

CLEMSON UNIVERSITY STAFF SENATE
Executive Committee
September 28, 2010, 8:30 AM, 801 University Union

Minutes

Present: Deb Charles, Dave Crockett, Rose Ellen Davis-Gross, Tim Drake, Karen Erickson, Reggie Hawthorne, Chris Sober, Tina White, and Jonathan Wylie

Absent: Negar Edwards

President Rose Ellen Davis-Gross called the meeting to order.

1. **Approval of Minutes:** Dave Crockett moved to approve the minutes of the August 31, 2010 Staff Senate Executive Committee meeting as submitted. Chris Sober seconded the motion and the vote was unanimous.
2. **Announcements from the President**
 - A. **Academic Council** - The Council met on September 27th.
 - B. **Compensation Advisory** – The current structure of the Staff Development Program (SDP) regarding staff pay increases conflicts with the Compensation Plan adopted by Clemson University in March of this year. Wendy Howard of the SDP asked that the issue be reviewed. Current SDP participants that successfully complete the program should receive their base salary increase in July 2011.
 - C. **Board of Trustees** – The Senate report was submitted to the CFO on September 20th for the October Board meeting (Attachment A).
3. **Financial Update**, Jonathan Wylie. A report was submitted for review (Attachment B). Tim Drake moved to accept the report as submitted. Deb Charles seconded the motion and the vote was unanimous.
4. **Committees**
 - A. **Standing**
 - 1) **Activities and Scholarship**, Reggie Hawthorne. The September 21st “Family and Friends Night” at Wendy’s raised approximately \$150 for the Staff Senate Scholarship Fund. Activities and Scholarship will meet jointly prior to the October 12th Staff Senate meeting.
 - 2) **Communications**, Dave Crockett. Plans are being finalized for the October 5th Benefits Fair.
 - 3) **Membership**, Karen Erickson. The group is working on the upcoming 2011 elections. Ideas being discussed are: provide Senator nomination forms at the Benefits Fair booth; shift the communications focus from the charge of the Senate to the role of the Senator; ask retiring Senators to identify and recommend three staff members from their area as potential replacements; promote the Senate and area vacancies by placing an article on the Faculty/Staff webpage in January; have Senators email areas to solicit nominations.
 - 4) **Policy and Welfare**, Tim Drake. 1) The survey questions were presented and reviewed at the September meeting. Comments and revisions will be accepted until the October meeting. 2) Comments were received and compiled from campus on the draft Conflict of Commitment and Conflict of Interest document presented at the September 14th Senate meeting. 3) Policy and Welfare is referring concerns/issues pertaining to compensation to the Compensation Advisory Committee. Salary issues can be better addressed by that group. 4) A potential

Next Meeting: Tuesday, October 26, 2010, 8:30 a.m., 801 University Union

joint meeting with the Faculty Senate at ICAR was referred to P&W. Issues to consider are meeting agenda, attendance, location and transportation options.

B. Ad hoc

- 1) **Bylaws**, Chris Sober. The bylaws revisions were submitted for review (Attachment C). Once the edits are made, the amended bylaws will be presented to the Senate for a first reading.

5. Unfinished Business

- A. Staff Senate Liaison to the Board of Trustees** - Rose Ellen Davis-Gross met with Angie Leidinger on September 14th to discuss plans for the Senate to be more actively involved with the Board. The idea to include the immediate past president of the Staff Senate in Board meetings was favorably received. The BOT Spring Quarterly was selected as the date to make the annual transition. Article IV, Section 2 of the bylaws will be revised to reflect this additional duty.
- B. State of the University Address** - Rose Ellen Davis-Gross met with Undergraduate Student Body President Ryan Duane, Graduate Student Body President Matt Fowler, and Faculty Senate President Bill Surver on September 20th to discuss preliminary plans for the event. The next meeting will be held in early January.
- C. Parking RFP**, Rose Ellen Davis-Gross. Proposals are currently being reviewed.
- D. Faculty/Staff Governance Activity and Social**, Rose Ellen Davis-Gross. 1) The luncheon went well and comments received from both groups were favorable. Initially the Senate will commit to two similar events per semester and review as needed. 2) The social on the 23rd had a great turnout. Jeff Leyh captured attendance information when guests registered on arrival, so a short survey on desired activities and events can be distributed to the group for future planning.
- E. PawPrints Policy** – The consensus of the group is to remove this item from the agenda. Staff have not voiced concerns about the policy
- F. Conflict of Commitment/Interest Draft Policy**, Rose Ellen Davis-Gross. The list of compiled feedback will be submitted to John Ballato by October 11, 2010.

6. New Business

- A. Future of Fundraising** - A meeting with past presidents will be scheduled in late October or early November to discuss fundraising issues. Additionally, the Faculty Senate has mentioned the possibility of the Faculty and Staff Senates building a house for Habitat for Humanity. The details are unclear, but information will be shared when it is received.
- B.** The group agreed to move the monthly Executive Committee meetings to 9:00 a.m.

- 7. Announcements** – Members were briefed on the facts associated with recent news articles referring to potential CU restrictions on the social functions of fraternities and sororities. The restrictions are the result of alcohol related issues. A meeting is scheduled for October 1st between all interested parties to formalize a plan.

- 8. Adjournment:** There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, October 26, 2010, 9:00 a.m., 801 University Union

Staff Senate Exec. Meeting 9/28/2010, Attachment A (1 page)
Submitted by Rose Ellen Davis-Gross, President
September 20, 2010

Collaboration

The Staff and Faculty Senates, working more closely together, hosted a luncheon for both Senates on September 14. Fifty members of both Senates met jointly over lunch. Issues of common interest to both groups were discussed. Both Senates agreed that this activity was beneficial, and planned to continue this event at least quarterly.

A group of representatives of campus constituencies met to create a forum for faculty and staff to collaborate with colleagues. The goal is to establish connections across departmental and academic lines. In an effort to make this a successful endeavor, the Faculty and Staff Senates decided to host the first function. The first social event will be held on Thursday, September 23 in the Madren Center from 4:30 p.m. until 6:00 p.m. All employees, members of the Board of Visitors and Administration were invited.

Plans are well underway for the State of the University address scheduled for February 17, 2011. The four governing bodies rotate responsibility for the event, and the Staff Senate is charged with planning, coordinating and facilitating this address. The Presidents of the Faculty and Staff Senates, Undergraduate Student Government and Graduate Student Government met on September 20 to continue the planning process. The address will be held at the Strom Thurmond Institute, and will be streamed via the Web. This event will give the campus community a setting to hear from President Barker and the presidents listed above. Faculty, staff and students will have an opportunity to ask questions either in person or submitted by e-mail.

Capital Campaign

The Staff Senate funds 10 scholarships that specifically assist the children of Clemson staff members to attend the University. To increase the endowment that supports these scholarships, the Staff Senate is pursuing internal and external support.

Wendy's on Tiger Boulevard is partnering with the Staff Senate to host a Friends and Family Night on September 21. The restaurant will contribute 10% of the total sales between 5:00-8:00pm directly to the Staff Senate Scholarship Fund. The Scholarship and Activities Committees are exploring new and creative avenues to increase contributions to the Fund.

At the Benefits Fair on October 5, the Senate will emphasize the Scholarship Fund in an effort to increase faculty and staff payroll deductions. This goal will be accomplished by collaborating with the Annual Giving Office, highlighting current scholarship recipients and their parents and increasing awareness of the Staff Senate Scholarships.

Other Activities of the Senate

Work on the annual holiday drive began in September. Nonperishable food items will be collected during October and November and donated to local food banks in Anderson, Oconee and Pickens Counties.

Each participant in the Staff Development Program is executing a plan of 150 contact hours of professional, personal and university-related development activities. The SDP has utilized the services of students in the Masters of Arts in Professional Communication program for creative design of its website, its newsletter and other publications. Internal and external assessments of the program are underway.

Staff Senate Financial Update
Presented by Jonathan Wylie
September 28, 2010

Education & General Fund

Travel Account--\$1,000.00
Other (Operating cost)--\$ 4,495.78

Vending (Unrestricted Monies)

\$10,000.00 (payments pending for 9/14 lunch and 9/23 social)

Staff Development Program

\$13,774.84

Annual Fund

2100077 (Scholarship are taken from here)--\$ 13,863.63

Total Endowment

5790091 (Spending Account)--\$44,200.00
66900091 ()--\$236,387.46
6090091 ()--\$17,674.79
Ending balance June 30, 2008 - \$330,513.13
Ending balance June 30, 2009 - \$263,870.24

Ending balance June 30, 2010 - ???

Fund 49

Holding--\$0.00

Scholarships

10 @ \$1,150: Totaling \$11,500 (Committed for FY10-11)

Payroll Deduction

April 2009 - \$812
May 2009 - \$812
Projection for calendar year \$9,744

**CLEMSON UNIVERSITY
STAFF SENATE
BYLAWS**

(Amended and Approved April 13, 2010)

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Article I - Name

The full name of this organization is the Clemson University Staff Senate, hereinafter referred to as the "Senate".

Article II - Responsibilities and Functions

Wherever used in these Bylaws, the term "employee" or "staff employee" shall mean a Clemson University permanent staff employee.

Study staff concerns and create a forum for two-way communication of ideas and concerns, which specifically relate to staff employees and the university mission.

Consider specifically the development of job and supervisory skills, compensation, benefits and welfare of staff employees, not to exclude other areas of concern, which are brought to the Senate's attention.

Formulate and recommend to the President's Cabinet university-wide policies and procedures related to staff employees.

Develop a systematic means for communicating to all staff employees existing university policies, specific actions, and feedback concerning all matters considered by the Senate.

Article III - Membership

Section 1. Representation

The Senate is composed of voting members chosen and appointed using the following criteria.

- A. Representation on the Senate will follow Budget Centers. Representation will be based on a 1:50 ratio of employees within a Budget Center. The representative numbers will be computed every year or as appropriate using February 2007 as the base year.
- B. The incumbent may run for re-election if eligible under Section 3.A.
- C. In the case of areas for which representation cannot be found (e.g., the majority of personnel are located off campus and unable or unwilling to travel to campus for meetings, or whose job duties do not permit them to serve as a Senator) the Executive Committee, at the recommendation of the Membership Committee, may appoint a Senator-at-large to represent that area.
 1. The appointed Senator-at-large must demonstrate a willingness to actively serve as Senator for that area. Ideally, this person should have a connection to the area, either in physical location, a former employee of that area, a former Senator, etc.
 2. The appointment will be for a three-year term, or in the case of a resignation, for the remainder of the existing term.
 3. This option should be exercised only after an exhaustive search has failed to identify a staff employee from that budget area who could serve as Senator.
- D. All nominees must be employees in good standing with Clemson University.

Section 2. Elections

- A. Elections shall be held in March of each year for the Senator positions whose terms have expired and for any vacant Senator positions. The terms of office shall begin with the **May** meeting of the Senate. Each year the Membership Committee will notify those voting, call for nominations, prepare ballots, and handle the election. The details of the elections shall be contained in a separate document, Election Procedures, to be reviewed and updated as appropriate by the Membership Committee with final approval by the Executive Committee.
- B. ~~If the number of vacancies equals or is more than the number of candidates in a designated budget center area, then those candidates are elected by appointment of the Executive Committee.~~
- C. The Executive Committee will forward to the President of the University the name(s) of the individual(s) chosen by the above process to fill the vacant positions on the Senate. The President of the University will then officially recognize those individuals elected to the Senate.
- D. A letter from the Senate will be sent to new Senators informing them of their election to the Senate and inviting them to attend the first meeting of their term. At the annual new Senator orientation, copies of the Roster and the Bylaws will be made available.
- E. ~~If an area is not represented by a Senator for a period of two months, the Executive Committee may appoint a Senator from the staff at large to represent this area.~~

Section 3. Terms

- A. Senators shall serve a three-year term beginning at the **May** meeting of the Senate. A maximum of two consecutive terms (6 years) may be served. A one year interval is necessary before being eligible to serve again.

Section 4. Absences

- A. If in a term year (**May-April**), a Senator accumulates a combined total of **seven (7)** absences from regularly scheduled monthly meetings and/or regularly scheduled committee meetings, the Senator may be dismissed from the Senate. If a Senator realizes that their schedule or any other reason (*with the exception of an approved FMLA*) will not allow them to adhere to this policy, it is strongly recommended that their resignation letter be submitted to the Senate office and/or Senate President before a dismissal action is deemed necessary by the Senate Executive Committee.
- B. If it is determined by the Executive Committee that a dismissal action should be initiated, then a notification letter from the President of the Senate will be sent to the Senator informing her/him of the committee's recommendation.
- C. Any current Senator who receives a dismissal notification letter has ten (10) days upon receipt of notice to respond to the letter explaining why he/she has exceeded the allotted absences.
- D. If an appeal is received, a special Executive Committee Session will be called to determine the Senator's standing. No more than ten (10) days from the appeal receipt will pass before a response will be given to the appealing member.
- E. If the appeal is denied by the Executive Committee, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the Senator's status and the committee's action.

- F. If after the ten (10) days of allowable time to appeal has passed and no appeal is received, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the Senator's status and the committee's action.
- G. If the dismissal takes place before September 30, the Membership Committee will fill the remaining term with a special election. If the dismissal takes place after September 30, the term will remain vacant until regular elections in March of the following year.

Section 5. Vacancies

- A. Vacancies occur due to resignation from the Senate, transfer from area represented, dismissal by the Executive Committee, or termination of employment. If Senator is transferred outside the area he/she was elected to represent, but remains a staff employee, he/she may exercise the option to serve out the remainder of the term, subject to Executive Committee approval. Otherwise, vacancies may be filled by the person who received the next highest number of votes in the previous regular election or by appointment of the Executive Committee. When a vacancy is filled, the expiration of the term remains the same. For purposes of re-election, a new member who serves more than eighteen months shall be considered to have served one term. If the position is one that rotates through several colleges/divisions and it was due to rotate out, it will continue that rotation.

Section 6. Ex-officio Nonvoting Members

The Senate will include as an ex-officio nonvoting member, the director from Human Resources.

Article IV - Officers

Officers are elected by the Senate members and serve for a period of one (1) year. The retiring officers shall serve through the end of the April meeting and the new officers shall take office immediately following the April meeting.

Section 1. Duties

- A. President - shall be responsible for scheduling and conducting all Senate meetings and shall serve as a member of other University wide committees as directed by the President of the University or until the committee is terminated. The President has the right to appoint current members as her/his representative to sit on any committee as approved by the Executive Committee. The President will select a current Senator to chair the Scholarship Committee, Membership Committee, Communications Committee, Policy and Welfare Committee, Activities Committee, and any ad hoc committees. The President's selections shall be presented to the elected officers for confirmation. If the committee chair is unable to fulfill their responsibilities, the President may select a replacement.
- B. Vice President - shall be the President Elect for the next year, and shall assist the President and perform the duties of the President in his/her absence.
- C. Secretary - shall work with the Administrative Assistant to provide necessary secretarial services including reviewing minutes, maintaining records, and distributing information. Shall ensure that mailings are sent to the membership before each regularly scheduled meeting.

- D. Parliamentarian - shall ensure that meetings are conducted according to Robert's Rules of Order Newly Revised and shall ensure adherence to the Bylaws. Shall review any changes or additions pertaining to the Bylaws.
- E. Treasurer - Shall be responsible for disbursing funds, preparing annual financial report and budget, and all other financial affairs of the organization.

Section 2. Election Procedures

- A. Membership Committee will conduct officer elections and maintain officer approval forms.
- B. At the January meeting, an announcement will be made by the President that nominations will be accepted at the February and March meetings.
- C. Candidates are eligible to be nominated for one office only.
- D. At the February and March meetings, nominations will be accepted from the members for each office. Only current ~~Senators~~ ~~Senate members~~ will be eligible for nomination to any office; ex-officio members are not eligible. Nominations are not valid until the ~~Senator~~ ~~Senate member~~ has received approval from his/her supervisor.
- E. The deadline to submit nominations is the March meeting. Candidates will have the option to give a brief speech to the Senate at the March meeting in support of their candidacy.
- F. Elections will take place either by online voting prior to or by paper ballot at the April meeting by vote of the currently serving Senators.
- G. If the term of the Vice President expires, he/she may remain on the Senate for a fourth year to serve as President.
- H. An officer who transfers outside the area he/she was elected to represent, but who remains a staff employee, may exercise the option to serve out the remainder of his/her term of office, with full voting privileges, subject to Executive Committee approval.
- I. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly scheduled meeting.

Section 3. Vacancies

- A. If the Presidency is vacated for any reason, the vacancy will be filled by the President Ex Officio, if the vacancy occurs before the second Tuesday in October at noon. If the vacancy occurs after 12:01 p.m. on October 1, then the Vice President of the Senate will assume the role of President for the remainder of the term, in addition to their elected term. Nominations of current members to replace the Vice President will occur at the next regular meeting. If the President Ex Officio is unwilling or unable to assume the role of President, then the Vice President will assume the role of the Presidency.
- B. An officer can be removed from service by a simple majority vote by the Senate. If the President is removed, Section 3A applies. If the Vice President is removed, then nominations for a replacement will occur at the next regular meeting. All officers have the right to appeal in writing to the Executive Committee within sixty (60) days of the Senate vote.

Article V - Executive Committee

Section 1. Membership

The Executive Committee will consist of the President, Vice President, Secretary, Parliamentarian, Treasurer, the immediate Past-President of the Senate and chairpersons from the standing committees. Guests may only attend if invited by the President and only for the meeting(s) their presence is requested.

Section 2. Responsibilities

The Committee's purpose shall be to propose the annual agenda and to consider and possibly refer items, including items submitted by staff, to the appropriate committees for their review and subsequent recommendation to the Senate. The Executive Committee shall have general supervision of the affairs of the Senate between meetings, make recommendations to the Senate, and perform other duties as specified in these bylaws. The Executive Committee shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken by the Senate.

Article VI - Committees

Section 1. Standing Committees

All Senators will serve on a Standing Committee. Senators may rank their top three (3) committee preferences; however the Executive Committee will make final committee assignments. Once Committee chairs are selected, (no later than the Executive Committee meeting in April), committee meeting dates/times will be established and provided to the Senators.

A. Membership Committee:

The purpose of the Membership Committee is to conduct all Senate representative elections, officer elections, evaluate representation in each of the constituent areas, and implement new member orientation.

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B. Communications Committee:

The purpose of the Communications Committee is to develop a systematic means for communicating to all staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate.

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C. Policy and Welfare Committee:

The purpose of the Policy and Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of staff employees not to exclude other areas of concern that are brought to the Senate's attention. The Committee will formulate and recommend university-wide policies and procedures related to employees.

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D. Scholarship Committee:

The purpose of the Scholarship Committee is to serve as the fund raising arm of the Senate. The money raised is used to support the scholarships awarded each year to the dependents of staff and to increase the scholarship endowment. The Committee

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will set yearly goals for its fund raising campaigns and seek new and creative methods to enhance these efforts.

E. Activities Committee:

The purpose of the Activities Committee is to coordinate activities of the Senate. The Activities Committee may be asked to organize other events as appropriate.

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Section 2. Ad Hoc Committees

Ad Hoc committees shall be created and disbanded as deemed necessary by the Senate President. The committee can consist of both current and former Senate members but must be chaired by a current member of the Senate or a Past President of the Senate.

Section 3. University Committees/Councils

The Senate President shall appoint a member of the Senate or an employee from the staff to represent the Senate on University committees/councils when necessary, taking into account the expertise of the member and his/her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees. **If the appointee is unable to attend meetings and provide activity reports to the Senate, the President may choose a replacement.**

Section 4. Committee Responsibilities

- A. A written copy of all formal resolutions and committee reports should be submitted to the Executive Committee prior to presentation at the full Senate meeting. Each committee should prepare a report to be presented at the full Senate meeting.
- B. Maintain committee records containing: summary reports, current assignments and letters, completed assignments and letters, minutes of committee meetings, **members' attendance at meetings**, and a committee members' list.
- C. Work on letters and agenda items as assigned.
- D. Make recommendations to the Senate. Any material to be included in the **Secretary's mailings agenda** will be sent to the **Secretary Administrative Assistant** seven (7) calendar days before the scheduled meeting.
- E. Hold a transition meeting with incoming and outgoing committee members before the June meeting.

Section 5. Staff Ombudsman Evaluation Committee

The Staff Ombudsman is evaluated by a five (5) member Ombudsman Evaluation Committee, comprised of four (4) members of the Senate and one (1) staff member appointed by the Ombudsman. These members are as follows:

- The Immediate Past President (serves as chairperson for the committee)
- The President
- ~~The President Elect~~ The Vice President
- An elected Senator – one (1) Senator elected annually by the Senate.
- An appointed member – one (1) staff member appointed annually by the Staff Ombudsman.

All members of the committee should be identified no later than April 30 annually. If the Staff Ombudsman fails to appoint a staff member on his behalf by April 30, then one may be appointed for him by the Chairperson.

The Staff Ombudsman will not be expected to reveal any conversations as a part of the evaluation process.

Article VII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

Article VIII - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Senate by a simple majority vote of the Senate members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Committee.

Standing Rules

Section 1. Meetings

A. Senate Meetings

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Meeting Schedule: The Senate shall meet on the second Tuesday of each month at 10:30 a.m. Visitors are welcome at all meetings except when items are considered in executive session.

Agenda: The Presiding Officer shall include on the agenda any item of business submitted in writing to the President at least seven working days before the regularly scheduled meeting. Items sent should indicate expected amount of time needed to present and discuss.

- ~~A.~~ 1. Approval of Minutes
- ~~B.~~ 2. Special Order of the Day (if any)
- ~~C.~~ 3. Open Commentary (limited to ten (10) minutes)
- ~~D.~~ 4. President's Report
- ~~E.~~ 5. Treasurer's Report
- ~~F.~~ 6. Committee Reports
 - ~~1.~~ A. Standing Committees
 - ~~2.~~ B. Ad Hoc Committees
 - ~~3.~~ C. University Committees/Councils
- ~~G.~~ 7. Unfinished Business
- ~~H.~~ 8. New Business
- ~~I.~~ 9. Announcements
- ~~J.~~ 10. Adjournments

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Executive Session: The President may call a Senate executive session when items to be discussed are considered to be a confidential nature.

B. Executive Committee Meetings

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Meeting Schedule: Regular meetings of the Executive Committee shall be held on the last Tuesday of each month. Special meetings of the Executive Committee may be called by the President or upon the written request of three members of the **Executive Committee**.

Section 2. Administrative Assistant

- A. Purpose: Under general supervision of the President of the Senate, plans, organizes, coordinates, and directs the administrative activities of the Clemson University Senate. Carries out the directives of the Senate as it represents the Staff in its relations with the University Administration.
- B. Position Description: The Administrative Assistant is a paid support staff position, appointed via the usual classified recruitment process. A copy of the administrative assistant position description is on file in the Clemson University Human Resource office. The President of the Senate has the responsibility of annually evaluating this position.

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Section 3. Operational Guidelines for Introduction of New or Revised Policy

- A. Introduction of Policy: Any Senator may propose a new or revised policy by way of a motion to the floor during the discussion of New Business agenda items. Once a motion is made and approved by the Senate, the President will then assign the issue to the proper standing committee or establish an ad hoc committee if appropriate.
- B. Communications: The committee chair will examine the issue with full disclosure to the Senator who introduced the issue and to the Executive Committee.
 - 1. Policy Revision: The committee chair will provide copies of the present policy along with copies of the proposed revised policy to each member of the Senate one month in advance of the vote.
 - 2. New Policy: The committee chair will provide copies of the proposed policy to all members of the Senate one month in advance of the vote.
- C. Forwarding the Policy: If the Senate approves the new or revised policy, the proposed policy and a supporting resolution shall be forwarded to the Chief Human Resources Officer for introduction to the Administrative Council. A copy of the resolution will also be forwarded to the President of the University. The Chief Human Resources Officer will provide written notification of the resolve of the Administrative Council to the President of the Senate in an expeditious manner.

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