
STANDARD OPERATING PROCEDURES

PROFESSIONAL STAFF SENATE

ARTICLE I- REPRESENTATION

1. The Professional Staff Senate (PSS) is comprised of elected representatives from the constituency
2. The Constituency is organized into Areas, comprised of offices of the University that are grouped by related duties as determined by the Rules Committee. One or more senators, as outlined below, will represent each Area. In addition, a number of General Senators drawn from any Area will provide additional representation.
 - A. AREA SENATORS: One senator will represent each Area consisting of 30 to 100 constituents. For Areas exceeding 100 constituents, another senator will be added. If an Area goes below 30, or exceeds 200 constituents, the rules committee will reevaluate the Area.
 - B. GENERAL SENATORS: One-half of the total number of Area senators, rounding down.
3. The senate seats of the Professional Staff Senate shall be:
 - A. Academic Support 1 senator
 - 1) OFFICES: Acad Affairs Prov VP, CLT, Graduate School, Graduate School Dean, International Affairs, International Programs, International Stdnts Schr Srvc, UG Research + Ext Scholarships, Undergraduate Education
 - B. Administrative 1 senator
 - 1) OFFICES: Auxiliary Services, Budget Office, Business Office, Call Center, Commencement, DDEI, Educational Communications, Human Resources, Inst Research and Assessment, Internal Audit Office, Operations VP, Parking Services, Presidents Office, Purchasing, Risk Mgmt and Admin Compliance, SA Assess and Strat Initiatives, Space Planning, Strat Partnership Indust Resurg, Strategic and Fiscal Planning, TAPS, Transportation, Univ Counsel, University Ombudsman
 - C. Admissions & Student Records 1 senator
 - 1) OFFICES: Enrollment Management, Financial Aid and Student Records, Student Accounts, Undergrad Admissions
 - D. Advancement 1 senator
 - 1) OFFICES: Advancement VP, Binghamton Foundation, Binghamton University, BU Foundation, Office of Alumni Engagement, Office of Development
 - E. Athletics..... 1 senator
 - 1) OFFICES: Athletics
 - F. Physical Facilities 1 senator
 - 1) OFFICES: PF Capital and Chargebacks, PF Residential, PF State (Physical Facilities)
 - G. Communications & Training 1 senator
 - 1) OFFICES: Media and Public Relations, Office of Creative Services, Telecommunications, Univ Cntr for Training and Dev, Univ Comm and Mrktg, University Communications
 - H. Harpur..... 2 senators
 - 1) OFFICES: Academic Advising (Harpur), Anthropology, Art and Design, Art History, Arts and Sciences Acad, Arts and Sciences Admin, Arts and Sciences Dean, Asian + Asian-American Studies, Biology, Chemistry, Cinema, Economics, English, Environmental Studies, Geography, Geology, Global Studies and LxC, History, Inst Adv Stud in Humanities, Mathematics, Music, Philosophy, Physics, Psychology, Romance Languages, Sociology, Theatre, Translation Res Instr Prog, Womens Studies

- I. IT 1 senator
 - 1) OFFICES: Computing Svcs Admin
- J. Health & Safety 1 senator
 - 1) OFFICES: Case Management, Counseling Cntr, Employee Assistance, Environmental Health and Safety, Health Promotion and Prevention, Health Services, Univ Police Admin
- K. Institutes & Centers 1 senator
 - 1) OFFICES: Ctr for Adv Microelec Mfg (RF), Fernand Braudel Cntr, IEEC, Inst Materials Research, Institute for Child Development, Institute for Materials Research, Integrated Electronic Eng (IEEC RF), Integrated Electronics Eng (IEEC), Public Archaeology Facility, Small Business Dev Cntr, Small Scale Systems Center, Small Scale Systems Center (RF), Watson Inst for Systems Exc (RF)
- L. Library / Museum / Anderson..... 1 senator
 - 1) OFFICES: Anderson Cntr Performing Arts, Library Preservation, Library Services, Univ Art Museum
- M. Professional Schools (University Downtown Center, Health Sciences Campus) 1 senator
 - 1) OFFICES: CCPA Deans Office, CCPA Human Development, CCPA Public Administration, CCPA Social Work, CCPA Teaching Learning + Ed, Pharmaceutical Sciences, Pharmacy Practice, School Of Ed Deans Office, School of Nursing Acad, School of Nursing Deans Office, School of Pharmacy Dean
- N. Professional Schools (Innovative Technologies Campus, Main) 1 senator
 - 1) OFFICES: Biomedical Engineering, Computer Science, Electrical and Computer Eng, Materials Science, Mechanical Engineering, School of Management Acad, School Of Management Admin, Sysys Sci Industrial Engr, Watson Advising, Watson Deans Office, Watson Information Technology, Watson Laboratories
- O. Research Admin & Partnerships..... 1 senator
 - 1) OFFICES: Animal Care, Entrepr & Innovation Partnership, Laboratory Animal Resources, Office of Research Advancement, Office of VP for Research, Research Advancement, Research Sponsored Prog, Research Sponsored Programs, Research VP, RF HR/Payroll, Sponsored Funds Administration, Sponsored Programs Development, Strategic Research Initiatives, TAAC
- P. Student Life 1 senator
 - 1) OFFICES: **Campus Life (as listed in HR)**, Dean of Students, Discovery, Office of Student Conduct, Recreation, Residential Life Office, Student Affairs VP, Univ Union
- Q. Student Development 1 senator
 - 1) OFFICES: Binghamton Scholars Program, Bridges Program, Center for Civic Engagement, Cntr for Career + Professional Dev, Educational Opportunity Program, Educational Talent Search, Leadership Programs, Liberty Partnership Project, McNair Scholars Program, New Student Programs, Svcs for Stdnt with Disabilities, Transfer Services, TRIO Veterans
- R. General 9 senators

ARTICLE II- ELECTIONS

1. The Rules Committee shall be responsible for conducting the elections to the Professional Staff Senate.
2. All terms of office for the Senate members shall be two (2) years in length. The terms of office shall be staggered so that in any one year, half the seats are up for elections.
3. ELECTION PROCESS:
 - A. Timeline

- 1) Elections for the upcoming academic year shall be conducted between March and May. The Rules Committee will establish a timeline for elections no later than February 1st.

B. Nomination

- 1) Any constituent may submit names of constituents in nomination for election to the Senate, including self-nominations. Nominators must confirm the willingness of their nominee to run for election. Nominees must submit their full name, current title and campus unit, and a candidate statement, by the date specified by the Rules Committee.
- 2) Candidate statements are not to exceed 600 characters (including spaces) and must be submitted within the nomination window. Candidates who do not submit a written statement will not appear on the ballot.
- 3) Once the deadline for nominations has passed, the Rules Committee shall meet and review each nomination, verifying the nominee's eligibility to run for a senate seat.
- 4) The Rules Committee has the right to request changes to a candidate's statement if it violates PSS or University policies. If the candidate refuses to change the statement, the Rules Committee has the right to vote to remove that candidate from the ballot.

C. Ballot & Voting

- 1) All candidate names, offices and accompanying statements will be placed on a general ballot.
- 2) To ensure fairness, ballots will randomize the order in which candidates appear.
- 3) The ballot will be distributed to all eligible PSS voters via email.
- 4) The voting period will last no less than seven days, with periodic reminders to voters in advance of the closing date.
- 5) Each voter will cast up to five rank-ordered votes on the ballot, indicating their first, second, third, fourth, and/or fifth choices.
- 6) Voters are not required to cast all of their votes, and may indicate fewer than their top five choices.

D. Tallying Results

- 1) After polling closes, the Rules Committee will then tag each candidate with the correct Area, as dictated by the current Senate Area List.
- 2) The Committee will calculate an overall score (the "Weighted Total") for each candidate on the ballot. Each vote will be weighted as follows:

Where N = number of candidates on the ballot,

- a) First choice, N points;
- b) Second choice, N-1 points;
- c) Third choice, N-2 points;
- d) Fourth choice, N-3 points; and
- e) Fifth choice, N-4 point.

- 3) Candidates will be placed in a single table sorted by the Weighted Total for each candidate (the "General Pool").

E. Assigning Open Area Seats

- 1) Candidates from Areas with open seats will be sorted into lists for those Areas and ranked by Weighted Total. All candidates on the ballot from Areas without open seats in that election cycle are automatically moved to the General Pool.
- 2) The candidate with the highest Weighted Total in each open Area automatically wins the seat for that Area, unless there is a tie. All other candidates from that Area are moved to the General Pool.
- 3) In the event of a tie, the candidate with the most first-choice votes will automatically win the seat; if that is also tied, then it will be the most second-choice votes, and so on. If the seat is still tied after these tiebreakers, the outgoing Senate will hold a vote to declare a winner, and the losing candidate(s) will be moved to the General pool.
- 4) If any Area with an open seat does not have a candidate who received at least one vote, the seat will be filled with candidates from the General pool. One of these Areas will be chosen at random and will be filled with the General

candidate with the highest Weighted Total. Another Area will be chosen at random and will be filled with the General candidate with the next highest Weighted Total, and so on until all Areas are filled.

F. Assigning General Seats

- 1) After all Area seats have been assigned, all General seats will be assigned to the remaining candidates in the General Pool who have the highest Weighted Total.
- 2) In the event of a tie for the lowest Weighted Total General seat, the candidate with the most first-choice votes will automatically win the seat; if that is also tied, then it will be the most second-choice votes, and so on. If the seat is still tied after these tiebreakers, the outgoing Senate will hold a vote to declare a winner, and the losing candidate(s) will be moved to the Alternate pool.
- 3) *Limits on Seats by Area.* No more than four (4) candidates from a given Area can fill seats at any given time. If the limit on an Area has been met but candidates from that Area who are in the General pool have the next highest number of votes, they will be moved to the Alternate list. If there are vacancies that bring the total number of senators from a given Area below the cap on seats then the alternate from that Area can be considered to fill the open seat.

G. Assigning Alternates

- 1) Once all Area and General Seats have been assigned, the remaining candidates with at least one point in their Weighted Total will be placed on a list of ranked Alternates, who will be eligible to fill vacated seats following the procedures outlined under Article VI.2.

ARTICLE III- SELECTION OF OFFICERS

1. At the second to last meeting of the academic year nominations for officer and chair positions for the upcoming year will be accepted from the continuing and newly elected membership of the Senate. Nominations may also be made from the floor at the time of balloting.
2. Elections will be held at the last meeting of the academic year. The gavel passes to the newly elected Chair at the end of this meeting.
3. Successful candidates for each office are determined by a majority vote of members present. A run-off ballot may be utilized if necessary to assure a majority.
4. If a vacancy occurs in the office of Chair, the Vice Chair shall automatically serve as Chair for the remainder of the term. If a vacancy occurs in any office other than Chair, the position shall be filled using the same process described in Article III, parts 1-4, at the earliest possible meeting of the Senate.

ARTICLE IV- MEETINGS

1. The Senate shall establish a calendar of regular business meetings at the first meeting of each semester.
2. Senate meetings shall be held at a minimum of once per month in a place and at a time accessible to the general constituency. The Chair of the Executive Committee reserves the right to call a closed executive session.
3. The use of Robert's Rules of Order is recommended at Senate meetings and shall be enforced when increased order or protocol is deemed necessary by the Chair or designated Parliamentarian.
4. Minutes of all Senate meetings shall be submitted by the Secretary in time for distribution to the constituency at least one week prior to the next Senate meeting. A permanent record shall be maintained by the university secretary assigned to the Professional Staff Senate.

5. Special meetings may be called by the Chair or Executive Committee. Rules for the Senate meetings, as specified in the Constitution, By-Laws, and Standard Operating Procedures also apply to special meetings.
6. At least two constituency meetings shall be scheduled each year, one in each semester.
7. Standing committees shall establish a regular schedule in meetings at the start of each semester and shall meet as often as needed to meet their charges. Committee reports shall be made, as appropriate, to the full Senate at PSS meetings.
8. Senate meetings shall consider a *quorum* to be a total of 10 senators.

ARTICLE V- ATTENDANCE

1. All officers and members are expected to attend all Professional Staff Senate meetings, constituency meetings and appropriate committee meetings.
2. If any member cannot attend a Senate meeting because of unusual circumstances, a substitute (with voting privileges) can be chosen from the list of Alternates or, if no Alternates are available, can be chosen from the general constituency. Failure to appoint a substitute is defined as an absence. Requests to be excused from a committee meeting should be directed to the chair of that committee.
3. The Secretary and committee chairs shall advise the Rules Committee of excessive absences by members. Excessive absences shall be defined as three consecutive absences or four absences out of eight scheduled meetings.
4. Members identified as having met the “excessive absence” criteria will be advised of their lack of attendance by the Rules Committee.
5. Members with five consecutive absences or six absences out of eight scheduled meetings will be removed from their Senate seat and the seat will be considered vacant and may be filled in accordance with Article VI, Section 2.

ARTICLE VI- VACANCIES

1. Members who resign their seats should do so in writing, addressing the resignation to the Senate Chair with copies to the chairs of any working committees on which the member serves.
2. Assigning Vacant Seats
 - A. *Vacated Area Seats.* In the event that an Area seat is vacated, the following procedures will apply:
 - 1) If a vacancy occurs in an Area, the seat will fall to the Alternate candidate from that Area with the next-highest Weighted Total.
 - 2) If there are no Alternates from that Area, the seat will fall to the Alternate from any Area with the next-highest Weighted Total.
 - B. *Vacated General Seats.* In the event that a General seat is vacated, the following procedures will apply:
 - 1) If a vacancy occurs in a General seat, the seat will fall to the Alternate from any Area with the next-highest Weighted Total.
 - C. *No remaining Alternates.* If there are no remaining Alternates to fill a vacancy, nominations will be sought at the next PSS meeting. Candidates from the Area will be voted on by the Senate to fill Area seats. If there are no candidates from the Area, or if it is a General seat, candidates from any Area can be voted on by the Senate. A majority vote wins the seat.
 - D. *Vacancies occurring after Spring Nominations have begun.* If a vacancy occurs after the start of Spring Nominations, the seat will remain open and will be eligible to be filled during the upcoming elections.

ARTICLE VII- COMMITTEES

1. Standing Committees shall be as follows:
 - A. **Executive Committee** – Executive Committee membership shall consist of the Chair, Vice Chair, Secretary, Treasurer, Chairs of the Standing Committees (chosen from the elected Senate membership), the past Chair of the Senate who will serve as ex-officio, and other members to act in an advisory capacity as requested by the Chair.

This committee will function as the Committee on Committees and will be responsible for forwarding names to the appropriate offices to serve on University Committees. This committee shall also serve as an advisory committee to standing and ad-hoc committees.
 - B. **Rules Committee** – The Rules Committee shall be responsible for establishing the Standard Operating Procedures, for reviewing them on an annual basis, and for reviewing all changes and making recommendations on the Senate’s and Committees’ procedures. The Rules Committee is responsible for running elections. Related duties include verification of constituency lists, establishing slates of candidates for general elections, tallying the votes, notifying the elected candidates and their supervisors of the election results. The Rules Committee is charged with the responsibility of reviewing, revising, and refining the By-Laws, as needed.
 - C. **Communications Committee** – The Communications Committee shall be charged with the responsibility of establishing a positive and visible professional image on campus. Through a variety of activities and working with such offices as Alumni Affairs, Admissions, and Publications, this committee will seek to educate faculty, administration, parents, students, and staff about the contributions professional staff make on this campus. This committee shall be responsible for producing an end-of-year report on the activities of professional staff at Binghamton, working with a staff member from Inside and developing, with the appropriate offices, an effective communications network on campus.
 - D. **Professional Development Committee** – The initial charge of the Professional Development Committee will be to gather information on professional development opportunities for professional staff at Binghamton, as well as to gather information on what activities are currently taking place on other SUNY campuses. The committee will also gather information from constituents on their professional development needs.
 - E. **Distinguished Service Award Committee** – The initial charge of this committee shall be to create criteria for this award in accordance with the wishes of the Senate. The Distinguished Service Award Committee shall also solicit nominations from the Binghamton University community and select at least one professional who has made invaluable contributions to the

campus community and to their profession through exemplary service. The committee shall be composed of one member from each Division represented in Senate. These awards shall be determined by the end of the Spring Semester each year and suitable gifts shall be provided. The awardee(s) will be appropriately recognized in PSS and university publications.

- F. **Evaluation Coordinating (Ad Hoc)** – The Evaluation Coordinating Committee shall be charged with conducting regular evaluations of senior administrators who have significant responsibilities involved with professional staff. These positions include, but are not limited to: the President, the Vice President for each division, and the Chief Diversity Officer.
 - G. **Budget Review Committee (Ad Hoc)** – The Budget Review Committee shall be charged with informing the Professional Staff Senate and its constituency about divisional and institutional budgets and representing professional staff concerns with regard to the budget to campus administration. This shall take the form of hosting each Vice President, the Provost, CFO, and the President annually at the regular Budget Review Committee meeting. The committee shall also review and report on The University’s annual financial report to the full senate.
2. The most recent past Chair of the Senate, whether elected or not, is an ex-officio member of the Executive Committee and retains voting privileges. All other ex-officio members are non-voting. Ex-officio members of the Executive Committee are expected to attend Senate meetings. The Chair may invite others to attend Executive Committee meetings as guests.
 3. Standing Committee membership and charges shall be prepared by the full Senate after the first constituency meeting, distributed to the membership, and submitted to the PSS secretary for permanent record. Each of the standing committees will be made up of members of the Senate and other interested members from the constituency and a chair chosen from the elected Senate membership. The Senate or the individual standing committee, with the Senate’s approval, may modify committee membership and/or charges at any time.
 4. Committees shall operate within the scope of their charges by establishing goals, methodologies and priorities. They have the authority to investigate, and to carry out activities necessary to perform their charges, and to prepare reports, recommendations and parliamentary motions.
 5. Committees shall convene regularly following a schedule established at the beginning of each semester.
 6. Each committee chair shall provide the Senate, if requested, attendance, agenda and minutes of committee meetings. At the final June meeting of Senate, each chair shall provide to the Senate appropriate information to facilitate continuity, e.g. charges, goals, unfinished business, investigatory materials, passed and pending parliamentary motions, etc.
 7. At the end of each year, each committee chair shall provide a summary report to the Senate for distribution as appropriate and for the permanent record.
 8. The Senate, when necessary, will convene a Professional Standards Committee. The charge to this committee will be to review cases which are not matters of grievance or discipline under provision of the Collective Bargaining Agreement. This committee will consider all sides of the issue involving professional conduct, and will seek resolution or recommend appropriate action to assure high standards of professional conduct. Parties to the issue cannot serve on the Professional Standards Committee.

ARTICLE VIII- APPEALS/RECONSIDERATIONS

1. Modifications of and/or additions to these Standard Operating Procedures may be made in the following ways:

- A. By the Rules Committee in consultation with the Executive Committee and the subsequent majority of the Senate membership.
- B. By any professional staff member at any time. He/she may propose a modification/addition to the Rules Committee, which shall make recommendations and take them to the Executive Committee for consultation. Proposals and recommendations of the Rules Committee or Executive Committee must be made public and may be overruled by a floor motion and an affirmative vote by the majority of the elected Senate membership.

The Standard Operating Procedures as passed by the Professional Staff Senate shall be submitted to the Senate secretary for permanent record.

REVISION HISTORY:

- Revised by Senate 2019-05-08
 - *Revisions to elections procedures, rules to fill vacancies, and indicating two committees are Ad Hoc until the By-laws are updated to include them as regular committees.*
- Revised by Senate 2019-03-06
 - *Extensive revisions to elections procedures, structure of representation shifted from division-based to area-based.*
- Approved by Senate 2018-09-05
- Revised by Senate 2018-05-02
 - *Officer elections moved to May instead of following August.*
- Revised by Senate ???
 - *Attendance rules and substitutes modified*
- Previous revisions: *Unknown*
- Adopted: *Unknown*