



UNIVERSITY of VIRGINIA

STAFF SENATE

Staff Senate Membership Best Practice Guidelines

A companion to the Staff Senate bylaws

ATTENDANCE PROCEDURES

If senator is unable to attend a Staff Senate meeting, he/she must contact his/her alternate as early as possible to request that the alternate attend the meeting in his/her place.

The alternate should make it known he/she is attending in place of a senator. This can be indicated on the attendance sheet, or communicated directly to whomever is taking attendance. The alternate will vote as a senator and can raise any questions/concerns from staff in the organizational unit. After the meeting, the alternate will be responsible for communicating details from the meeting to the organizational unit.

If neither the senator nor the alternate can attend, the senator must inform the Membership Committee (staffsen-membership@virginia.edu). In addition, the senator should pass along any staff questions/concerns from the organizational unit so that information can be shared at the meeting. The senator, then, will be responsible for sharing the Staff Senate meeting minutes with the organizational unit.

CONTINUOUS ABSENCES

Our main goal is to ensure that each organizational unit is represented at the Staff Senate. If there are two consecutive meetings with no senator or alternate present for one organizational unit, the Membership Committee will reach out to these individuals and help find potential solutions.

If a senator is consistently unable to attend Staff Senate meetings, he/she will be encouraged to resign so that the alternate can move into the role of senator.

RESIGNATION

If a senator or alternate is unable to fulfill his/her responsibilities on the Staff Senate, the senator or alternate should formally resign. This change in roles should be communicated to the Membership Committee (staffsen-membership@virginia.edu).

From item 11 in the Membership section of the Staff Senate Bylaws:

“If a senator resigns or is unable to finish his/her term then the alternate will be called upon to complete the term. If the alternate is unwilling or unable to complete the term, a replacement senator and/or alternate should be elected by the organizational unit. Refer to the Staff Senate Election Guidelines for mid-term elections.”



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AMENDMENTS TO THE MEMBERSHIP BEST PRACTICE DOCUMENT

- Written on June 12, 2015
- Amended on May 12, 2016