

# Classified Senate Application Form

## Applications/Nominations

### Full Term

July 1, 2008 through June 30, 2011

---

**Below is the by-law regarding membership for Classified Senate:**

#### **ARTICLE IV. MEMBERSHIP**

**Section 1.** The membership of senate will consist of 25 members and 4 alternates. All permanent full-time and permanent part-time classified employees of Ohio University beyond the initial probationary period, are eligible for membership on Classified Senate. Twenty-five (25) seats are designated for three year terms beginning July 1<sup>st</sup> and are filled by members selected from the respective planning unit.

**Section 2.** Every effort will be made to have representation from the respective planning unit. If this is not possible, a “member at large” will be selected from the pool of applicants to serve the three (3) year terms. Alternate members serve for one year. A member whose term is ending may reapply or be renominated. Classified Senate membership appointments will be made in May of each year.

**Section 3.** Each member of senate has equal participatory rights on senate including but not limited to the right to vote on all matters presented to Classified Senate. Alternate members have participatory rights, excluding the right to vote. (See Article IV, Section 5 or Article V, Section 2 for exceptions)

**Section 4.** If a vacancy occurs during the term of membership, Classified Senate executive committee will have the authority to appoint an alternate to fill the vacated term with full membership rights and responsibilities. An alternate will serve out the remaining term if the alternate is a representative from the unit in which the vacancy occurs. Otherwise, the alternate will only serve for the remainder of the fiscal year, allowing the unit to nominate a representative at the beginning of the next fiscal year for the remainder of the original term. If no alternates are available to fill a vacancy, the chair will notify the planning unit which will be allowed to select a representative for the remainder of the term.

**Section 5.** In unusual circumstances, a member may submit to the chair a six month leave of absence during his/her term of membership. If an approved leave of absence occurs during the term of membership, Classified Senate executive committee will appoint an alternate to fill the temporary appointment, with full membership rights and responsibilities during the course of this vacancy. Classified Senate members are permitted three excused absences during each year of their term.

**Section 6.** Membership on the Classified Senate will automatically be terminated after three unexcused absences during the fiscal year. Failure to notify the Chair within 24 hours of the meeting constitutes an unexcused absence, except in unusual circumstances.

# Application for Ohio University Classified Senate

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Ohio University E Mail: \_\_\_\_\_

I am interested in serving on Classified Senate because (please feel free to use an additional sheet if needed):

I enjoy being involved in the senate and like to be involved with decisions that affect classified staff, the College, and University. I feel I am needed for another 1-2 year term.

**PLEASE INDICATE TYPE OF MEMBERSHIP APPLYING FOR (Check only one):**

Full Membership \_\_\_\_ 3-year term (July 2008 – June 2011)

Alternate Membership \_\_\_\_ 1-year term (July 2008 - June 2009)

Signature of Employee's Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form to Marlene Swartz, 305 McCracken Hall, Athens Campus.

Thank you.