



Staff Senate Membership Guidelines

A companion to the Staff Senate bylaws

ATTENDANCE POLICY

Attending the Staff Senate monthly meetings is an essential responsibility for serving on the Senate; therefore, senators should plan to attend all meetings. Inevitably, situations will arise that prevent senators from attending a meeting, but the Senate requests that senators limit their absences to no more than 3 meetings, if there are 9-10 monthly meetings during the year, or no more than 2 meetings if there are 8 monthly meetings during the year.

If you will be absent from a meeting, please notify the other senators in your unit to help ensure adequate unit representation at all Staff Senate meetings. You do not need to notify the Membership Directors/Executive Committee that you will be absent (unless you would like to do so). However, if you have a standing meeting or obligation that regularly conflicts with the Staff Senate monthly meeting, please notify the Executive Committee (staffsen-exec@virginia.edu) so that they are aware of your situation.

If you are not able to attend a meeting, we strongly recommend that you review meeting minutes, materials provided during/after the meeting, and the recording of the meeting.

If your absences exceed the number allowed, as stated in this policy, a member of the Staff Senate Executive Committee will contact you to discuss the next course of action.

RESIGNATION

If a senator is unable to fulfill his/her responsibilities on the Staff Senate, the senator should formally resign. This resignation should be communicated to the Membership Coordinator and co-chairs.

AMENDMENTS TO THE MEMBERSHIP GUIDELINES DOCUMENT

- Written on June 12, 2015
- Amended on May 12, 2016
- Amended on February 9, 2018
- Amended on June 22, 2023