tech University. The amounts and distribution of stipends shall be governed by the current memorandum or directive from the Office of the President and are subject to change at the direction of the TTU President. For additional information, reference the Staff Senate Officer Stipends policy and procedures document.

ARTICLE IV. EXECUTIVE BOARD

Section A. Composition and Duties

1. **Composition.** The Board shall consist of the four (4) officers and one (1) elected Senator from each EEO classification in the Texas Tech University's Affirmative Action Plan.
2. **EEO Alternates.** Each Staff Senate EEO classification representative may have one (1) alternate who can attend meetings when the representative is unable to attend and become the representative in case of a vacancy. The alternate must be a current Senator within the same EEO classification and shall have full voting rights in Board meetings only when their EEO representative is absent. EEO classification alternates will be elected according to the same process used for EEO classification representatives.
3. **General Supervision.** The Board shall have general supervision and control of all activities of the Senate and votes on confirmation of Senate presidential appointments. It shall oversee general operation of the Senate and receive reports for review and action.
4. **Quorum.** A quorum of the Board shall require the presence of a majority of the seated Board members, provided that a simple majority of the EEO classifications represented on the Board are present. Officers' classifications may be counted toward the EEO classification requirement.
5. **Voting.** The President shall vote on all questions before the Board. In the event of a tie, the motion shall not be adopted. This provision applies to all regular and special meetings of the Board and does not apply to meetings of the full Senate, which are governed by Article V, Section H. Proxy votes may not be assigned.
6. **Unrepresented Classifications.** If any recognized EEO classification is not represented, the Board's duties shall be performed as prescribed. The quorum shall be recalculated as a majority of the seated Board members, provided that a simple majority of the represented EEO classifications are present.
7. **Recusal.** Any Board member who has a direct personal or financial interest in a matter before the Board shall disclose the conflict and recuse themselves from deliberation and voting on that matter. A Board member's general service as a Senator or on a standing committee does not, by itself, constitute a conflict requiring recusal.
8. **Standing Committee Restriction.** Members of the Board, including officers and EEO classification representatives, shall not serve as Chair or Co-Chair of any standing committee. Board members may serve on standing committees in an ex officio, non-voting, advisory capacity when their Board duties require coordination with the committee's work. This restriction does not apply to ad hoc committees, which may be chaired by Board members when appointed by the President with Board approval. Where a Board member's duties create a direct conflict of interest with an ad hoc committee's purpose, the Board member shall disclose the conflict and the Board shall determine whether the appointment is appropriate.
9. **President Ex Officio.** The President shall serve as an ex officio, non-voting, advisory member of all standing committees in accordance with the parliamentary authority. This

ex officio membership does not include the right to vote in committee proceedings or to serve as Chair or Co-Chair.

10. **Special Meetings.** A majority of the Board may hold special meetings at any time on the call of the President or on demand, in writing, to the Secretary. Board meetings shall be open to any member of the Senate.

Quick Reference — Board Attendance:

Absences	What Happens
1–3	No action
4	Secretary notifies you — limit reached
5	Removed from Board
Mid-year replacement	1 allowed absence per 3 full months remaining (min. 1)

Section B. Officer and EEO Representative Vacancies

1. **Officer Vacancies.** For officer vacancies on the Board, Article III, Section B shall govern.
2. **EEO Representative Vacancies.** Resignation of any EEO representative may be accepted by a majority vote of the remaining Board members. A vacancy in the Board due to resignation may be filled by a majority vote of remaining Board members if six (6) months or fewer remain in the term. If the unexpired term is longer, the vacancy shall be filled by a special election. However, if more than one (1) such vacancy exists, a special meeting of the Senate shall be called, or a special election held, to fill the vacancies until the date of the next annual election in August.

Section C. Elections

The President-Elect, Secretary, Treasurer, and one (1) EEO classification representative and alternate from each designated classification shall be elected at the Senate meeting in June.

Section D. Attendance

1. **Requirement.** All voting members of the Board (President, President-Elect, Secretary, Treasurer, and EEO Representatives) shall attend each meeting. In the case of a necessary absence, a member shall notify the President or Secretary in advance of the meeting or no more than three (3) working days after.
2. **Absence Limit.** Only four (4) absences per Senate year (August through July) shall be excused for any reason. After the fourth absence, the Secretary shall notify the Board member in writing that they have reached the limit. After the fifth absence, the President shall notify the Board member that they are being removed from the Board. If the matter concerns the President, the President-Elect shall issue the notification.
3. **Replacement.** If an officer is removed from the Board, the position shall be filled following Article III, Section B of the Bylaws. If the member being replaced is an EEO Representative, a special election of that EEO classification shall be held at the next Senate meeting to choose a new representative. A Board member appointed or elected to fill a vacancy mid-year shall be allowed one (1) excused absence for every three (3) full months remaining in the Senate year, rounded down, with a minimum of one (1).

Section E. Agenda Setting

The Board shall meet at least one (1) week prior to the regular Senate meeting to hear proposed agenda items. The Board shall set the meeting agenda at that time.

ARTICLE V. RULES OF ORDER

Section A. Order of Business

The following items shall be covered in each Senate meeting. The presiding officer may adjust the order of items, subject to appeal by a majority of Senators present.

1. Call to Order
2. Pledge of Allegiance (at the discretion of the presiding officer)
3. Land Acknowledgement
4. Guest Speakers and Presentations
5. Administrative Business:
 - a) Roll Call
 - b) Quorum Verification
 - c) Approval of Previous Meeting Minutes
 - d) Treasurer's Report
 - e) President's Report (including University President liaison updates)
6. Standing Committee Reports
7. External and Special Committee Reports
8. Unfinished Business
9. New Business
10. Open Forum and Announcements
11. Adjournment

Section B. Scheduled Meetings

1. **Schedule.** Senate meetings shall be held the first week of every month at a time, date, and location proposed by the President and voted upon by the Senate. Meetings may include electronic participation as provided in Article I, Section J. Meeting times and dates shall be publicized through an official University announcement system.
2. **Exceptions.** Any changes to the meeting schedule shall be chosen by the President and approved by the Senate. All changes shall be publicized through an official University announcement system.

Section C. Special Meetings

1. **Presidential Call.** The President of the Senate, with the consent of a majority of the Board, may call a special meeting. In the absence of the President, the President-Elect may exercise this authority under the same conditions.
2. **Board Call.** A majority of the Board may independently call a special meeting.
3. **Senator Petition.** A written petition addressed to the presiding officer and signed by a majority of the duly elected and qualified Senators may call a special meeting, in accordance with Constitution Article III, Section 7.
4. **Staff-Wide Meeting.** The Senate shall call a meeting of the voting staff when requested by the President of the University, or when petitioned by one hundred (100) members of the electorate, or when the Senate deems such a meeting necessary, in accordance with Constitution Article V, Section 5.

Section D. Open/Closed Meetings

All meetings shall be open meetings unless otherwise required by law, or unless the Senate by a two-thirds majority shall declare that a meeting or a part of a meeting shall be conducted in closed session. No vote shall be taken while a meeting is in closed session.

Quick Reference — Voting Thresholds:

Action	Vote	Notice?
Most motions	Majority	No
Amend Constitution/Bylaws	2/3	Two consecutive meetings
Suspend the rules	2/3	No
Expel a member	2/3	10 business days
Remove an officer	2/3	15% petition + 10 days
Close a meeting	2/3	No

Section E. Quorum

A quorum — the minimum number of members required to conduct official business — shall be a majority of the duly elected and qualified Senators.

Section F. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall serve as the parliamentary authority. Upon publication of a new edition, the Senate shall adopt the updated edition by majority vote at a regular meeting. Until such vote is taken, the previously adopted edition shall remain in effect.

Section G. Legislation, Amendments, and Resolutions

Only voting Senators may propose legislation, amendments, or resolutions. Proposals shall be submitted in writing to the Board at least one (1) week before the Board meeting. All proposals shall be brought before the Senate. The Board shall be responsible for the final copy and form of any resolution. The President is responsible for transmitting the resolution to the proper authority.

Section H. Voting Requirements

1. **Presiding Officer.** At Senate meetings, the presiding officer shall not vote except when the vote is by ballot or when the presiding officer's vote would affect the result, in accordance with the parliamentary authority.
2. **Majority Vote.** Majority vote shall be used for motions not listed below which require only a majority for their adoption. A majority vote consists of more than half of the votes cast, ignoring abstentions, at a legal meeting where a quorum is present.
3. **Two-Thirds Vote.** The following motions require a two-thirds majority of all Senators present for adoption:
 - a) Amend (annul, repeal, or rescind) any part of the Constitution, Bylaws, or rules of order previously adopted. This motion requires previous notice.

- b) Amend or rescind a standing rule, a program or order of business, or a resolution, previously adopted, without notice being given at a previous meeting or in the call of the meeting.
- c) Accept a question out of its proper order.
- d) Suspend the rules.
- e) Refuse to proceed to the orders of the day.
- f) Sustain an objection to the consideration of a question.
- g) Expel from membership. This motion requires earlier notice and the right to be heard, in accordance with Article I, Section E.
- h) Depose from office. This motion requires earlier notice, in accordance with Article III, Section C.

Section I. Amendments to the Constitution and Bylaws

1. **Constitution Amendments.** Amendments to the Constitution shall be presented to the Senate in general assembly for two (2) consecutive, scheduled meetings and then passed by a two-thirds vote. Upon passage, an amendment shall become effective after ratification by the President of the University following Constitution Article VI, Section 2.
2. **Bylaws Amendments.** Amendments to the Bylaws shall be considered official and adopted after being presented to the Senate in general assembly for two (2) consecutive, scheduled meetings and then passed by a two-thirds vote.
3. **Suspension.** Suspension of the Bylaws may be proposed by any Senator. The suspension shall be considered adopted upon approval by two-thirds vote of the Senate. Suspension shall be approved for each occurrence.

Section J. Standing Rules

Standing rules adopted by the Senate shall be recorded in the minutes of the meeting at which they are adopted. The Secretary shall maintain a compiled document of all current standing rules, including the date of adoption and the meeting at which each was approved. The compiled standing rules document shall be maintained on the Staff Senate's designated collaboration platform and made accessible to all Senators. The Bylaws and Constitution Committee shall review all standing rules annually to identify conflicts with the Constitution, Bylaws, or the parliamentary authority, and shall recommend corrections to the Senate as needed.

Section K. Five-Year Review

The Bylaws and Constitution Committee shall conduct a comprehensive review of the Constitution and Bylaws at least once every five (5) years, beginning five (5) years from the date of ratification of the most recent comprehensive revision. The review shall assess consistency between the Constitution and Bylaws, alignment with the current edition of the parliamentary authority, outdated references, and procedural gaps. The committee shall present its findings and any recommended amendments to the Senate. This review requirement does not limit the committee's or a Senator's authority to propose amendments at any time.

Section L. EEO Classification Recount

In accordance with Constitution Article II, Section 4, the Board shall re-compute the number of employees in each EEO classification at least once every five (5) years, beginning in the fall of years whose ending numbers are one (1) or six (6), to ensure proper representation in the next election cycle. The Board shall request current classification data from Human Resources no later than October 1 of each recount year. Upon completion of the recount, the Board shall report the updated representation numbers to the Senate and the Nominations & Elections Committee no later than the December Board meeting of that year, so that any changes in the number of Senate seats per classification are reflected in the next spring nomination and election cycle.

ARTICLE VI. STANDING COMMITTEES

Section A. General Provisions

Organization, Powers, and Duties

1. **Creation.** Standing committees and their general jurisdiction may be proposed by Senators and/or created by the Board to fulfill specific goals, as the Board deems necessary. All proposed legislation shall be referred by the President either to the Board or to the proper standing committee, subject to approval by a majority vote of the Senate.
2. **Membership Appointment.** The Board shall annually appoint the full membership of the standing committees, as specified, subject to the Nominations & Elections Committee's recommendations.
3. **Committee Leadership — Standard Process.** At the first meeting of each Senate year, each committee shall elect a Chair and Co-Chair by majority vote from among its members, except as provided below. The Co-Chair shall serve as acting Chair in the event of a vacancy or absence. If a vacancy occurs in the Chair position, the Co-Chair shall assume the role of Chair for the remainder of the Senate year, and the committee shall elect a new Co-Chair at its next meeting.
4. **Chair Appointment Exceptions.** The President shall appoint the Chair of the Nominations & Elections Committee and the Fundraising Committee. The Chair of the Bylaws and Constitution Committee shall be recommended by the outgoing Chair and confirmed by the Board at the beginning of each Senate year. If the Board does not confirm the recommendation, the committee shall elect a Chair by majority vote from among its members.
5. **Board Member Restriction.** Members of the Board, including officers and EEO classification representatives, shall not serve as Chair or Co-Chair of any standing committee, in accordance with Article IV, Section A.
6. **Meeting Schedule.** The Chair and Co-Chair of each standing committee shall determine the modality and frequency of committee meetings based on the committee's needs.
7. **Parliamentary Authority.** Standing committee meetings shall be governed by the parliamentary authority as specified in Article V, Section F.
8. **Committee Voting.** The Chair of each standing committee shall vote on all questions before the committee. In the event of a tie, the motion shall not be adopted. No member of a standing committee, including the Chair, shall cast more than one vote on any question.
9. **Adjudicative Matters.** If a tie vote occurs on a matter directly affecting an individual, including but not limited to grievance findings, disciplinary recommendations, and emergency fund applications, the matter shall be referred to the Board for resolution. The committee Chair shall present the committee's findings, arguments on both sides, and the tie vote to the Board at its next meeting.
10. **Online Committee Binder.** The Chair of each standing committee shall be responsible for maintaining the online Committee Binder on the Staff Senate's designated collaboration platform. The online Committee Binder shall be used to record committee membership, meeting notes, attendance at each meeting, and any other information

appropriate for the committee. The online Committee Binder shall be passed on to the incoming Chair at the Senate meeting in July.

11. **Yearly Summation.** The Chair shall have a committee meeting report to be presented at all Board and Senate meetings. The Chair shall prepare a written yearly summation of the committee's activities to be presented at the June Board and July Senate meetings. These reports shall be made available to all Senators and filed in the online Committee Binder.
12. **Vacancies.** If a vacancy or resignation occurs on a standing committee, the Board shall appoint a new member according to the Nominations & Elections Committee's recommendations. New members shall complete the designated term of their predecessor.
13. **Committee Attendance.** If the Chair or a member of the committee has a concern with a committee member's attendance, they may submit a formal grievance in writing to the Grievance & Attendance Committee detailing the frequency of absences and the impact on the committee. The Grievance & Attendance Committee shall then gather information and make a formal recommendation to the Board.
14. **Subcommittees.** The Chair of each standing committee may establish subcommittees and decide the number of Senators to serve on each subcommittee, as deemed necessary.
15. **Ad Hoc Committees.** Any ad hoc committee may be called by the President and approved by the Board as deemed necessary. Members shall be appointed through the standard nominations process and be disbanded when the committee's purpose has been served. The Board shall decide any committee appointments and duties.
16. **Conflict of Interest.** A committee member who has a direct personal or financial interest in a matter before the committee shall disclose the conflict and recuse themselves from deliberation and voting on that matter.
17. **Confidentiality.** Committee members shall maintain the confidentiality of all information received during committee proceedings that involves individual staff members, personnel matters, financial hardship, grievance findings, or any matter designated as confidential by the committee Chair or these Bylaws. Confidential materials shall be stored securely and shall not be retained in personal files after the committee member's service ends. Committees that routinely handle confidential matters — including the Grievance & Attendance Committee and the Staff Emergency Fund Committee — shall establish and document confidentiality procedures in their operational records.

Section B. Nominations & Elections Committee

The Nominations & Elections Committee shall be composed of a minimum of five (5) Senators. The primary responsibilities of the committee are to coordinate all nomination and election processes for the Senate and ensure they are conducted in accordance with Constitution Article III, Section 1.

The incoming Chair, elected by the committee, shall be presented to the Board for confirmation by the outgoing Chair. This confirmation process ensures the incoming Chair has familiarity with the Senate nominations and elections process.

Each spring, the committee shall solicit nominations for Staff Senate candidates. Nominations may be submitted by any Texas Tech University or TTU System employee. Upon receipt, the committee will work in partnership with Human Resources to verify the eligibility of all nominees prior to the election. The committee is responsible for organizing and administering campus-wide elections for Staff Senate positions.

In addition to elections, the committee shall coordinate the nomination and recommendation of staff for appointments to internal, external, and University committees, as deemed necessary, in accordance with Constitution Article V, Section 1.

The committee is also charged with filling Senate vacancies from the pool of alternates. The Nominations & Elections Committee shall maintain and update the official list of alternates and ensure it is used appropriately to fill vacancies in accordance with the Bylaws.

Section C. Bylaws & Constitution Committee

The Bylaws and Constitution Committee shall be composed of a minimum of five (5) Senators. The primary responsibilities of the committee are to review and evaluate proposed changes to the Staff Senate Constitution and Bylaws and to ensure that the governance documents remain consistent, clear, and aligned with the parliamentary authority.

The incoming Chair, elected by the committee, shall be presented to the Board for confirmation by the outgoing Chair. This confirmation process ensures the incoming Chair has familiarity with the Senate governing documents and procedures.

The committee shall accept proposed amendments, study the recommendations, and present formal proposals to the Senate in accordance with Constitution Article VI. In addition, the committee shall regularly review the Constitution and Bylaws to identify inconsistencies, outdated language, or procedures that are not in alignment with the parliamentary authority. The committee shall notify the Senate President of any actions or procedures that do not conform to the governing documents.

The committee shall conduct a comprehensive review of the Constitution and Bylaws in accordance with Article V, Section K.

The committee shall review all standing rules annually in accordance with Article V, Section J.

Section D. Grievance & Attendance Committee

The Grievance & Attendance Committee shall be composed of a minimum of five (5) Senators and must maintain an odd number of members to ensure clear outcomes in voting procedures. If membership temporarily falls to an even number, the committee shall continue to operate; in the event of a tie vote, the provisions of Article VI, Section A (Adjudicative Matters) shall apply.

The Committee shall be responsible for managing internal grievances submitted by current Senators and addressing concerns brought forward by members of the broader University community, in accordance with Constitution Article IV, Section 2. The grievance process shall include hearing statements from involved parties, reviewing documentation or evidence, and when necessary, soliciting information from relevant external entities. The Committee shall determine findings and recommend a resolution. Once complete, the final resolution will be documented and communicated to all parties involved.

In addition to grievance responsibilities, the Committee shall oversee attendance tracking for Senators, in coordination with the Secretary. The Committee shall monitor excessive absences, issue formal warnings, initiate removal notices as outlined in Article I, Sections D and E of the Bylaws, and facilitate any appeals. Appeals will be reviewed by the Committee and submitted to the Board with final recommendations.

Section E. Communications & Public Relations Committee

The Communications and Public Relations Committee shall be composed of a minimum of ten (10) Senators and is responsible for promoting the work of the Staff Senate and fostering connections between Senators and University staff.

The committee's duties include: planning and coordinating activities and events at which University staff members can meet their Senators and learn about Staff Senate projects and initiatives; serving as the public relations agent of the Staff Senate, including working with Human Resources, the news media, and other campus communication channels to publicize the Staff Senate's efforts; sharing information about Staff Senate activities and initiatives through email, social media, TechAnnounce, and other appropriate university-regulated communication platforms; editing and publishing the Staff Senate newsletter; maintaining and updating the Staff Senate website to ensure information is accurate, timely, and accessible; and handling all acknowledgments, thank-you notes, and other formal correspondence sent on behalf of the Staff Senate to members and constituents, as appropriate.

The Chair of the committee shall serve as the Public Information Officer of the Staff Senate. The Chair shall approve all public notices concerning the Staff Senate or its activities, seeking input from the Board or other Senators as needed to ensure consistency and accuracy of information.

The Communications & Public Relations Committee may establish subcommittees to carry out specific projects or ongoing functions, including technology and digital platform responsibilities.

Section F. Issues Committee

The Issues Committee shall be composed of a minimum of seven (7) Senators. The committee shall maintain sufficient membership to ensure timely assignment and completion of issue research.

The Issues Committee shall be responsible for receiving, reviewing, and responding to concerns submitted by staff members of Texas Tech University. Each issue shall be assigned to a committee member to conduct research and gather relevant information.

Upon completion of research, the Chair and Co-Chair will present findings and a proposed course of action to the Board for preliminary review. Based on Board feedback, the committee will finalize a resolution. This resolution must be submitted to the full Board for formal approval prior to any communication with the original submitter.

Once approved, the committee shall notify the staff member who submitted the issue of the resulting resolution and actions taken. All finalized issues and resolutions shall be documented in the committee's report to the full Senate.

Section G. Scholarships & Awards Committee

The Scholarships and Awards Committee shall be composed of a minimum of seven (7) Senators. The committee is responsible for coordinating recognition programs that support, celebrate, and promote the academic and professional achievements of staff.

The committee's duties include: administering the Staff Senate Employee Texas Tech University Scholarship program, with scholarships awarded each Spring, Summer, and Fall semester; updating the scholarship information sheet and application annually, prior to the start of each Fall semester; coordinating with the Scholarship Office to verify eligibility of applicants before review and scoring by the committee; and collecting and reviewing nominations for end-of-year staff awards and assisting in the selection or recommendation process as appropriate.

Section H. Staff Emergency Fund (SEF) Committee

The Staff Emergency Fund Committee (SEF) shall be composed of a minimum of five (5) Senators and must maintain an odd number of members to ensure clear outcomes in voting decisions. If membership temporarily falls to an even number, the committee shall continue to operate; in the event of a tie vote, the provisions of Article VI, Section A (Adjudicative Matters) shall apply.

The committee is responsible for reviewing and deciding on applications submitted to the Staff Emergency Fund in accordance with OP 70.47 (Staff Emergency Fund). The committee shall coordinate with Human Resources to receive submitted applications. The committee shall review each application and determine funding decisions in a timely manner. The committee will then provide those decisions to Human Resources for further processing and communication.

The Chair of the committee shall ensure that all applications are reviewed promptly and thoroughly. If additional discussion or clarification is needed, the Chair will request needed clarification from Human Resources and, if necessary, present the matter to the Board. All application materials and deliberations are confidential.

Section I. Fundraising Committee

The Fundraising Committee shall be composed of a minimum of eight (8) Senators.

The primary responsibilities of the committee are to support and oversee fundraising efforts that benefit Staff Senate initiatives.

The Chair shall be appointed by the President. This appointment is to ensure the committee Chair is familiar with accounting best practices and relevant university policies.

The committee shall coordinate with the appropriate university advancement or development office and the Staff Senate Communications & Public Relations Committee, as needed, to plan, organize, and execute fundraising activities that support Staff Senate initiatives. Additional responsibilities include organizing the sale and distribution of Staff Graduate Medals to eligible staff members who complete degree programs at Texas Tech University.

The Treasurer shall serve as an ex officio, non-voting, advisory member of the Fundraising Committee. The Fundraising Committee's yearly summation shall include a financial accounting of funds raised, expenditures, and the disposition of proceeds, coordinated with the Treasurer.

Section J. Operating Policy (OP) Review Committee

The Operating Policy (OP) Review Committee shall be composed of a minimum of five (5) Senators. The committee shall maintain sufficient membership to ensure timely review of operating policies. The Committee is charged with reviewing proposed updates and revisions to Texas Tech University Operating Policies (OPs) that directly impact staff. The Committee shall identify potential concerns, suggest edits or corrections, and submit these recommendations to the Board, the Issues Committee, and/or the full Staff Senate for further discussion and action.

If the Committee's recommendations are supported by the Board and/or Senate, the Chair shall formally submit the approved feedback through the university's official policy review system. If the Senate or Board does not approve the proposed recommendations, the Chair may still submit them as commentary to the originating policy body for consideration.

Section K. CARE Committee: Connection, Advocacy, Resilience, & Engagement

The CARE Committee: Connection, Advocacy, Resilience, & Engagement shall be composed of a minimum of ten (10) Senators. The duties of the Committee shall be to promote staff wellbeing, connection, and engagement across all Texas Tech University campuses and work environments. The Committee shall coordinate and oversee caregiver support initiatives, including resource events, support groups, and caregiver recognition programs; advocate for and evaluate mother-friendly spaces across campus; support distributed duty point staff connection, inclusion, and equitable access to university resources and support services; develop and promote wellness-focused programming and initiatives for staff at all stages of their careers; identify and advocate for staff wellbeing needs in partnership with Human Resources and other university entities; and maintain awareness of resources available to staff caregivers and promote their use. The Committee may establish subcommittees as needed to fulfill its responsibilities under the general provisions of this Article.

Transition Provision

Upon adoption of these Bylaws, the Red Raider Humanity, Impact, & Togetherness (HIT) Committee and Caregiver Committee are dissolved. Senators serving on either committee at the time of adoption shall be seated on the CARE Committee. The Staff Wellbeing Working Group established by motion of the Senate is dissolved upon adoption, its charge having been fulfilled.

Upon adoption of these Bylaws, Technology Committee is dissolved. Senators serving on the committee at the time of adoption shall be seated on the Communications and Public Relations Committee.

ARTICLE VII. SPECIAL APPOINTMENTS

Section A. Parliamentarian

This is a special appointment by the President for a one (1) year term, subject to confirmation by the Board. The Parliamentarian shall be a current Senator. If no Senator is available or willing to serve, the President may appoint a benefits-eligible staff member of Texas Tech University who is not a current Senator, in accordance with Constitution Article V, Section 2.

The Parliamentarian:

1. Shall demonstrate working knowledge of the Constitution, Bylaws, and the parliamentary authority.
2. Shall advise the presiding officer during Senate meetings, Board meetings, special meetings, and upon request of a committee Chair during standing committee meetings, on matters of parliamentary procedure.
3. Shall advise the presiding officer on points of order raised during any meeting of the Senate or Board. The presiding officer shall make all rulings, which may be appealed by any Senator in accordance with the parliamentary authority.
4. Shall refer questions of Bylaws or constitutional interpretation that require study to the Bylaws and Constitution Committee. Procedural questions arising during a meeting shall be addressed by advising the presiding officer in real time.
5. Shall maintain impartiality during meetings of the Senate and Board. While serving in the parliamentarian role, the Parliamentarian shall not introduce motions, participate in debate, or vote on motions, except that a Parliamentarian who is a current Senator retains the right to vote on all ballot votes, including elections. A Parliamentarian appointed from outside the Senate has no voting rights, consistent with Constitution Article V, Section 2.
6. Shall attend all regular Senate meetings, Board meetings, and special meetings of the Senate or Board. The Parliamentarian shall be available to attend standing committee meetings upon request of the committee Chair, subject to availability, when procedural guidance is needed.
7. Shall serve as an ex officio member of the Bylaws and Constitution Committee. If the Parliamentarian is a current Senator, they shall have full voting rights on the committee. If the Parliamentarian is not a current Senator, they shall serve in a non-voting, advisory capacity.

8. Shall disclose any direct interest in a matter before the Senate or Board (including but not limited to authorship or sponsorship of a motion or resolution, candidacy in an election, or being the subject of a disciplinary or grievance proceeding) to the presiding officer and recuse from advising on that matter. Upon recusal, the presiding officer shall appoint a Parliamentarian pro tempore for the duration of the item. The chair of the Bylaws and Constitution Committee shall serve as Parliamentarian pro tempore by default, consistent with that chair's duty under these Bylaws to advise the President on actions not following the Constitution or Bylaws. If the chair of the Bylaws and Constitution Committee is unavailable or also has a direct interest in the matter, the presiding officer may designate any other Senator familiar with parliamentary procedure to serve. A Parliamentarian who is a current Senator and has recused from the parliamentary role for a specific item retains all rights of a Senator for that item, including the right to introduce motions, debate, and vote. The recusal and the pro tempore appointment shall be recorded in the meeting minutes.

Section B. Historian

This is a special appointment by the President for a one (1) year term, subject to confirmation by the Board. The Historian shall be a current Senator. If no Senator is available or willing to serve, the President may appoint a benefits-eligible staff member of Texas Tech University who is not a current Senator. The Historian:

1. Shall archive copies of all Senate records, including minutes, correspondence, reports, and photographs.
2. Shall organize and maintain the Senate Archives.
3. Shall archive a summary record and timeline of adoption of all changes and amendments to the Constitution and Bylaws.
4. Shall document significant Senate actions, milestones, and precedents for institutional continuity and knowledge.
5. Shall coordinate with the Secretary to ensure official records are archived in accordance with policy.
6. Shall produce Senate historical reports as necessary.
7. Shall prepare a written historical summary for inclusion in the Senate's annual report.
8. If the Historian is not a current Senator, the Historian shall serve in a non-voting, advisory capacity.

AMENDMENT HISTORY

August 4, 1999	November 2, 2022		
April 5, 2000	January 4, 2023		
June 6, 2000	August 2, 2023		
October 3, 2000	March 6, 2024		
March 5, 2003	June 5, 2024		
October 1, 2003	August 5, 2026		
November 5, 2003			
December 5, 2003			
December 1, 2004			
January 5, 2005			
February 2, 2005			
March 2, 2005			
April 6, 2005			
May 4, 2005			
June 1, 2005			
September 7, 2005			
April 5, 2006			
October 4, 2006			
February 7, 2007			
April 4, 2007			
June 7, 2007			
February 1, 2008			
June 4, 2009			
April 7, 2010			
May 5, 2010			
September 6, 2017			
September 5, 2018			
February 6, 2019			
March 2, 2022			
April 6, 2022			