Procedure for Selection of Staff Senate Committee Representatives

A number of groups meet regularly to discuss various aspects of MSU’s policies, plans, and activities. A council participates in governance, a committee has an ongoing advisory function, a board has a decision-making function, and a task force has a specific charge to accomplish in a specified amount of time. In this document, all these groups will be referred to as “Committees.”

Many committees have staff representation as part of their membership. Staff Senate’s philosophy is to maximize shared governance opportunities for staff employees, and to nominate candidates well suited to committee positions.

Staff Senate maintains records of and monitors committee representatives, the appointing party, term dates, and manages recruitment of committee members to represent staff on committees. A representative’s active participation in the work of a committee is key to providing Staff Senate with information critical to Senate participation in shared governance.

1.0 Recruitment and Nomination of Committee Representatives

When a vacancy occurs on an existing committee or new committees, the Committee Chair or President’s Office usually contacts Staff Senate requesting classified representation. Individuals representing staff on committees become appointed members of the Staff Senate, act in similar capacities to elected members, and report regularly to Senate on the activities of their committee.

1.1. Process

Staff Senate ascertains from committee chairs the realistic time commitment and other expectations of involvement in each committee. Staff Senate will communicate to the committee chair its collaboration requirements with its representatives. A committee chair may request Staff Senate’s re-nomination of are representative whose term has ended. Staff Senate will consider existing representatives’ applications for re-nomination when accompanied by adequate explanation of the reasons, but no guarantee of re-nomination or re-appointment is given.

1.1.1. Staff Senate prepares a description of the vacancy or opening (the charge of the committee, time commitment, etc.) and circulates this to the classified staff via the classified listserv and-hardcopy mailings as appropriate. Additionally, vacancies may be advertised on MSU Today. Staff Senate may conduct interviews to determine the best candidate.

1.1.2. As an aid in the selection process, STAFF SENATE provides a Staff Senate Committee Application Form available on the Senate web page (http://www.montana.edu/staffsenate/forms/CommitteeApplicationForm.html) for nominees to express an interest in committees or councils that have open classified employee seats.
1.2. Procedure
Staff Senate will ascertain whether potential nominees are:
1.2.1. Willing to commit the necessary time and effort to participate in the committee’s work.
1.2.2. Able to obtain supervisor approval for committee participation (time away from work, etc.)
1.2.3. Willing to research the functions of the committee, and the tools required, to enable the potential rep to best serve the purpose and goals of the committee and the interests of the classified constituency.
1.2.4. Willing to engage in regular communications with Staff Senate as stated in section 1.3 Areas of Responsibility.
1.2.5. Able to describe their aptitude for representing the classified staff on the committee in which they have expressed interest. The application process may include interviews as needed to determine the best candidate.

1.3. Areas of Responsibility
Staff Senate officers determine whether selections will be made among the officers themselves, a committee appointed by the officers, or by the Staff Senate membership as a whole. When nominees have been chosen from the list of volunteers, Staff Senate forwards nominations to the appropriate committee.

2.0 Following Appointment of a Representative Staff Senate will:
2.1. Confirm the appointment and notify the unsuccessful candidates.
2.2. Contact each rep, provide an orientation packet, and act as temporary mentor regarding Staff Senate procedures and interests.
2.3. Assist with the collection or dissemination of reps’ committee information (e.g. a survey of constituents, announcements on the classified listserv and hard copy for non-email users).
2.4. Add reps to the Staff Senate listserv to enhance each rep’s familiarity with all constituent issues
2.5. Maintain periodic personal contact with each rep, describing Staff Senate’s reporting needs.

3.0 Appointed Committee Representative Responsibilities
3.1. Reps attend their scheduled Committee meetings.
3.2. Reps agree to bring issues of particular importance to Staff Senate’s attention via electronic communication or monthly meeting agenda items may depend upon urgency.
3.3. Reps will attend Staff Senate meetings whenever possible and will make reports during the Staff Senate monthly meetings.
3.4. Reps regularly submit reports of issues discussed by each committee to the Staff Senate Program Coordinator (usually following each committee meeting).
3.5. Frequency of submissions may vary, be in the form of reps’ impressions of meetings, and may be made by email, phone, or hard copy. Multiple reps on committee may coordinate their efforts and submissions.
3.6. Staff Senate will publish submissions on-line.
3.7. Confidential issues will be addressed only after approval by all relevant parties.

4.0 Re-Appointment and Termination of Committee Representatives

4.1. Process
   4.1.1. Each committee designates the duration of its members’ terms. Reps may apply to be re-appointed.
   4.1.2. Reps may relinquish their responsibility prior to the end of a term by written resignation, email or hardcopy, to the committee chair and Staff Senate.

4.2. Procedure
   4.2.1. Re-appointment follows the process outlined in section 1.0 Recruitment and Nomination of Committee Representatives.
   4.2.2. Staff Senate may recommend removal of a Staff Senate appointed committee representative. Action to recommend removal commences following an agenda item discussion at a regular Staff Senate monthly meeting and a vote in support of such action by a majority of the meeting’s quorum.