

2003

Staff Council Bylaws, 2003

UNM Staff Council

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**University of New Mexico
Staff Council BYLAWS**

ARTICLE I: PURPOSE

Section 1. General

The Staff Council provides a forum for non-faculty staff to address issues of staff concern and to make those issues known to the University. The staff is a full partner with other University employees and students in providing input into the decision making processes of the University.

Section 2. Specific

- A. Participates in the formulation of institutional long-range plans, goals and strategies.
- B. Develops programs and activities promoting professional and personal growth and advancement.
- C. Advises the University administration about resource allocations, wages, benefits, health, safety, and other conditions of employment.
- D. Facilitates communications among staff, faculty, students and the administration, and with other representative campus organizations.

ARTICLE II: FUNCTION

Section 1. General

The Staff Council operates on a year-round basis.

Section 2. Specific

- A. Studies problems, potential problems, welfare and working conditions of the staff.
- B. Calls to the attention of the administration and other University organizations and individuals matters of concern to the staff.
- C. Cooperates with the Faculty Senate in the formulation of recommendations concerning issues common to the staff and faculty.
- D. Advises the administration on staff wages, benefits, conditions of employment, University policies and procedures, legislative issues and other matters and concerns determined by the Staff Council.
- E. Forms committees as required.

Section 3. Liaison

Staff members from other UNM branches may serve as a liaison between the Staff Council and the branch.

ARTICLE III: OFFICERS

Section 1. Election and Appointment of Officers

Staff Council officers are elected at the first regular meeting following the election and qualification of members in the spring semester. All terms are for one year. Consecutive terms may be served. Election is by a majority of the votes cast.

Section 2. Removal of an Officer

An officer may be removed from office for unethical behavior, or for failure or inability to perform duties. Removal of an officer requires a two-thirds vote.

Section 3. Replacement of an Officer

Whenever a vacancy shall occur among the officers of the Staff Council, except in the Office of the President, the Council shall, at its next meeting, fill said vacancy in the same manner as for the original election of that position. When a vacancy shall occur in the Office of the President the President Elect shall succeed to that office. Should a vacancy exist in both the Office of the President and the Office of the President Elect, the Council shall fill both offices in the same manner as for the original election of that position.

Section 4. President

The President serves as the spokesperson for the Staff Council. The functions of the Office of the President are to:

- A. Represent the staff and the Staff Council, and be an advocate for staff issues, concerns and positions before the Board of Regents, the President of the University and the University community.
- B. Serve as an advisor to the Board of Regents.
- C. Chair and set the agenda for the Staff Council Executive Committee and have one vote.
- D. Appoint members of the Executive Committee to serve as liaisons to the Faculty Senate, the student governments, and the Alumni Association.
- E. Appoint or nominate, as appropriate, staff representatives to University-level standing committees and search committees, and to joint staff-faculty committees, in consultation with the Executive Committee and with approval of the Staff Council.
- F. Serve as an ex-officio, non-voting member of all Staff Council committees, with the exception of the Ethics Committee. May appoint a designee to be the ex-officio representative in his/her behalf.
- G. Facilitate open lines of communication between the Staff Council and the University community.
- H. Perform other duties as directed by the Staff Council.

Section 5. President-Elect

The President-Elect serves in the capacity of a Vice President. The functions of the Office of the President-Elect are to:

- A. Serve as an advisor to the President.
- B. Succeed to the Office of the President if the President is unable to complete her/his term. If the President-Elect succeeds to the presidency the Staff Council shall elect a new President-Elect at the next regular meeting in the same manner as was used for the original election.
- C. Serve as a member of the Executive Committee and have one vote.
- D. Represent the Council to the University should the President be unable to perform in an official capacity for a short time.
- E. Perform such other duties as may be assigned by the President or the Staff Council.

Section 6. Speaker

The functions of the speaker are to:

- A. Preside at all Staff Council meetings.
- B. Serve as a member of the Executive Committee and have one vote.
- C. Appoint members to Staff Council committees, in consultation with the Executive Committee and with approval of the Staff Council.
- D. See that all business referred to committees is returned to the Council for action within a reasonable time.

- E. Coordinate with committee chairs and the Executive Committee to facilitate Council activities. Define time frames to committees for work completion. Routinely review committee minutes.
- F. Perform other duties as directed by the President and the Staff Council.

Section 7. Treasurer

The functions of the Office of the Treasurer are to:

- A. Develop and recommend accounting procedures for approval by the Council.
- B. Assure adherence to accounting procedures.
- C. Provide quarterly and special request fiscal reports to the Staff Council.
- D. Serve as a member of the Executive Committee and have one vote.
- E. Serve as an ex-officio member of the Staff Council Finance Committee.
- F. Perform such other duties as may be assigned by the President, Speaker or the Staff Council.

Section 7. At-Large Members

At the same meeting other officers are elected the Council shall elect four at-large members to the Executive Committee, two to represent and be elected from the Councilor's representing precincts, and two to be elected from the Councilor's representing grades. The functions of the at-large members are:

- A. Serve as members of the Executive Committee, each having one vote.
- B. May be designated by the President to serve as ex-officio members, without vote, on any Staff Council Committee, except the Ethics Committee
- C. Assume other responsibilities as may be assigned by the President or the Staff Council.

ARTICLE IV: ADMINISTRATIVE SUPPORT

The University has designated one staff position to provide administrative support to the Staff Council. The functions of the administrative support person are:

- A. Serve as an ex-officio, non-voting member of the Staff Council for the purpose of keeping minutes and attendance records.
- B. The administrative support person may vote in Staff Council elections but may not serve as an elected member on the Council.
- C. Provide a written record of motions as presented or amended during meetings; read same to Council at the request of the Speaker. Send summarized minutes of each meeting to all Councilors five working days before the next meeting.
- D. Provide for orientation and training on Council procedures for new members of the Council and for Committee members.
- E. Perform such other duties as may be assigned by the President or the Staff Council.

ARTICLE V: COMMITTEES

Section 1. General

- A. The President appoints, with Staff Council approval, representatives to University-wide standing committee, joint faculty-staff committees, and other University committees, whether permanent or ad hoc in nature, whose membership includes both staff and non-staff membership. Unless otherwise provided in the charters of such committees, staff member terms shall be for one year. In no case shall staff representatives serve more than one two-year terms without

being reconsidered by the Staff Council.

B. The Speaker appoints, with Staff Council approval, members of Staff Council committees. Members will serve one-year terms but may serve successive terms.

C. Staff Council committees will elect their own chairperson. It is the responsibility of the chairperson to track membership on the committee and to report to the Speaker when members have quit the committee. Non attendance of a committee member at three consecutive meetings will be treated as a voluntary resignation.

D. Resignations from committees should be submitted to the President or the Speaker, as appropriate, and the appointing authority shall report resignations or other vacancies to the Staff Council at the next regular meeting of the Council.

E. Committee members appointed to fill vacancies will serve the remainder of the term to which they are appointed.

F. Members of University committees and the chairpersons of Staff Council committees shall make monthly reports, first to the Executive Committee and then to the Staff Council. Such reports may be oral or written as directed by the Executive Committee or the Staff Council.

Section 2. Permanent Committees

A. Rules and Elections Committee. The committee shall have not less than three, nor more than five, members. A quorum shall be three members. The functions of the committee are to:

1. Review and make recommendations on all proposed amendments to the Staff Council Constitution, Bylaws, General Rules, and Special Rules of the Council.
2. Establish, with Council approval, the Staff Council Election Code.
3. By not later than December 1 each year determine the size and representative areas, and the apportionment of Councilors to represent Staff Council grades and precincts. The apportionment must be approved by the Staff Council.
4. Develop election procedures for the annual Staff Council election and any special elections; to prepare and count ballots cast; and to report to the Council the results of each election.
5. To set, with Council approval, campaign guidelines.

B. Ethics Committee

1. The Speaker shall nominate, subject to Council approval, five voting members of the Staff Council. Quorum for the Ethics Committee shall be four members.
2. The Ethics Committee shall establish and maintain, subject to Council approval, a Code of Ethics.
3. The committee shall function as a resource to the Council on issues of ethical import relative to determination of policy.

C. Executive Committee

1. The Executive Committee may transact routine business between Council meetings and take emergency actions. All business transacted by the Executive Committee shall be reported to the Council at the next Council meeting. The Executive Committee shall meet at the call of the President or upon written request of any four members thereof. Four members shall constitute a quorum.
2. The Executive Committee shall receive committee reports via the Speaker for internal committees and via the President for external committees and shall determine the agenda for Council meetings.

Section 3. Standing Committees

1. The Council may, from time to time, establish standing committees to carry out the work of the Council. Each standing committee will be given a charge at the time of creation. The initial charge may be amended by the Council upon request or recommendation of the committee.

2. Minimum membership on standing committees will be three staff employees, one of whom must be a voting member of the Council.
3. Standing Committees will determine their own order of business and elect their own chairpersons. Quorum for each standing committee will be one-half, plus one, of the appointed membership.
4. The Council may make periodic examination of each standing committee to determine whether said committees shall continue in existence.

Section 4. Temporary Committees

The Council may, from time to time, establish temporary, or *ad hoc*, committees to carry out limited, specified business of the Council. The charge to such committees shall be stated at the time of formation. Such committees shall automatically go out of existence upon either the expiration date stated by the Council at the time of formation or upon submittal to the Council of the committee's final report.

ARTICLE VI: STAFF COUNCIL MEETINGS

Section 1.

Staff Council meetings shall be open to the entire University community.

Section 2. Regular Meetings.

The Staff Council shall meet at least quarterly, at a time and date approved by the Staff Council.

Section 3. Special Meetings.

The Executive Committee may call a special meeting at any time. The call for a special meeting shall set forth specific items to be discussed. Business not specified in the call may not be discussed at a special meeting.

Section 4. Quorum.

A quorum shall be consistent with Roberts Rules of Order.

Section 5. Agenda.

The Executive Committee shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days before each regular meeting.

Section 6. Record of Attendance.

The minutes of each meeting shall show the names of the members present and of those absent.

Section 7. Attendance at Meetings.

Attendance by Staff Council members and officers shall be required at all Staff Council meetings. Unexcused absence from three consecutive meetings shall be considered nonfeasance and grounds for removal.

Section 8. Council Terms.

The term of each Staff Council shall be for one year and shall begin with the organizational meeting.

ARTICLE VII: RULES OF ORDER

Section 1. Rules.

Robert's Rules of Order Newly Revised, latest edition, shall govern all meetings of the Staff Council in all cases to which they are applicable, and may govern all internal standing committees in which they are not in conflict with these bylaws, or with the standing rules, or any other rules that have been adopted by the Council for the conduct of their meetings.

Section 2. Parliamentarian

The Speaker shall appoint, subject to the approval of the Council, a Parliamentarian.

ARTICLE VIII: AMENDMENTS

Section 1. Amendments.

These bylaws may be amended by a two-thirds vote of the members of the Staff Council at a regular monthly meeting. Recommendations to amend will be referred by the Speaker to the Rules and Elections Committee.

Section 2. Prior Review.

Proposed amendments of the bylaws must be reviewed by the Rules and Elections Committee and by the Executive Committee prior to placement on the Staff Council Agenda for action.

Section 3. Must be Laid on Table.

No amendment to the Bylaws or Constitution may be voted upon at the same meeting at which it is introduced. This provision may not be suspended.

Approved by the UNM Staff Council December 1991

Revised: 1992

Amended: 1993, 1994, and 1996

Revised: 2003