

### **Officers of the Staff Senate**

Officers of the Staff Senate shall be the president, the **president-elect**, the **immediate past-president**, the secretary, the treasurer, the parliamentarian, and the communications officer.

The office of the presidency will exist as three one year appointments: 1) **President-Elect**  
2) **President**, and 3) **Immediate Past-President**.

The president-elect of the Staff Senate shall be elected for a one year term, which will be followed by (2) one year appointments. The president-elect's membership in the senate shall be extended to accommodate the three one year appointments of the office of Staff Senate president. Once the president elect's one year term is complete, he/she will become the president and will serve a one year term. At the conclusion of the one year appointment as president, he/she will become the immediate past-president.

The secretary, the treasurer, the parliamentarian, and the communications officer shall be elected by members of the Staff Senate for one-year terms. Officers of the UALR Staff Senate shall constitute the Executive Committee of the Staff Senate. Elections are conducted by the Nomination Committee. The duties of each office are as follows: The president shall preside at Staff Senate and Executive Committee meetings and shall discharge the responsibilities specified elsewhere in this Constitution. The vice president shall be the presiding officer at Staff Senate meetings in the absence of the president and shall discharge the responsibilities specified elsewhere in this Constitution. The secretary shall be responsible for promptly preparing the minutes of each Staff Senate meeting and for distributing them to the entire staff following each meeting. The secretary also shall serve as secretary of the Executive Committee. The secretary shall compile papers and documents concerned with Staff Senate matters and transmit them to the UALR Archives, or to specified storage, at the end of each fiscal year. The treasurer shall be responsible for collecting and accounting for dues, funds, contributions, and other monies or assets necessary for the operation of the Staff Senate business. The treasurer shall provide financial reports at the first and last regularly scheduled Staff Senate meetings of each year and be prepared to give additional reports at the request of the president. The parliamentarian shall advise the Executive Committee and members of the Staff Senate on questions of procedure in order that the business of the Staff Senate be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee.

The communications officer shall oversee all external Staff Senate communication, including the Staff Senate website and a Staff Senate newsletter for the UALR campus community, and shall serve as chair of the communications committee.

### **Executive Committee of the Staff Senate**

The officers of the Staff Senate shall constitute the Executive Committee of the Senate. The Executive Committee shall prepare the agenda as provided under *Meetings of the Staff Senate*. Subject to challenge on the floor of the Senate, the Executive Committee shall label Staff Senate agenda items in such manner as to indicate whether they are advisory, or authoritative unless vetoed by the Chancellor. Subject to challenge on the floor of the Staff Senate, the Executive Committee may refer proposals for agenda items to an appropriate standing committee of the Senate. In the event of such a referral, the body receiving the item shall report to the Staff Senate what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Senate, the Executive Committee shall interpret Staff Senate provisions on credentials and elections and discharge the responsibilities specified elsewhere in this Constitution. The Executive Committee shall meet at least once each academic year with the elected officers of the Faculty Senate and the Student Government Association on matters of joint concern, and the secretary of the Staff Senate shall provide the Senate with the minutes of such meetings.