MINUTES

Commission on Staff Policies and Affairs

Date | time 12/20/2016 2:00 PM | *Meeting called to order by* Chair Robert Sebek

New Business

Chairman Sebek presented for first reading of a *Resolution on Amendment to the Staff Senate Constitution* regarding defining a circumstance when a senator could be removed from office and also defining an unacceptable absence from staff senate meetings as being missed without advance notice sent to the Senate Secretary.

A clarification was requested from the floor regarding the need for the Commission to approve such a Resolution. Chair Sebek explained that it was upon guidance from university administration the CSPA would need follow the prescribed procedure for presenting the Resolution to the University Council.

A second reading of the Resolution will take place during the CSPA's January meeting and a vote for approval will be taken.

With no further new business being offered by the commission members, the meeting was moved to adjourn.

Next Meeting

1/24/2017 2:00 PM, Human Resources Conference Room

Chairman Sebek adjourned the Commission at 2:10PM.

Respectfully Submitted,

Mary Helmick

Vice Chair, Commission on Staff Policies and Affairs

Attachment: First Reading of State Senate Resolution to Amend Constitution

RESOLUTION ON AMENDMENT TO STAFF SENATE CONSTITUTION
Commission on Staff Policies and Affairs
Resolution 2016-17A

Approved, Staff Senate: September 15, 2016

First Reading, Commission on Staff Policies and Affairs: December 20, 2016

Second Reading, CSPA: January 24, 2017

First Reading, University Council: February 6, 2017

Second Reading, University Council: February 20, 2017

Approved, President:

Approved, Board of Visitors:

Effective Date: On Approval

WHEREAS, participation by Staff Senators in the senate's meeting and activities plays an important role in the communication of senate business to staff; and

WHEREAS, the Policies and Issues standing committee of the Staff Senate has identified clarifications needed in the circumstances when a senator can be removed and for the definition of an unacceptable absence; and

WHEREAS, the Staff Senate's current constitution refers to absences occurring during a calendar year while the Senate conducts itself during academic years; and

WHEREAS, the Staff Senate's current constitution does not define an unacceptable absence;

THEREFORE BE IT RESOLVED, that Article 5, section E of the Virginia Tech Staff Senate Constitution be amended as follows: [Current language *italicized*]

5. Term of office

A. *Term of office for Staff Senators will be three years. Each term will begin July 1. Terms shall be staggered to permit election of approximately one-third of the Senate body each year.*
B. *Transfer of a member from one staff association to another shall result in the replacement of that individual by the elected alternate until the staff association designates a permanent replacement.*
C. *Movement of a member from one occupational classification to another or from Classified Staff to University Staff within the same staff association shall not affect his/her unexpired term on the Staff Senate.*
D. *A senator may be reelected. The respective Staff Associations may establish any limit on the number of terms that may be served. Under no circumstances shall the maximum number of terms be limited to less than two. There are no restrictions on serving as an alternate.*
E. *Vacancies may occur as a result of death, termination of employment, transfer, retirement, resignation, or by a majority vote of the Staff Senate to remove a senator following three consecutive unacceptable absences from regular meetings during any* ~~calendar year~~. the senator's term.
    a.   Unacceptable absence is a no show without advance notice sent to the Staff Senate Secretary.

F. *The retiring President of the Staff Senate shall serve as an advisor to the Executive Committee for one year. If his/her elected term as a senator has expired, he/she shall serve as a non-voting member of the Staff Senate and Executive Committee.*