

Nomination and Recognition Committee

MISSION and VALUES

The Nomination and Recognition Committee reports to the Staff Senate and is responsible for the following:

- Organizing and administering all Staff Senate officer and Senator elections, ensuring the fairness of elections and representation from both Exempt and Non-Exempt categories of staff across the institution.
- Overseeing the nomination and selection process for the annual Staff Senate Outstanding Service Awards, monthly staff awards, and/or other staff recognition efforts conducted by the Staff Senate.
- Maintaining effective communication with the University community.

Award decisions for Staff Senate related contests, the Unsung Hero Award, Staff Senate Awards, and/or Staff Senate Elections are based on one of two systems: either from the highest number of votes from staff and faculty at large or from a majority vote from the acting members of the Nominating and Recognition Committee. The Nominating and Recognition Committee upholds the highest levels of integrity in these decision-making processes while being mindful to avoid nepotism, conflicts of interest, and/or discrimination of any kind.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition: at least 7 members appointed by the Committee on Committees to serve the following roles.

- **Past Chair** (only when applicable; optional)
- **Chair** (elected senator)
(Volunteers can be appointed as Chair, but only if approved by Staff Senate)
- **Co-Chair** (optional)
- **Reporter** (elected senator)
(Volunteers can be appointed as Reporter, but only if approved by Staff Senate)
- **2-4 Senators** (both exempt and non-exempt staff should be included in the membership)
- 2 (or more) **volunteers** from staff at large

B. Terms of Appointment:

- Elected representatives serve for a one-year term.
- Volunteers serve for a one-year term and may be reconsidered in subsequent years.

II. DUTIES

A. Duties of Committee Members:

- Review the Nomination and Recognition Committee Mission and Bylaws on an annual basis.
- Conduct Staff Senate officer and senator election(s) annually, ensuring the fairness of elections and representation from both Exempt and Non-Exempt staff.
- Oversee nomination and selection process(es) for annual Staff Senate Outstanding Service Awards.
- Coordinate any other staff recognition efforts of the Staff Senate, including oversight of the nomination and selection process.
- Attend meetings on a regular basis.
- Inform chair if you are unable to attend a meeting.
- Perform committee duties as assigned.

B. Duties of Chair:

- Distribute Committee Mission Statement, Bylaws and Operating Procedures to members at the first meeting of the year for information and review.
- Submit any revision of the Committee Mission Statement, Bylaws, and/or Operating Procedures to Staff Senate for approval.
- Ensure that the Staff Senate Archivist has a copy of the Mission Statement, Bylaws, and Operating Procedures.
- Call meetings on a regular basis.
- Set the agenda and distribute at least one business day prior to the meeting.
- In the absence of the Reporter, the chair will appoint a substitute Reporter.
- Present an interim report to the Staff Senate as requested.
- Ask for administrative expertise to attend specific meetings as needed.
- Inform Staff Senate if proposing any changes in structure, membership, or mission.

- Present an annual report to the Staff Senate outlining accomplishments and activities.
- Submit recommendations on committee implementation, dissolution, and changes to Staff Senate.
- Submit problems to Staff Senate.

C. Duties of Reporter:

- Record the minutes of each meeting.
- Record the names of those attending each meeting.
- Submit copies of minutes to the Staff Senate Archivist for archival purposes.

III. MEETINGS

The Nomination and Recognition Committee will meet monthly.

- Committee meetings will take place the 1st Thursday of every month at 9:30am.
- Monthly meetings are available in-person and/or Zoom.

IV. AGENDA

The Agenda shall consist of the following order of priority:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Announcements
5. Old Business
6. New Business
7. Adjournment

The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

V. RULES OF ORDER

- Robert's Rules of Order will govern the committee's procedures in all cases

where applicable.

- A quorum will consist of a simple majority of the members of the full committee.
- A quorum is needed to hold meetings and conduct business.
- All members of the committee have full voting privileges.
- In order to conduct a vote, there must be a quorum.
- Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.