

## STAFF COUNCIL BYLAWS<sup>1</sup>

The Staff Council Bylaws give further specification of expectations and governing operations of Staff Council in line with the provisions set forth in the Staff Council Constitution.

### ARTICLE I. – MEMBERSHIP

#### Section 1. Terms

Council members shall be elected to serve a two-year term, except in the case of officers who shall serve terms of two years and one month. Terms shall commence as of the May Staff Council meeting.

#### Section 2. Roles and Responsibilities

Council members are expected to adhere to the following roles and responsibilities:

- Represent the Council and advocate for all staff.
- Actively preserve and foster the personalism intrinsic to the mission of the university by manifesting an ongoing sensitivity to all staff, faculty, students, and administrators and to assist, in any way possible, in promoting the mission of the university.
- Become informed and demonstrate vigilance on current university issues, especially those relating to staff. Relay appropriate information to associates, solicit input and feedback from colleagues, and share knowledge with the appropriate members of the council.
- Attend and participate in the regular Staff Council meetings, and encourage colleagues to attend. Inform colleagues of significant university issues that are discussed in council meetings.
- Serve on one of Staff Council's standing committees or task forces. This includes regularly meeting with the other members of the committee in person, through e-mail, and/or conference call/telephone.
- Actively participate in Staff Council promoted or sponsored activities and events. This includes providing input and/or assistance in the planning of the event, attending the event, and, if appropriate, facilitating or coordinating the event.
- Serve on one or more university-wide committees, if appointed by Staff Council, and represent the Council by attending and actively participating in these committees as an advocate for staff, keep the Steering Committee apprised of status, and provide appropriate feedback to the Council when necessary.
- Serve on ad hoc council committees, if appointed.
- Maintain a professional code of personal conduct, behavior, and demeanor when representing the Council. Preserve the confidentiality of council discussions, where appropriate.

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<sup>1</sup> These Bylaws were drafted 21Feb2005, and revised 13Sep2005, 13Oct2005, 20Dec2005, 16April2008, 18Feb2009, 17Feb2010, 16Feb2011, 5Mar2013, 19Feb2014, 21Jan2015, 26April2017

### Section 3. Status of Membership

A member may have his/her Staff Council membership status questioned after repeated or flagrant violations of the code of conduct outlined in Section 2 of this Article, with the potential result being loss of membership.

Part A. Should the council member fail to respond within the week, or should the petition to remain be denied, the Vice-President will serve written notification to that person and that person's supervisor stating that he/she is no longer on Council.

Part B. The alternate next in line to become a voting member would be chosen to serve as a voting council member.

### Section 4. Alternates

Alternates shall be designated following the general election and seating of the Council. The alternate with the greatest number of votes in the general election shall be designated the "first alternate," the alternate with the second greatest number of votes shall be designated the "second alternate," etc. Alternates are expected to maintain the code of conduct outlined in Section 2 of this Article, and to participate actively in the Council, but shall not have voting privileges at council meetings. Alternates from the previous year would receive the ranking of "first alternate," etc, over newly elected alternates.

### Section 5. Resignation of a Member

When resigning from Staff Council, a council member must state his/her intentions in writing to the president. Upon receipt of this notification, the first alternate having the same personnel classification as the departing council member shall immediately, or on the date specified in the resignation notice, become a full member for the remainder of his/her term except if a classification imbalance exists or will be created between exempt and non-exempt voting members. In this case, an alternate of a different classification should be appointed as a voting member. Correction of the classification imbalance has greater priority than replacement of the voting member by an alternate of the same classification. Additionally, in the event there is not an alternate of the same classification, the first alternate of the other classification shall become a full member for the remainder of his/her term.

Should the resigning member be a chair of a standing committee, the Steering committee will solicit volunteers from the remaining members of the committee, and will appoint a new chair from that committee who will assume the duties of the resigning chair for the duration of the former chair's term, or the duration of the new chair's term, whichever comes first.

### Section 6. Change of Classification during Staff Council Term

If a member's classification (exempt/non-exempt) changes during his/her term on Staff Council, that representative shall serve out his/her term. Any imbalance created in exempt/non-exempt membership will be corrected at the next election.

Section 7. If a Staff Council member will be on leave from the University, they may inform one of the officers up to 24 hours prior to the next scheduled meeting that they will not be in attendance. An officer will let the appropriate alternate (see Article I section 5) know he/she will have voting privileges for a determined period of time.

#### Section 8. Participation Expectations

As stated in Section 2 within Roles and Responsibilities, Council members are expected to attend and participate in Council meetings, activities, events, and serve on standing and university committees. Participation is defined as attending 80% of monthly full council meetings, presenting at Foundations lunches, and attendance at Council events and activities. Members should attend 80% of assigned standing committee meetings. If a Council member cannot attend a full council meeting, they must contact the Secretary prior to the meeting.

Lack of participation by any Council member will be reviewed by Steering and may result in sanctions up to removal of membership. If an individual does not feel they can actively participate or represent staff at large as a member, the Council member reserves the right to step down and run for re-election in the following year.

### **ARTICLE II. – OFFICERS**

#### Section 1. Eligibility

To serve as President, a member must have served on the Council for at least two years or have served at least one full year as a chair of a standing committee. To serve as Vice-President or Secretary, a member must have served at least one full year on the Council. Past council experience is to be considered when determining eligibility for office.

#### Section 2. Nomination

Candidates for officer positions will be nominated no less than two weeks prior to the June meeting. Council members may nominate themselves or receive a nomination from another full council member. In the event a council member is nominated by someone other than him/herself, this nomination must be accepted by the nominee before being considered a candidate. Due to workload expectations, supervisor approval must be obtained before seeking office.

#### Section 3. Election of Officers

Please see related section in the Procedural Handbook.

#### Section 4. Duties of Officers

The duties of the President shall include but not be limited to:

- a. Presiding over full meetings of the Council;
- b. Calling special meetings of the Council when required;
- c. Serving as liaison and report official actions of the Council to the Executive Vice President, the Provost, and the President of the university;

- d. Serving as the council representative to designated university governance committees;
- e. Serving as the contact with organizations outside the university;
- f. Serving as the primary contact and liaison for communicating with the University community;
- g. Delegating responsibilities to other officers, steering committee members, or other council members as appropriate.

The duties of the Vice-President shall include but not be limited to:

- a. Presiding over full meetings of the Council in the absence of the President;
- b. Serving as the council representative to designated university governance committees in the absence of the President;
- c. Serving as the liaison between Staff Council and Faculty Council;
- d. Monitoring membership attendance and committee work;
- e. Approving budget disbursements and maintain budget records;
- f. Coordinating all council elections;
- g. Ensuring that the actions of the Council are in accordance with the Constitution and Bylaws.

The duties of the Secretary shall include but not be limited to:

- a. Presiding over full meetings of Council in the absence of the President and Vice-President;
- b. Maintaining responsibility for recording minutes of the council meetings;
- c. Coordinating the distribution of minutes to council members;
- d. Maintaining responsibility for submitting approved minutes to the Library archives;
- e. Maintaining responsibility for taking attendance at council meetings, and maintaining an updated attendance spreadsheet;
- f. Distributing necessary election materials;
- g. Maintaining updated contact and departmental information for council members;
- h. Maintaining and updating the Constitution and Bylaws as needed.

## Section 5. Vacancies

Part A. Vacancy for the Secretary will be filled for the balance of the term by any full Staff Council member chosen by a majority vote of all members of Staff Council at the meeting immediately following the notice of resignation.

Part B. In the event that the Vice-Presidency is vacated, the Secretary will have the option of assuming the Vice-President's role for the remainder of the Vice-President's term. Should the Secretary choose to assume the Vice-President's office, a new Secretary would then be chosen by a majority vote of all council Members. Otherwise, a new special election for Vice-President should be held.

Part C. In the event that the Presidency is vacated, the Vice-President will assume the President's role for the remainder of the President's term. The Secretary will have the

option of assuming the role of Vice-President. Should the Secretary choose to assume the Vice-President's office, a new Secretary would then be chosen by a majority vote of all council members. Otherwise, a new special election for Vice-President should be held.

#### Section 6. Procedure for Removal of an Officer

Please see related section in the Procedural Handbook.

### **ARTICLE III. - STAFF COUNCIL COMMITTEES**

#### Section 1. Steering Committee

1. The Steering Committee is composed of the President, Vice-President, Secretary and the chairs of the standing committees and shall be chaired by the President of the Council.

#### Section 2. Standing Committees

These committees will receive and consider proposals in their area of responsibility from the Council. They shall meet regularly and maintain contact with the appropriate established committees, groups and university constituencies.

The Standing Committees shall be as follows:

***Fiscal Planning Advisory*** – Acts as an advising committee to the President of Staff Council as he/she participates in University fiscal planning processes and committees. The committee's scope includes advising Staff Council representatives participating on committees such as the Strategic Resource Planning Committee (SRAC) and other similar and/or related committees. The Committee provides feedback to both the administration of the university and the President of Staff Council during this process. The Committee also communicates regularly with Staff Council members to keep them up to date and notifies them of issues of importance affecting staff and the university, while understanding and adhering to the confidentiality of the information that is given.

***Communications*** – Manages the Council's internal and external communication initiatives, oversees the Voice of Staff process, and develops appropriate communication strategies to enable the council to work with its various university constituencies.

***Diversity, Mission and Inclusion*** – Advises and collaborates with key university departments, such as, University Mission & Values and the Office of Institutional Diversity and Equity on topics related to staff diversity, inclusion, culture and environment. Also coordinates volunteer activities, representation at events, and Staff Council Diversity Award.

***Effectiveness*** – Evaluates and recommends ways to make the council more effective, both in its internal functioning, as well as in its impact on the university at-large.

***Membership and Elections*** – Coordinates the yearly elections, events, recruitment, and onboarding of members.

**Staff Resources** – Serves as a liaison between the staff members of the university and all employment-related issues, including but not limited to benefits and compensation, public safety, and recruiting.

### Section 3. University-Wide Committees

The Steering Committee shall be responsible for coordinating the appointment of staff representatives to all university committees of concern to staff and/or pertaining to university policies. Appointment to university-wide committees will be done in accordance with the procedure outlined in Article VIII Section 3, University-Wide Committee Appointments. The Effectiveness Committee shall maintain a list of all university and council committees with staff representation.

## **ARTICLE IV. – ELECTIONS**

### Section 1. Membership Elections

New council members and alternates shall be selected annually in a general election. The number of exempt and non-exempt members to be elected will be determined by the respective number of vacancies in the Council at the time of the election. A council member may run for re-election at the end of their two-year term in the general election.

## **ARTICLE V. - MEETINGS**

Section 1. In order to conduct an official meeting there must be a quorum, defined as a positive majority of the council membership and the presence of at least one officer.

Section 2. Robert’s Rules of Order shall govern council meetings.

Section 3. Regular council members may vote at council meetings. Alternates may not vote. If an officer decides to leave the Council at the end of their term, they may vote at their last month’s meeting.

Section 4. Staff Council will allow for one (1) official representative from Faculty Council to be admitted to monthly meetings. This Faculty Council representative must be approved by the Staff Council President on an annual basis.

Section 5. Staff Council reserves the right to limit participation and remove any person(s) it deems disruptive to the business of the Staff Council meetings.

Section 6. An Executive Session is open only to Staff Council members and may be called at any time, without advance notice.

## **ARTICLE VI. – FINANCES**

Section 1. The Council shall be provided with adequate funds from the university for the effective operation of the council.

Section 2. The Vice-President in cooperation with the Steering Committee shall prepare the council budget.

Section 3. The Council shall submit an annual budget to the Executive Vice President.

Section 4. The Council shall stay within its established budget.

**ARTICLE VIII. – AMENDMENT OF THE BYLAWS**

Section 1. The bylaws may be amended by a majority vote of the Council.

Section 2. Proposed amendments should be presented by any member of the staff at a Staff Council meeting at least one meeting prior to the vote.