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Councilor Handbook, 2012

UNM Staff Council

Bridgette Wagner-Jones

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THE UNIVERSITY of NEW MEXICO

UNM STAFF COUNCIL

COUNCILOR HANDBOOK

Bridgette Wagner-Jones

2012

staffcouncil.unm.edu

March, 2012

It is our sincerest pleasure to welcome you to the University of New Mexico Staff Council!

The Staff Council has been serving UNM's staff since 1990, when it was formed by a Board of Regents mandate. Since that time, we have worked for staff issues that have literally changed this University. We now team with University administration and the Board of Regents to proactively work on points issues that affect both staff and the general UNM community.

Now that you've taken the big step of joining the Staff Council, we'd like to help you get started down the path to effectively representing the specific group of employees, out of the 5,500+ -employees at UNM, that have elected you to this position.

Here are a couple of things that we'd like to suggest, to help make your Staff Council experience one that you will fondly remember:

- Get Involved - join a couple of Staff Council committees and see what happens behind the scenes. Find an area that interests you and volunteer to help on those committees. Go to the meetings, be involved in the exchange of ideas in email and make a difference.
- Find A Mentor - there are a number of past presidents in our group, as well as members who have been involved for the last 10, 12, 15 years. Introduce yourself and ask for a little guidance. They would love to help you in our organization.
- Read through this handbook and ask questions. There is a lot of information that can help you discover what Staff Council is about and what we bring to the University for our constituents.

We are excited that you have joined us in the Staff Council and hope that you have a fantastic experience!

Sincerely,
The Executive Committee

UNM Staff Council Handbook

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History of the Staff Council

In 1970 the Staff at the University decided to form the University Staff Association (USA). The organization never gained formal recognition, but served to educate Staff about the need for a unified voice on campus. As a result of this initiative, the Communication Workers of America (CWA) began to recruit members to their union. In 1972 University officials formally recognized the union. In 1985, UNM President Tom Farer, recognizing that he needed Staff input, called for the creation of a Personnel Advisory Committee to be composed of Staff officials from personnel and the administration. When Dr. Farer resigned the proposal was shelved. It was not until 1987 that non-union Staff decided that they needed a means of directly communicating their concerns to the administration. The University Staff Association was resurrected and a membership drive was undertaken. USA discussed the need for a formal non-union Staff association with President May and Vice President David McKinney. In March of 1988 President May created the Staff Council Study Group. The group was charged with determining if there was a need for Staff representation and if so, what form of representation. To obtain feedback from Staff, public hearings were conducted in November 1988. A formal proposal was presented to Vice President McKinney in November 1989. The UNM Board of Regents approved the creation of the UNM Staff Council in December 1989.

The Staff Council Study Group developed election guidelines and conducted the first election of Staff Councilors in the summer of 1989. The first meeting of the Staff Council was held on July 11, 1990. Secretary of the University Anne Brown opened the meeting and the President of UNM, Richard Peck, addressed the body. The first Staff Council meeting dealt with how to conduct/rules for the election of officers and the Council Bylaws. The first Staff Council officers were elected in September of 1989. One of the first tasks of the Staff Council Executive Committee was to create Council Committees and seek members. The committees established included Communications, Benefits, Career Development, Rewards and Recognition, Bylaws, and Constitution.

An offshoot of the Staff Council Study Group was the Committee on Staff Recognition created by President May in 1989. It was charged with finding new ways to promote and recognize the many contributions of our staff. The committee presented its recommendations to the President in July 1989. These recommendations included support for the proposed Staff Council and their Bylaws, a committee on ethics, a career development program, a resource center for staff, a sick leave bank, and a staff community service award.

One of the first things the Staff Council Executive Committee did was review the recommendations from the Committee on Staff Recognition. Council committee chairs met with the Executive Committee and developed a work plan for council committees. Some of the issues addressed at the first few Council Meetings were: representation on the search committee for the Director of Personnel, the endorsement of a resolution calling for a van to transport children at the Child Care Co-op, the creation of an advisory board to the personnel office, the creation of an Ethics Committee, and representation on the UNM 2000 Plan

Some of the issues/resolutions that the council initiated in 1991 included: the use and terms of tuition waivers, retirement benefits for temporary employees, and the development of a benefits survey and a recognition award program for staff. 1992 issues included the creation of a catastrophic leave policy/bank, an administrative hiring freeze, and parking fees. Also in 1992 our Benefits Committee was dissolved as we joined the Faculty in their committee and the new committee was renamed the Faculty Staff Benefits Committee. During 1993 the Council called for a policy on domestic partners and requested that a staff advocacy office be created. In 1994 the Staff Council held the first Staff Town Hall Meeting. The Council also called for the creation of the Staff Services Office. In 1995, the Council called for 360-degree feedback for all managers and recommended that training be mandatory for all supervisors. The Council was also responsible for increasing the number of credit hours for tuition waivers. In 1996 the Council requested that the administration equalize the number of hours of annual leave given to exempt and non-exempt employees. Another resolution passed by the Council called upon the administration to assemble a team of experts to assist staff members who were being laid off by the University.

In 2002 the Council fully supported a redesigned Catastrophic Leave program as presented by Human Resources; in 2003 the Council's Retiree Ad-hoc Committee sought and received recognition in the spring by the Board of Regents, thus establishing the UNM Retiree Association. The work of the Council, in conjunction with committees and constituent feedback, has been instrumental in the establishment of the new "Management Academy", a new component of the Employee and Organizational Development Office. In 2004 the Council established UNM Staff Appreciation Week which featured daily events for staff and in the spring of 2004 the Council had a seat at the first UNM Budget Summit table.

In 2005 the Council's Budget Summit team successfully lobbied for UNM's minimum wage to be raised to \$8.00 an hour and in 2006 we established the New Mexico Higher Education Staff Association, a statewide consortium of employees at all two and four year higher education institutions in the state for the purpose of sharing mutual goals and experiences and for conjoined lobby efforts on behalf of staff in participating institutions.

In 2007 UNM inaugurated David Schmidly, as our 20th president in the fall and the Council benefited by his support of staff as the Council President now had a seat at his Executive Cabinet meetings. Items of concern that the Council continues to monitor include Catastrophic Leave, Tuition Remission, Dependent Education Benefit and student success. Progress is being made and the Council continues its diligent watch of all things related to UNM staff. The Council worked closely on policies out for revision to include the Catastrophic Leave pilot program, which takes effect in FY 2008.

In 2008 the Council's Rules and Elections Committee and working with IT, held its first fully electronic election. Also in 2008, the UNM Staff Picnic became an "institutionalized" event for staff. Working with our representatives on the Faculty Staff Benefits Committee we will monitor the Catastrophic Leave program for this FY. We also celebrated the fifth year of Staff Appreciation Week.

**The University of New Mexico
Board of Regents' Policy Manual**

6.12 Subject: UNIVERSITY OF NEW MEXICO STAFF COUNCIL

Adopted: September 12, 1996

Applicability

This policy applies to all regular University staff employees employed at least half-time.

Policy

The Board of Regents has approved the creation of the University of New Mexico Staff Council. The purpose of the Staff Council is to represent all staff as defined above, and to serve as an important source of input into the issues and decisions of the University as they relate to the general welfare of the staff of the University. The Staff Council shall represent UNM staff to the University administration, and the Staff Council President shall serve as an advisory member of the Board of Regents. The Staff Council shall make recommendations regarding conditions of employment and shall work toward improving wages, hours and conditions of employment for the staff.

UNM staff may participate, as individuals, in the Staff Council notwithstanding their employment in a position subject to a collective bargaining agreement. The Staff Council shall not supersede or replace collective bargaining units officially recognized by the University, nor shall it have any authority with respect to University collective bargaining agreements.

Implementation

The Board of Regents approved the Constitution of the UNM Staff Council on September 8, 1992. The Constitution provides for 60 members elected from among eligible staff employees. Copies of the Staff Council Constitution, amended as of August 1993, and the Bylaws are maintained by the Department of Human Resources and the University Counsel.

References

UNM Staff Council Constitution and Bylaws, Staff Council [UBPPM Policy 1150](#)

Comments should be sent to BRPM@UNM.edu

 <p>THE UNIVERSITY of NEW MEXICO</p>	<p>University Business Policies and Procedures Manual</p>
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**1150
STAFF COUNCIL
Effective Date: October 15, 1995
Revised: 07/01/01, 07/01/11
Subject to Change Without Notice**

*Authorized by Regents' Policy 6.12 "University of New Mexico Staff Council"
Process Owner: President of Staff Council*

1. General

The Staff Council represents staff employees of The University of New Mexico as a voice in the governance of the University. It is an elected body of sixty (60) staff members representing both job grades and work areas. The Staff Council Constitution and the Staff Council Bylaws fully spell out the role of the Council. These can be obtained from the office of the University Staff Council Office, which provides support to the Staff Council and maintains the current membership of the Staff Council and its committees.

2. Objectives

The following are specific objectives of the Staff Council. This list comes from the Staff Council Bylaws and is not an all inclusive list.

- Participate in the formulation of institutional long-range plans, goals, and strategies.
- Develop programs and activities promoting professional and personal growth, and advancement.
- Advise in decisions about resource allocations, salaries, and benefits.
- Represent staff in the planning of improved workplace conditions and other means of enhancing and promoting productivity.
- Facilitate communications among staff, faculty, and students.
- Provide a forum for the discussion of the general staff welfare.
- Provide a resource for participation in major decisions of the University as they affect University staff.
- Maintain liaisons with officially recognized representative groups on campus.

3. Elections

Elections are held annually in the spring with one-half (1/2) of the Staff Council elected each year. In the event of a vacancy, the Speaker of Staff Council shall nominate a replacement from among the staff members in the vacant grade or precinct. Nominees shall require an affirmative vote of two-thirds (2/3) of the Council members present before they are an official member. Nominees shall serve for the remainder of the elected term to which they were appointed.

3.1. Membership

Regular full-time and part-time staff employees who have completed six (6) months of service at the University are eligible for election to the Staff Council. Elected members shall serve two (2) year terms. All employees are encouraged to participate in Staff Council and other University governance activities, either through elected service on the Staff Council or through service on the many Staff Council or University committees.

3.1.1. Precincts and Grades

Each member of the Staff Council represents a specific University precinct and/or grade. A total of thirty (30) members are elected to represent precincts. Precincts are generally composed of all staff employees in a department, school, or college, hereafter referred to as a unit. Larger units may have more than one (1) member elected to the Council. Precinct representatives are elected in even numbered years.

A total of thirty (30) members are elected to represent grades. Grades are determined by the employee's position. Grade representatives are elected in odd numbered years.

4. Officers

The Staff Council shall elect from its membership a President, a President-elect, a Speaker, and a Treasurer.

4.1. Executive Committee

An Executive Committee shall be established and composed of Staff Council members, including the President, the Past President, the President-Elect, Speaker, Treasurer, two (2) Members-at-Large representing grades, and two (2) Members-at-Large representing precincts. The Executive Committee shall set the agenda for the Staff Council meetings and represent Council decisions to the University administration.

5. Release Time

The University recognizes that service on the Staff Council and on Staff Council committees will take employees away from their work for brief periods of time. To accommodate both the employees and their work areas, the following guidelines are established for granting release time to employees to work on Staff Council business. The release times may not be accrued or used in conjunction with any other time off, such as compensatory time off or annual leave, and are not cumulative from one position to another. These guidelines should be prorated for part-time employees.

- Employees serving on the Staff Council or as chairs of Staff Council committees will be given release time of three (3) hours a week.
- Employees serving on Staff Council committees, but who are not elected members of the Staff Council, will be given release time of two (2) hours a week.
- Employees who are elected to serve on the Staff Council Executive Committee will be given release time of five (5) hours a week.
- Because of the much greater demands on their time, the president-elect and the Speaker of the Staff Council will be given release time of up to eight (8) hours a week, and the president of the Staff Council will be given release time of up to ten (10) hours a week.

The release times mentioned above are the average for a given week over the period of a month. It is recognized that in some weeks the demands of service may be greater than is required in other weeks, and supervisors are encouraged to make provisions for these instances.

5.1. Exceptions to Release Time

Staff members serving in any of the capacities in **Section 5.1.** herein, along with their supervisors, recognize that there will be rare occasions when the demands of their workplace are such that they may not be able to physically attend Staff Council or committee meetings.

**Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>**



2500

ACCEPTABLE COMPUTER USE

Effective Date: August 28, 2000

Revised: 07/01/11

Subject to Change Without Notice

Authorized by Regents' Regents Policy 3.1 "Responsibilities of the President"

Process Owner: Chief Information Officer

NOTE: This proposed revision combines two current policies 2500 “Acceptable Computer Use” and 2510 “Computer Use Guidelines.” Proposed additional text is shown in italics and underlined and proposed deletions are shown in ~~strikeout~~. Text that hasn’t changed from the current Policy 2500 is in regular black text and text that hasn’t changed from the current Policy 2510 is shown in regular blue text.

1. General

As an institution of higher learning, the University of New Mexico encourages, supports, and protects freedom of expression as well as an open environment to pursue scholarly inquiry and to share information. Access to information technology, in general, and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. The computing and network resources, services, and facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, there is a possibility of misuse. In an attempt to prevent or mitigate such misuse, this policy outlines proper and improper behaviors, defines misuse and incidental use, explains rights and responsibilities, and briefly reviews the repercussions of violating these codes of conduct.

The University of New Mexico provides computing services to University faculty, staff, students, retirees, and specified outside clients of the University and periodically to visitors and guests. These services are intended primarily for furthering the education, research, and public service mission of the University and may not be used for commercial purposes or profit-making. This Policy is applicable to all individuals using University-owned or -controlled computer equipment, communications equipment, data -network (wired and wireless), storage devices, and computer-related facilities, whether such persons are students, staff, faculty, or third-party users of University computing resources and services. All University policies including, but not limited to, intellectual property protection, privacy, misuse of University equipment, sexual harassment, hostile work environment, data security, and confidentiality shall apply to the use of computing services.

1.1. Departmental Computer Use Policies and Procedures

Individual departments within the University may define “conditions of use” for information resources under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines, and/or restrictions. Such policies may not relax, or subtract from, this policy. Where such “conditions of use” exist, the enforcement mechanisms defined within these departmental statements shall apply. Individual departments are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the department administrator shall provide the cognizant vice president and the University Director of IT Security with a copy of such supplementary policies prior to their

implementation. Where the use of external networks is involved, policies governing such use also are applicable and must be adhered to.

1.2. Computing Services

For the purposes of this policy computing services include the following:

- All University data, information, and information systems (including computer applications used by the University that are hosted elsewhere),
- All University computer hardware, software, multi-media, and communication services including all computer resources, communications equipment, and data networks—wired and wireless,
- All University telephones, mobile phones, smart phones, storage devices, and personal digital assistants, and
- All digital assets owned, managed or leased by the University and any that may be entrusted to the University by other organizations (e.g. cloud computing services as well as any other future computing device, service, system, or application.)

2. Rights and Responsibilities

The use of University computing services is a privilege. Users who have been granted this privilege must use the services in an appropriate, ethical, and lawful manner. Unauthorized access is prohibited and may be monitored and reported to the proper authorities. The University does not provide a warranty, either expressly or implied, for the computing services provided. The University reserves the right to limit a computer user's session if there are insufficient resources, and to cancel, restart, log, record, review or hold a job, process, network connection or program to protect or improve system or network performance if necessary.

The University network is large and complex and supports mission critical functions such as patient care, payroll, academic classes, Internet access, and electronic mail. To ensure the integrity of the network and maximize the availability of network services, all users connected to the University's network must follow Information Technologies requirements which can be found at <http://it.unm.edu/network/policy.html>.

Aside from publically-accessible computing resources such as the UNM main campus and branch campus public-access computers and any University-sanctioned unsecured wireless network, access to all University computing systems must be authorized by the cognizant department head or designee and in accordance with the terms of **"Computer Security Controls and Guidelines" Policy 2520, UBP.**

2.1. User Responsibilities

Users are responsible for all their activities using computing services and shall respect the intended use of such services. Whenever a computing facility has specific rules and regulations that govern the use of equipment at that site and users shall comply with those rules and regulations governing the use of such computing facilities and equipment in addition to any over-arching University policies such as this one. Users must understand and keep up-to-date with this policy and other applicable University computer policies and procedures.

Users shall respect all copyrights including software copyrights. Users shall not reproduce copyrighted work without the owner's permission. In accordance with copyright laws, including the Digital Millennium Copyright Act, University Counsel's Office, upon receipt of official notice from a copyright owner, may authorize blocking access to information alleged to be in violation of another's copyright. If after an investigation information is determined by University Counsel's Office to be in violation of another's copyright, such information will be deleted from University computing systems.

2.1.1. Copyrights and Software Licenses

Users of University computing resources must comply with copyright law and the terms of licensing agreements, including software licenses, before accessing or using copyrighted material on the Internet. Users are responsible for determining what licenses or permissions are necessary and for obtaining such permissions or licenses before using University computing resources. Purchased music, movies, software, and other multi-media files usually include a license that gives you permission to make copies, change formats or to share the file with others.

Generally, software which the University is not permitted or not licensed to use shall not be installed on University computing services; however, software which has been personally-acquired is permitted to be installed on University computing services so long as the user who has installed the software is able to prove s/he is legally permitted to do so (this is usually done by retaining and providing the license upon request.)

File-sharing applications often involve the unlawful copying or distribution of copyrighted material without permission or license from the copyright owner. Anyone who sends or receives files using file-sharing software may be engaging in an unlawful act unless (a) the user is the copyright owner or has permission from the copyright owner, (b) the material is in the public domain, or (c) fair use or another exception to copyright law applies.

Upon receipt of information alleging that a user may be engaged in unauthorized file sharing of copyrighted material or is in violation of licensing obligations or other copyright law, the University may, without notice, immediately suspend, block or restrict access to an account. The University may take such action when it appears necessary in order to protect the security or integrity of computing resources, or to protect the University from liability.

Users who violate copyright law or license terms may be denied access to University computing resources, and may be subject to other sanctions and disciplinary actions, including but not limited to expulsion or discharge from the University.

In accordance with its legal obligations, the University will continue to develop plans to combat the unauthorized use and distribution of copyrighted materials, including the possible use of technological deterrents. The University will also continue to provide information on alternatives to illegal file-sharing.

2.1.2. Site Licenses

The University enters into site license agreements with commercial vendors for campus-wide use of certain software products. The University currently has site licenses for products, including word-processing, spreadsheet, and database management applications software. In addition, many software applications are available at an educational discount through the UNM Bookstore or other vendors. Before buying a particular product, departments should contact the University Purchasing Department or IT Software Distribution to determine if the University has a site license or volume purchase discounts for the software in question. All users are responsible for adhering to University procurement policies and practices.

2.1.3. Software Developed Internally

University personnel may develop computer programs using University computing resources. Such software may be subject to the University's Intellectual Property Policy.

2.1.4. Computer Security

Individuals using computing services are responsible for keeping accounts and passwords confidential and for safeguarding all University data and information, especially those covered by state and federal regulations such as FERPA, GLBA, and HIPAA, regardless if it is being stored

on University computing resources, stored on non-University resources, or being transmitted over communication networks.

Unless there is a legitimate University purpose, users shall keep all faculty, student, staff, and patient personally identifiable information (as defined by FERPA, GLBA, PCI, HIPAA and any other applicable federal or state regulation) confidential and shall not transmit or request to receive such information. Examples of this type of information include social security numbers, drivers license numbers, birth dates, protected health information within the meaning of HIPAA, and insurance policy numbers. This is not an exhaustive list. When in doubt, individuals should the contact the Chief Information Officer (or designee) or the UNM Privacy Officer.

2.1.5. Computer Accounts and Passwords

The University, through IT and departments, provides computer accounts to authorized users for access to various University systems. These accounts are a means of operator identification and passwords are used as a security measure. An individual's computer account shall not be shared. Account use is a privilege, not a right.

2.1.5.1. Account Authentication

Passwords, PINs, and other identifiers authenticate the user's identity and match the user to the privileges granted on University computers, computer networks, systems and computing resources. A password is a security measure designed to prevent unauthorized persons from logging on with another person's computer account and reading or changing data accessible to that user. Users should create passwords carefully and handle them with care and attention. Refer to <http://it.unm.edu/accts/faq.html> for guidance on creating passwords. For this security feature to be effective, the user must protect the secrecy of his/her password. Each user should:

- choose a password that is easy to remember but hard to guess,
- change his/her password regularly and at any time the user believes the password may have been compromised,
- avoid writing the password down, and
- not disclose or share the password with anyone.

Similar measures apply to all authentication methods such as PINs.

2.1.5.2 Account Termination and Locking

When an individual leaves the University, his or her account(s) must be locked as soon as reasonably possible and, subsequently, deleted within a reasonable time. If misuse or theft is detected or suspected, account(s) will be locked according to the University's procedures.

2.1.6. Computer and Data Security

Everyone at the University shares responsibility for the security of computer equipment, data, information and computing resources.

2.1.6.1. Physical Security

Everyone is responsible for the proper use and protection of University computer resources. Examples of protection measures include:

- locking areas after business hours or at other times when not in use;

- taking special precautions for high-value, portable equipment;
- locking up documents and computing resources when not in use; and
- following University policies for taking computer equipment off campus (refer to **"Taking University Property Off Campus" Policy 7730, UBP**).

2.1.6.2. Information Security

Security of data and information is an essential responsibility of computer system managers and users alike. For example, users are responsible for:

- ensuring the routine backup of their files;
- using data only for approved University purposes; and
- ensuring the security and validity of information transferred from University systems.

"Computer Security Controls" Policy 2520, UBP should be referred to for specific information security requirements.

2.1.7. Computer Viruses and Anti-virus Software

All University departments, though department heads or designees, shall ensure anti-virus software is installed on University computing resources when technically possible and that the software is active and kept up to date. This requirement applies to all computer servers as well as all desktop and laptop computers. This will help ensure that University computing services and digital assets are not compromised, misused, deleted or destroyed.

Assistance with virus protection and software is available from IT at <http://it.unm.edu/>.

3. Unacceptable Computer Use

The University reserves the right to block access to any external electronic resources that are deemed in violation of this Policy. The University reserves the right to sanction a user pursuant to **Section 7**, herein if it is determined, after an investigation by the appropriate office, that the user violated federal or state law, rules or regulations or University policy by misusing University computing services. The University will disclose illegal or unauthorized activities to appropriate University personnel and/or law enforcement agencies.

3.1. Security Violations

Users shall not

- attempt to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
- use computing services to gain unauthorized access to UNM's or anyone else's computing services;
- intentionally alter, misappropriate, dismantle, disfigure, disable or destroy any computing information and/or services;
- knowingly distribute malware (i.e. computer viruses, worms, Trojans, or other rogue programs).

3.2. Legal Violations

Users shall not use computing services:

- for workplace violence of any kind as defined in “**Campus Violence**” Policy 2210, UBP;
- for unlawful purposes, including fraudulent, threatening, defamatory, harassing, or obscene communications;
- to invade the privacy rights of anyone;
- to disclose student records in violation of FERPA;
- to access other computing services (i.e. other UNM computers or computer systems for unauthorized purposes;
- to access or disclose financial information in violation of the Gramm-Leach-Bliley Act or the University’s Information Security Program;
- to access or disclose any non-public or personally identifiable information about a patient, employee, or student without having a legitimate University purpose
- to access, use, or disclose protected health information within the meaning of the HIPAA Privacy Rule Regulation or any applicable state law relating to the confidentiality of health information about a patient, employee, or student without having a legitimate University purpose or in violation of HIPAA and applicable University policies pertaining to HIPAA privacy and security, except as permitted by University policy and applicable state and federal laws, rules, and regulations;_or
- to violate University policy, state law, or federal law, including but not limited to copyright laws.

3.3. Other Misuse

Users shall not use computing services:

- in violation of any University contractual obligation, including limitations defined in software and other licensing agreements;
- in a way that suggests University endorsement of any commercial product (unless a legal agreement exists and any communication or computing activity has been pre-approved by an appropriate vice president);
- to conceal one’s identity when using computing services, except when the option of anonymous access is explicitly authorized,
- to possess or distribute obscene or pornographic material unrelated to University instruction, research, or business needs (students are excluded from this provision);
- to masquerade or impersonate another,
- by physically or electrically attaching any device to a University computer, communications devices, or network connection that negatively impacts the performance of any other University computing service;
- to send chain letters, pyramid schemes or unauthorized mass mailings;

- to send non-work or non-class related information to an individual who requests the information not be sent, or
- to send commercial or personal advertisements, solicitations, or promotions.

Users should understand that, due to their nature, electronic communications can be intentionally or unintentionally viewed by others or forwarded to others, and are therefore inherently not private. In addition, addressing errors, system malfunctions, and system management may result in communications being viewed and/or read by other individuals and/or system administrators. IT provides assistance in the proper use of e-mail at <http://it.unm.edu/email/index.html>.

In electronic communications, users must state whether they are speaking for themselves or in an official capacity for the University. Electronic communications that represent the University sent to non UNM addresses must be done in a professional manner and comply with **“University External Graphic Identification Standards” Policy 1010, UBP.**

4. Incidental Personal Use

The University allows incidental personal use of computing services. Such use must not interfere with an employee fulfilling his or her job responsibilities, consume significant time or resources, interfere with other users' access to resources, be excessive as determined by management, or otherwise violated any federal or state laws, any individual college or departmental policies or codes of conduct, or University policies. Each department should document and communicate what use is acceptable.

5. Privacy Limitations

Users of University computing services, including managers, supervisors, and systems administrators shall respect and protect the privacy of others, in accordance with all applicable state and federal laws, regulations and University policies. **“Computer Security Controls” Policy 2520, UBP** defines the limited conditions under which access to information and files can be obtained. Although the University is committed to protect individual and information privacy, the University cannot guarantee the security or privacy of correspondence and information stored and transmitted through University computer networks and systems. Since confidential information is often stored on desktop machines, displayed on screens, or printed on paper that could be in public view, users need to control access by:

- using passwords;
- turning screens away from public view;
- logging out of systems when leaving the work area;
- shredding reports containing private information prior to disposal; and
- clearing confidential information off desks in public areas.

While the University does not routinely monitor individual usage of its computing services, the normal operation and maintenance of the University's computing services require the backup and storage of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendering of services. Similarly, the University does not, in the regular course of business, monitor the content of computing services on its various networks. However, suspicious aggregate behavior, official requests from authorities, forensic evaluation or discovery for purposes of civil litigation, or indications of a security incident, for example, can cause network activities or computing services to be reviewed. It is the right of the University to monitor and review any activities on its resources. It is best, therefore, to assume that any and all actions taken or activities performed using University computing services are not private.

The University may also access and examine the account (e.g. any and all computer accounts on any University computing resource, e-mail boxes, file shares, local or networked storage) of an individual user under the following circumstances and conditions:

- if necessary to comply with federal or state law, or
- if there is reasonable suspicion that a law or University policy has been violated and the examination of the account is needed to investigate the apparent violation, or
- as part of an investigation involving an administrative claim or charge, arbitration or litigation, or if required to preserve public health and safety.

Requests for access based on reasonable suspicion must be approved in writing, in advance, by the cognizant vice president. If access to a faculty member's account is being requested, the President of the Faculty Senate must be notified in conjunction with the request for approval. Each request must specify the purpose of access and such access will be limited to information related to the purpose for which access was granted. If such access is being requested by a vice president, access must be approved by the President. If such access is being requested by the President, access must be approved by the UNM Board of Regents. The Regents' Internal Auditing Policy authorizes the University Audit Department full and unrestricted access to all University records, including but not limited to those contained in computer files, discs, and hard drives.

Accessing an employee's computer files for work-related, non-investigatory purposes (i.e., to retrieve a file or document needed while the employee who maintains the file or document is away from the office) is permitted and does not require authorization by a vice president as long as access is limited to the work-related need. When an employee separates from the University, work-related files, including but not limited to research data, as well as all records made or kept in any University electronic medium, remain the property of the University.

Communications and other documents made or kept by means of University computing services are generally subject to New Mexico's Inspection of Public Records Act to the same extent as they would be if made on paper. Therefore, all employees are urged to use the same discretion and good judgment in creating electronic documents as they would use in creating written paper documents.

6. Reporting Procedures.

Suspected violations of this policy (e.g. any incidents involving the unauthorized access to, destruction of, or misuse of computing services by employees, faculty or students) must be brought to the attention of the cognizant dean, director, or department head, and the University IT Security Office (Security@unm.edu). In the case of a criminal violation, the IT Security Office will notify UNM Police Department. Violations by non-employees will be referred to the appropriate authorities. The Office of University Counsel should be contacted if assistance is needed to identify the appropriate authority.

7. Sanctions

The misuse, unauthorized access to, or destruction of University computing services in violation of applicable laws or University policy may result in sanctions, including but not limited to withdrawal of use privilege; disciplinary action up to and including, expulsion from the University or discharge from a position; and legal prosecution.

**Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>**



3735

POLITICAL ACTIVITY

Effective Date: October 26, 1994

Subject to Change Without Notice

1. General

The University recognizes and approves the right of free speech and expression of opinion on any subject by any member of the University community, whether the subject relates to on or off campus issues. Those who speak or act shall not do so in the name of the University or any of its organizations unless there has been specific authorization by the administration to do so.

1.1. The University shall not be an instrument of partisan political action, in order to assure its autonomy and integrity. The expression of political opinions and viewpoints will be those of the individual and not of the University.

1.2. All University employees should feel free to engage in political activities so far as they are able to do so consistent with their full obligations to the University and in accordance with applicable laws.

2. Restrictions

The University recognizes the legitimacy and social importance of political activity by employees. University employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking must be done on the employee's own time and should not interfere with University duties. Employees may not:

- Campaign during work hours.
- Use University supplies or equipment for campaign purposes.
- Represent their political views or the views of any candidate as being those of the University.
- Use employee mailing labels (either home or office addresses) produced by the University for distributing campaign materials. A candidate may obtain addresses from the UNM student, faculty, and staff directory, or other published addressed lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.

University employees may run for the state legislature. However, under state law, any University employee who is elected to the legislature would be required to resign his or her position with the University, or if approved, take a leave of absence for the duration of his or her entire term.

**Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>**

*Memorandum of Understanding
Between The University and the UNM Staff Council*

Article I Recitals

- A. The University of New Mexico, hereafter referred to as the Administration is a state institution of higher education, established by the New Mexico Constitution and operated pursuant to the Constitution and applicable state laws.
- B. The UNM Staff Council hereafter referred to as the Council, is recognized by the University in Board of Regents policy #6.12 and in University Business Policy UBBP) #1150, "Staff Council".
- C. As public entities the University and the Council are committed to the prudent and effective utilization of public resources including personnel, facilities, funds and equipment.

WHEREAS, the University is committed to the principle of shared governance, it recognizes the right of the Council to represent the interests of all staff to Administration. The Administration commits resources and support to the Council to help ensure its success.

WHEREAS, the Administration has no desire to interfere with issues and operations of the Council, it respects the right of the Council to adopt positions that may not be in agreement with the position of the Administration and therefore this agreement in no way is intended to compromise the independence of the Council.

WHEREAS, the Council wishes to participate in shared governance and to represent all staff to the University's Board of Regents and the Administration, the Council acknowledges that they are subject to, and accountable for, all Federal and State laws and for compliance with all University policies and procedures as stated in UBP (AKA "Big Red").

Article II Administrative Liaison

- A. The Vice President of Human Resources shall serve as the Administrative Liaison to the Council. The Associate Vice President for Auxiliary Enterprises assumes the responsibility of ensuring this Memorandum of Understanding is upheld.

Article III Management Agreement

- A. The Associate Vice President for Auxiliary Enterprises shall have responsibility for the day to day oversight and management of this agreement and will serve as liaison between the Council and Administrative Liaison in matters concerning staffing, budget, equipment and space allocation.

Article IV Resource Allocation

- A. The University will provide an annual operating budget to the Council and shall allocate two office spaces in Hokona-Zuni. Administrative support shall be assigned to one PTE, currently classified as an Administrative Coordinator.
- B. The Administrative Coordinator shall report to the Associate Vice President for Auxiliary Enterprises in matters related to time and attendance, leave reporting, budgets and expenditures and equipment. The Administrative Coordinator shall work directly with the President of the Staff Council in matters related to carrying out the day to day operation of the Council, and for work planning and priorities. These matters are described more specifically in the Administrative Coordinator Position description. The President of the Staff Council (after consulting the Staff Council Executive Committee) shall provide input into the performance evaluation of the Administrative Coordinator to the AVP of Auxiliary Enterprises

Article V Renewal of this Memorandum of Understanding

- A. This memorandum automatically renews unless one party provides notice to the other within thirty (30) days in advance of the renewal date. The AVP of Auxiliary Enterprises and the President of the Staff Council shall be responsible for renewing this agreement. The MOU is revised and renewed upon being fully signed by these parties each acting as official University and Council representatives respectively.

By: David Groth
David Groth, UNM Staff Council President

Date: July 18th 2006

By: Steve Briffert
Steve Briffert, Assoc. Vice President for Auxiliary Enterprises

Date: 6-21-06

ADMINISTRATIVE SUPPORT OFFICES & RESOURCES

The Staff Council has an Administrative Officer assigned to assist with the following:

- Taking and transcribing Council minutes.
- Organizing and maintaining Council and committee records
- Oversight and facilitation of the Staff Council website
- Maintaining e-mail listservs
- Maintaining committee membership lists
- Monitoring Council budget
- Preparing purchasing documents
- Scheduling rooms
- Coordinating special events
- Archiving Council materials

The Staff Council Office is located in Hokona-Zuni 302
The phone number is 277-1532, fax 277-1313.

RESOURCES

Staff Councilors' Office & Meeting Rooms

The Staff Council conference room, 352, may be used to hold committee meetings. Large meeting rooms Hokona-Zuni 373 & 200 are also available. Please see/call/email/fax the Administrative Officer to schedule a room.

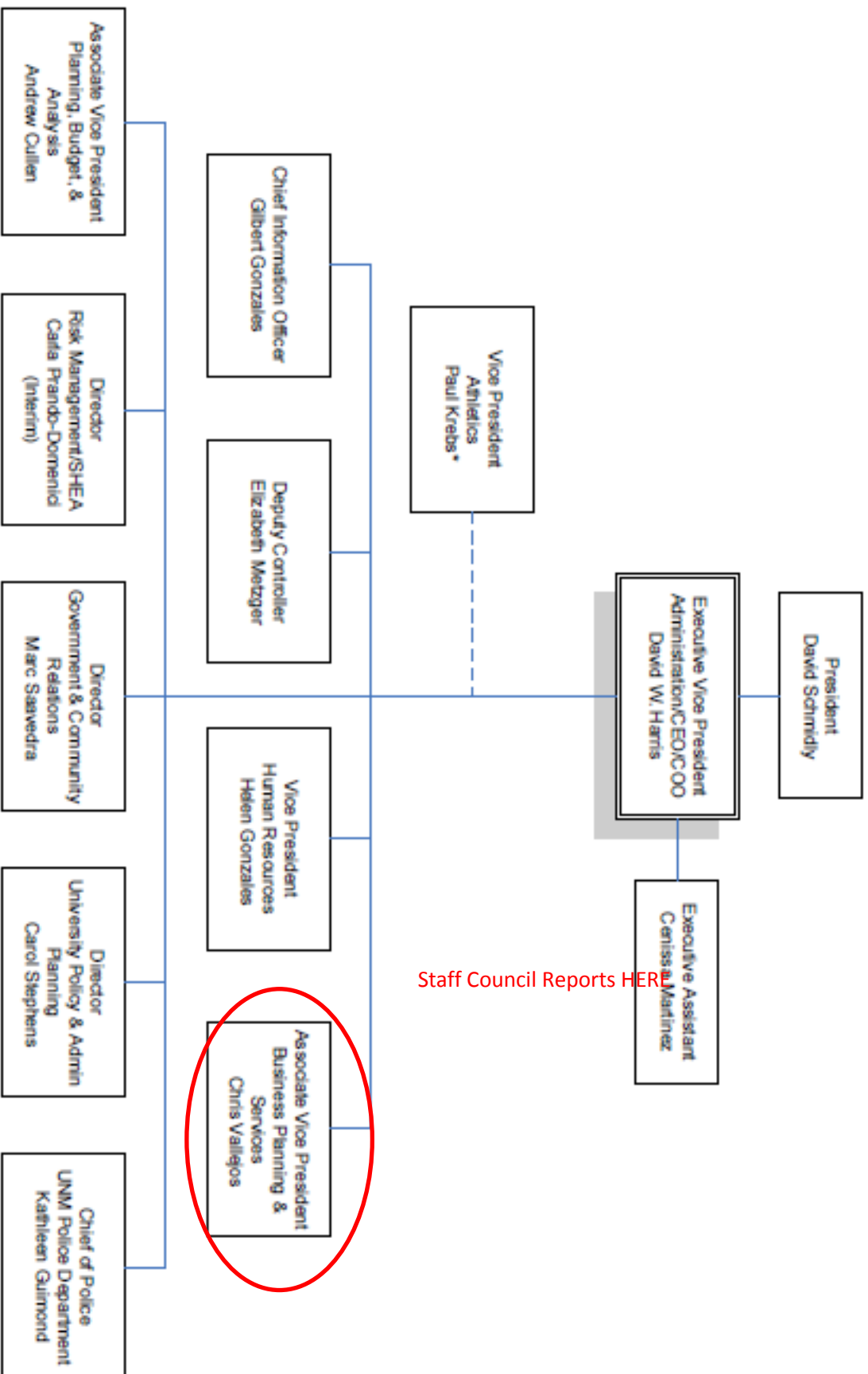
Resource Library

The Staff Council Resource Library currently contains reference materials such current salary book, copies of University guidelines, Career Development Guides, Performance Review and Recognition Guidebook and Robert's Rules of Order.

Equipment

Equipment available for Staff Councilor use includes fax machine, printer, scanner and a telephone.

Staff Council Reports HERE



UNM Administration Organizational Chart

(July 2011)

UNIVERSITY OF NEW MEXICO

STAFF COUNCIL

CONSTITUTION

ARTICLE I: NAME

The name of the organization is the University of New Mexico Staff Council.

ARTICLE II: STATEMENT OF PURPOSE

Section 1. Purpose. The purpose of the University of New Mexico Staff Council is to represent all staff as defined in Article III, and to serve as an important source of input into the issues and decisions of the University as they relate to the general welfare of the staff of the University of New Mexico (UNM). The Staff Council shall represent UNM staff to the University administration, and the Staff Council president shall serve as an advisory member of the Board of Regents.

Section 2. Authority. The Staff Council shall not replace or supersede the UNM Personnel Policies and Procedures but shall make recommendations to adopt or amend such policies and procedures. The Staff Council shall make recommendations regarding conditions of employment and shall work toward improving wages, hours and conditions of employment for the staff. UNM staff may participate, as individuals, in the Staff Council notwithstanding their employment in a position subject to a collective bargaining agreement. The Staff Council shall not supersede or replace collective bargaining units officially recognized by the University, nor shall it have any authority with respect to University collective bargaining agreement.

ARTICLE III: MEMBERSHIP

Section 1. The University Staff

(A) Any staff member employed by UNM in at least a regular half-time permanent status is eligible to run for membership on the Staff Council. The Council encourages full and equal participation and no staff member shall be denied full and equal participation for reasons of race, nationality, sex, sexual preference, religion, political belief, age or handicap.

(B) The UNM Staff Council shall be composed of 60 elected representatives from among staff. Each grade of staff shall have representation. The total number of representatives from the grades shall be 30 and shall be elected in odd-numbered years. Each staff precinct, as determined by the Staff Council, shall have representation. The total number of representatives from the precincts shall be 30 and shall be elected in even-numbered years.

(C) A councilor may be removed for cause (malfeasance, misfeasance or nonfeasance) by an affirmative vote of forty councilors.

(D) Persons eligible to vote in Faculty elections shall not be considered staff. Staff holding temporary part-time faculty appointments shall be considered staff for purposes of this article.

Section 2. *Ex-Officio Members.* The Presidents, or their designees, of the Associated Students of UNM (ASUNM), Graduate Students Association (GSA), Faculty Senate, and the Alumni Association may be *ex-officio* members of the UNM Staff Council without vote.

Section 3. *Administrative Staff Liaison.* The President of the University shall designate a senior member of his administrative staff to serve as a liaison to the Staff Council.

ARTICLE IV: ELECTIONS AND VACANCIES

Elections shall be held in the spring semester. Elected members shall serve two-year terms. In the event of a vacancy in a seat on the Staff Council, the Speaker shall nominate a replacement from among the staff members in the vacant grade or precinct. Nominees shall require an affirmative vote of two-thirds of the Council members present before they are seated. Nominees

shall serve for the remainder of the elected term to which they are appointed. The Council may adopt appropriate rules to carry out and enforce this article.

ARTICLE V: OFFICERS

Section 1. The Staff Council shall elect from its membership a President, a President-Elect, a Speaker and a Treasurer.

Section 2. The President shall serve as the Council's external representative to the University Community.

Section 3. The Speaker shall preside at all meetings of the Staff Council and provide for the orderly control of those meetings.

Section 4. The Treasurer shall develop and maintain accounting procedures and records for approval by the Council.

Section 5. The President-Elect shall assist the President, and shall automatically succeed to the Office of the President should there be a vacancy in that Office. Upon the succession of the President-Elect to the Office of the President, the Staff council shall elect a new President -elect.

ARTICLE VI EXECUTIVE COMMITTEE

- Section 1.** An Executive Committee shall be established composed of Staff Council members, including the President, the President-Elect, the immediate Past President, Speaker, Treasurer, two Members-at-Large representing grades, and two Members-at-Large representing precincts.
- Section 2.** The Executive Committee shall set the agenda for all Staff Council meetings and represent Council decisions to the University. The Committee will receive issues for consideration of the Staff Council for entities outside the Council and make appropriate referrals to Staff Council committees. All referrals will be reported to the Council by the Speaker.
- Section 3.** Should a vacancy occur on the Executive Committee, the Staff Council will fill the vacancy at its next meeting.
- Section 4.** A Staff person shall be assigned as administrative support for the Staff Council for the purpose of record keeping and reporting. The administrative support person shall be a non-voting member of the Executive Committee.

ARTICLE VII: MEETINGS

The Staff Council shall hold an annual organizational meeting in the spring for the election of officers.

ARTICLE VIII: CONSTITUTION AND AMENDMENTS

- Section 1. Constitution.** The Constitution shall become effective on the date of ratification. Ratification requires two-thirds approval by Council members present at the Council meeting called for ratification, majority approval by staff voting in the ratification election and approval by the Board of Regents.
- Section 2. Amendments.** Amendments to this constitution may be proposed by UNM staff at a regular Staff Council meeting. Ratification of an amendment requires approval by two-thirds of the Staff Council members present at the ratification meeting, and majority approval by staff voting in the ratification election, and approval by the Board of Regents. Amendments become effective on the date of ratification by the Regents.
- Section 3. Authority.** This Constitution, including all amendments, shall be subject to modification by and approval of the Board of Regents of the University.

Approved by the UNM Board of Regents September 8, 1992

Amended: August 10, 1993; September 13, 1994

Amended: May 10, 2011

UNIVERSITY OF NEW MEXICO STAFF COUNCIL BYLAWS

Revised January 15, 2008

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:
- 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.
 - Serve as an advisor to the Board of Regents.
 - Chair and set the agenda for the Staff Council Executive Committee and have one vote
 - Appoint members of the Staff Council to serve as liaisons to the Faculty Senate, the student governments, and the Alumni Association and the UNM Retiree Association.
 - 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.
 - 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.
 - Facilitate open lines of communication between the Staff Council and the University community.
 - 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:
- Serve as an advisor to the President
 - 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.
 - Serve as a member of the Executive Committee and have one vote.
 - Represent the Council to the University should the President be unable to perform in an official capacity for a short time.
 - Perform such other duties as may be assigned by the President of the Staff Council.
- Section 6. Speaker.** The functions of the speaker are to:
- Preside at all Staff Council meetings.
 - Serve as a member of the Executive Committee and have one vote.
 - Appoint members to Staff Council committees, in consultation with the Executive Committee and with approval of the Staff Council.
 - See that all business referred to committees is returned to the Council for action within a reasonable time.
 - Coordinate with committee chairs and the Executive Committee to facilitate Council activities. Define time frames for committees for work completion. Routinely review committee minutes.
 - 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:
- Develop and recommend accounting procedures for approval by the Council.
 - Assure adherence to accounting procedures.
 - Provide quarterly and special request fiscal reports to the Staff Council.
 - Serve as a member of the Executive Committee and have one vote.
 - Serve as an *ex-officio* member of the Staff Council Finance Committee
 - Perform such other duties as may be assigned by the President, Speaker or The Staff Council.

Section 8. 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 ammended 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 committees, 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 two one-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 no 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 no 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.
- 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. Parliamentary

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

ARTICLE VIII: PRIZES AND AWARDS

Section 1. Prizes

No sitting Staff Council member shall be eligible for prizes or gifts awarded where a Staff Council Committee or individual Staff Councilor solicited a donation unless it is clearly specified at the time of solicitation that it may be used as a Staff Councilor prize or gift. This restriction applies, whether or not the prize or gift bears any monetary value. No Councilor who participated, either directly or indirectly, in the solicitation of such prizes or gifts shall be eligible to receive or enjoy the fruits of such prizes and gifts.

Section 2. Awards

- A. The voting members of the Rewards and Recognition Committee shall comprise the selection committee for awards that are given either directly by the Staff Council or where the Staff Council is requested to make suggestions or nominations for an award that is given by a third party.
- B. Members of the Rewards and Recognition committee shall not be eligible to receive any such prizes, gifts or awards for so long as they hold either voting or ex officio membership on the committee.
- C. Gerald May Award. Except as limited by paragraph B above, current Staff Council members are eligible for nomination to and selection for the Gerald May Award. The Gerald May Award, named after former President Gerald May, is determined on an annual basis by the president of the university.
- D. Jim Davis Award. Except as limited by paragraph B above, current Staff Council members are eligible for nomination to and selection for the annual Jim Davis Award. The Jim Davis Award is named for former Staff Council Speaker Jim Davis and is the Council's own premier award.

Section 3. Other Prizes, Gifts and Awards

Current Staff Council members are eligible to participate and receive prizes, gifts and awards for competitions and drawings hosted by other University parties, and those by the Staff Council connected to Staff Appreciation Week, provided they are not members of the selection or judging committee.

Section 4. Ethics.

Staff Councilors are cautioned not to accept any gift, prize or award if doing so might be construed by reasonable persons to be unethical or where such acceptance would reflect poorly on the Staff Council or bring the Staff Council into disrepute.

ARTICLE IX: 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: July 15, 2003 by the UNM Staff Council

Amended: November 15, 2005 by the UNM Staff Council

Amended: January 15, 2008 by the UNM Staff Council

UNM STAFF COUNCIL COMMITTEES

UNM Staff Council Executive Committee

Committee Charge

The Executive Committee transacts the routine business of the Council and is convened by the Staff Council President, who serves as Chair of the Committee. All business transacted by the Executive Committee is reported at Staff Council meetings by the President-Elect. The Executive Committee receives Committee reports, via the Staff Council Speaker, for Staff Council Committees and via the Staff Council President for external (University-wide) Committees. The Executive Committee determines the agenda for Council meetings.

Meeting Information

The Executive Committee meets every week but does not meet the week that the Staff Council meets.

Career Development Committee

Committee Charge

The Career Development Committee partners with Human Resources and other University entities to examine and enhance staff career development opportunities.

Communications Committee

Committee Charge

The Communications Committee develops and maintains the necessary infrastructure, including printed material, website and other media, to facilitate communications between the Council and the UNM community and with outside individuals and organizations, including staff organizations at other educational institutions, in furtherance of the business of the council.

Compensation Committee

Committee Charge

The Compensation Committee studies compensation issues and makes recommendations on these issues to the Council.

Employee Rights and Policy Review Committee

Committee Charge

The Employee Rights and Policy Review Committee addresses issues that concern staff member's rights in the work place.

Environs Committee

Committee Charge

The Environs Committee addresses issues concerning safety, physical appearance and conditions of the workplace.

Ethics Committee

Committee Charge

The Ethics Committee functions as a resource to the Council on issues of ethical import relative to determination of policy. The Ethics Committee maintains the Council's Code of Ethics. Members are appointed by the Staff Council Speaker.

Meeting Information

The Committee is convened as needed.

Government Relations Committee

Committee Charge

The Government Relations Committee formulates, advocates for and helps implement activities, literature and programs educating the governmental and general communities as to staff issues and proposes possible remedies to problems generated by those issues. The committee also tracks and reports on legislative issues that affect the university staff, and, where possible as the legislative process allows, makes recommendations to the Staff Council concerning those issues. The committee also helps plan and implement avenues to encourage and support staff in exercising their civic rights and responsibilities.

Health Sciences Center Staff Councilors (HSCSC) Committee

Committee Charge

The HSCSC Committee addresses issues that relate to staff within the Health Sciences Center (HSC). Membership on the committee is restricted to and optional for HSC staff. The Committee also develops proposals that improve the lives of staff within the HSC by focusing on their shared concerns and enhancing the role and visibility of HSC staff.

Parking and Transportation Committee

Committee Charge

The Parking and Transportation Committee studies parking issues and rules to address staff parking needs and concerns, and reports those findings and recommendations to the Staff Council.

Retirement Committee

Committee Charge

The Retirement Committee addresses issues that concern staff members' retirement as they relate to the state of New Mexico's Educational Retirement Act and Board.

Rewards & Recognition Committee

Committee Charge

The Rewards & Recognition Committee sponsors programs and activities that strengthen staff commitment to the University by rewarding and recognizing staff as a vital part of the UNM community.

Rules and Elections Committee

Committee Charge

The Rules and Elections Committee reviews and makes recommendations on all proposed amendments to the Staff Council Constitution, Bylaws, General Rules, and Special Rules of the Council. The committee develops election procedures for the annual Staff Council election and any special election and prepares and counts ballots cast and reports to the Council the results of each election. The Committee sets, with Council approval, campaign guidelines.

Steering Committee

Committee Charge

The Steering Committee is composed of Chairs of all standing committees of the Staff Council and members of university-wide committees that make reports to the Council, including the Faculty Staff Benefits Committee, IT Cabinet, Recreational Advisory Committee, KUNM Radio Board and the Sustainability Council. The Steering Committee is chaired by the Speaker of the Staff Council and serves to support Chairs in the management of their committees. The Steering Committee also plans, coordinates and communicates committee business, activities and events.

Student Success Committee

Student Success Resources

Committee Charge

The Student Success Committee addresses issues that relate to staff participation with all facets of student success. The Committee cooperatively develops proposals that improve the lives of staff on campus by focusing on improving the shared concerns that directly contribute to student success and engagement.

Work + Life Committee

Committee Charge

The Work + Life Committee promotes change in UNM policy and culture to ensure equity for staff, students and faculty seeking a healthy work+life balance and will report on those issues to the Council. The Committee Identifies current policies at UNM supporting work-life balance and family friendliness and develops proposals for new or amended policies based on national research and identified need.

UNM Staff Council Elections

Council elections are addressed in several places in documents that govern The Council. The UBPPM Policy 1150, "Staff Council", General 1, states that "It (the Council, sic) is an elected body of sixty (60) staff members representing both job grades and work areas". Section 3, Elections states "Elections are held annually in the spring with one-half (112) of the Staff Council elected each year. In the event of a vacancy, the Speaker of Staff Council shall nominate a replacement from among the staff members in the vacant grade or precinct. Nominees shall serve for the remainder of the elected term to which they were appointed."

The Council's Constitution details membership in Article III, Section 1, stating that ... "The total number of representatives from the grades shall be 30 and shall be elected in off-numbered years. Each staff precinct, as determined by the Staff Council, shall have representation. The total number of representatives from the precincts shall be 30 and shall be elected in even-numbered years."

The Constitution outlines elections in Article IV: Elections and Vacancies. Basically, it states the same information as Big Red states but adds elections are held in the spring, and then new Councilors are voted into the Council by currently seated Councilors.

Officer elections are addressed in Council By-laws, Article III: Officers. This states that officers are elected at a meeting following the seating of new Councilors and at that time, a President-Elect~ a Speaker, a Treasurer and two Members-at-large from Grade Representatives and two from Precinct Representatives. These terms of office are for one year, except the President-Elect who traditionally is elected President the following year.

The Council's Rules and Elections Committee runs the elections and in 2007 the Council approved a codified Election Code that can be used yearly. This Committee also oversees the distribution of staff within Grades and Precincts and makes recommendations to the Council for a fair balance of representation within Grades and Precincts. The Rules and Elections Committee also monitors campaigning of Councilors for election to the Council or the Executive Committee. There are established guidelines and University policies for equipment/campus mail use must be adhered to. These guidelines are published in the Election Code.

DUTIES & RESPONSIBILITIES OF STAFF COUNCILORS

UNM Staff Council Code of Ethics

This Code of Ethics for Staff Council is intended to be advisory and to provide guidelines for professional and civil conduct of Staff Councilors and members of the staff of UNM who are working on behalf of Staff Council. It is not intended to be a strict code of conduct, nor to be inclusive of all possible contingencies or situations that might arise. Staff Councilors aspire to higher ethical principles and conduct and to respect the rights of other members of the University community.

Staff Councilors shall conduct themselves in meetings with civility and respect for all other members, staff and guests. Staff Councilors shall respect Council's chosen processes and follow the Staff Council By-Laws when participating in formal Staff Council meetings.

Staff Councilors shall place the interests of Staff Council above personal and private interests in conducting Staff Council business. Staff Councilors shall make known a conflict of interest or the potential for a perceived conflict of interest.

Staff Councilors shall respect the privacy of fellow Staff Councilors and they shall maintain the integrity of confidential information and communication.

Staff Councilors shall 'strive to work with other Staff Councilors in a constructive and cooperative manner. They shall act with integrity in matters that pertain to Staff Council, and be honest in their communication with other Staff Councilors. They shall uphold the honor and dignity of Staff Council and fellow Staff Councilors in interactions with students, faculty, school administrators, colleagues, and the public.

Staff Councilors shall strive to perform their functions as Staff Councilors with diligence and competence. They shall become familiar with the business before Staff Council through preparation and follow through and they shall fairly and accurately represent the proceedings of Staff Council to their constituents and University administration. They shall actively participate in Staff Council proceedings and they shall attempt to make positive Contributions in all of their endeavors as Staff Councilors.

Staff Councilors shall not condone' nor participate in unethical conduct on the part of Staff Councilors, members of the Staff of UNM, nor guests at Staff Council meetings. Staff Councilors, conducting themselves ethically, accept full responsibility for upholding this code of ethics.

Approved. UNM Staff Council, January 15, 2002

THE AGENDA

How to Get on the Council Agenda & and Agenda Protocols

The Staff Council Executive Committee holds an agenda setting meeting the Wednesday before the Tuesday full Council meeting. The Council office can clarify dates, time and meeting places as they may be subject to some change.

Requests to be placed on the Staff Council agenda may be made directly to the Executive Committee as a whole, through the SC Speaker, or to any individual member of the Executive Committee. The Council office can also help with this procedure.

Persons who wish to address the Council may also attend the Staff Council meetings and ask the body's permission to be on the agenda. This requires an amendment to the agenda (by two-thirds vote or unanimous consent). Although this is acceptable, as a courtesy to the body such events should not be commonplace.

The only official agenda is produced by the Staff Council Administrative Coordinator as directed by the Executive Committee.

The Chairs and Co-chairs of all Council related Committees are required to attend the agenda setting meeting with the Executive Committee. All Committees are to be represented and report on their committee's work and at this meeting it will be determined if the Committee has information to report at the Council meeting. A representative may attend for the Chair and even if there is nothing to report, representation is expected.

RESOLUTIONS

How to Write and Introduce a Resolution

A resolution usually requests that action on a particular issue be taken. It may also express an opinion or position of an organized body. All resolutions must be submitted to the Council in writing, and to the Council office either electronically or on disk prior to presentation at the Council meeting. This allows the office to number the resolution and begin the history/tracking of its life. Usually, resolutions must be introduced at one meeting and discussed and voted on at the next regularly scheduled Council meeting, but this is tradition and not a rule.

A resolution should begin with a preamble, “Whereas,” and should not end with a period but with a semi-colon. Each “Whereas” should be simple, express a complete thought, and follow a logical train of thought. The summary statement of a resolution begins with the phrase “Resolved, That...(state action to be taken)”, or “Resolved, That...(state further action to be taken)”.

Usually after the adoption of a resolution a member of the Council, the resolution sponsor, or any other member of the body may request that the resolution be directed to one or more University Officials for consideration and action. It is the responsibility of the Executive Committee to ensure that a resolution is sent and reviewed by the person or the office to which it is sent. It is also their responsibility to report back to the Council on any action or non-action taken. Any Councilor may write and introduce a resolution. All resolutions must state the author's name and position (Grade or Precinct). Resolutions may be sent directly to a Staff Council standing committee for discussion, review, and recommendations. A Councilor may also present a resolution to a standing committee. Resolutions may be submitted to the Executive Committee for similar action.

Resolutions may be directly introduced to the full Council. Resolutions introduced before the Staff Council may be referred to a SC standing committee by the Speaker, may be tabled pending further review and discussion, or may be voted on at the same meeting in which it was presented.

Once a resolution is introduced to the body, it is no longer the property of the author. The full body now owns the resolution. The author of a resolution should be addressed through the SC Speaker and may not accept amendments or motions.

UNM Staff Council
Author: Donald Burge, G 1 0
Employee Rights and Policy Review Committee

Title: Tobacco Free Policy

Resolution 2007-#1, amended
Presented to Staff Council on January 16, 2007
For vote: February 20, 2007 Action: x Passed Failed

1. WHEREAS the UNM Board of Regents has requested constituent input concerning the use oftobacco on the UNM campus, and
2. WHEREAS the deleterious effects of the use of tobacco are well known, and
3. WHEREAS the United States Surgeon General has reported that no amount of second-hand smoke is safe for non-tobacco users, and
4. WHEREAS the University of New Mexico Hospital is moving to a smoke free environment and the UNM Health Sciences Center is considering such a policy, and
5. WHEREAS the existing campus smoking policy which requires that there be no smoking within buildings or a "reasonable distance away from doorways, open windows, enclosed walkways, and ventilation systems" of buildings is inconsistently enforced, and
6. WHEREAS the employment of different policies in different areas of the campus and hospital can only create confusion and make fair enforcement of such policies difficult, and
7. WHEREAS the existing campus smoking policy, 2250, already states, "the campus community is asked to go smoke-free as soon as possible, but no later than three (3) months after the effective date reflected above," which date is 1 June 1997, and which has heretofore never been seriously considered,
8. THEREFORE BE IT RESOLVED that the Staff Council recommends to the UNM Board of Regents a campus-wide tobacco-free policy to include both smoking and the use of non-smoking tobacco, provided that the implementation of such a policy includes sufficient time to educate both the campus and visitors, and provided further that sufficient time and helps are provided to assist tobacco users to curtail or quit their use of tobacco.
9. Copies of this resolution shall be sent to the Board of Regents and to Interim President David Harris.

Staff Council Meetings

Staff Council meets on the 3rd Tuesday of each month from 1pm - 3pm. Meetings are held in the SUB Lobo A&B, unless otherwise noted.

Staff Council meetings are recorded and made available on the web courtesy of Media Technology Services and links to those meetings can be found on the Staff Council website at <http://staffcouncil.unm.edu>.

UNM STAFF COUNCIL ETIQUETTE

Councilors should arrive at Council meetings on time at 1:00 and must sign in. Obtaining quorum, a majority of Councilors, is required to conduct business. If quorum is not met no actions or votes may be taken.

Councilors who address the Speaker, full Council, or who wish to make a motion must first introduce themselves by name and precinct or grade. This assists the Administrative Assistant in writing Council minutes and allows other councilors an opportunity to become familiar with each other.

Councilors may not interrupt discussion and must be recognized by the presiding officer, usually the Speaker, before speaking.

Councilors may not speak on the same issue until all others Councilors who wish to speak have done so.

Guests are allowed to speak after all Councilors wishing to have spoken.

Councilors should limit their statements, so that others may be heard and to complete the business of the day.

Councilors are automatically included in the Staff Council e-mail list: staffcouncilors-1. All Council members may send messages to the list. This list is not to be used to express personal opinions, or to raise a matter of a personal nature. Councilors will also have access to an e-mail list that will be composed of their constituents ... Grade reps will have a list of all staff in their representative job grade, Precinct reps will have a list of all staff within the boundaries of their representative Precinct. The use of all e-mail and listserv is subject to University policy as outlined in "Big Red". This policy is easily obtained as a link off the Council website and is included in this handbook, Chapter 2.

UNM STAFF COUNCILOR DUTIES AND RESPONSIBILITIES

Councilors are expected to understand and abide by Robert's Rules of Order, SC Constitution, Bylaws and UBBP 1150 "Staff Council", 2500 "Acceptable Computer Use" and 3735 "Political Activity".

Councilors are expected to attend all Council meetings. The Staff Council office should be notified if you are unable to attend a Council meeting. If a Councilor misses three consecutive meetings they may be asked to resign their position on the Council.

Councilors should keep abreast of campus issues, consult with their peers or constituents, via established list serves and other means, and members of the University to gather information, relay concerns and bring those concerns to the attention of the full Council, a Council Committee, or to members of the Executive Committee. Councilors are required to serve on at least one Staff Council Committee.

COMMUNICATIONS

How to Communicate with Constituents

The Council's Communications Committee, in conjunction with CIRT, has developed listservs for all Councilors. The Council office will add Councilors as an owner of their list and these E-mail listservs may be used by Councilors to communicate with your own constituents. Many Councilors use this email communication to summarize meetings or seek input on crucial Council business. The Council is aware that not all staff has access to email and will make provisions for you to communicate with those constituents as well.

Mailing labels of constituents are available at a reasonable cost to you from CIRT.. Direct mailings to constituents may include a flyer, letter, announcements and/or surveys. Councilors may wish to organize a mini town hall before work, during lunch, or after work .. Councilors may wish to establish regular office hours so that 'staff may visit them and the Resource Room is available for this purpose. Please call the Council office (7:1532) to schedule its use.

Councilors may, with the permission of the appropriate editor, make announcements or notify constituents of office hours or meeting(s), in the Campus News, HSC Newsletter and via your email.

How to Communicate with the Staff Council

See the next section on the use of e-mail and listservs.

How to Communicate with Staff Council Committees

SC standing committees publish their regularly scheduled meetings.

All Staff councilors and any staff member may attend SC committee meetings.

Any Staff Councilor or staff member may bring an issue or discussion item to a SC Committee.

The Chair of the SC committee should be consulted regarding a request to present to their committee.

See pages X for listings of Staff Council committee members and chairs.

How to Communicate with the Staff Council Executive Committee

Unless personnel matters are discussed, all SC Executive Committee meetings are open to Staff Councilors.

The SC Executive Committee meetings are generally held in Hokona-Zuni 373, every Monday at 12:00 noon. Meetings are not held on the Monday prior to a Staff Council meeting.

Staff Councilors may contact any member of the executive Committee to request to be placed on their agenda, to address them, present them with a request, or ask them for advice.

UNM Staff Council Website - <http://staffcouncil.unm.edu/>

E-mail

1. Staff Councilors are automatically added to the "official" councilor email list: staffcouncilers-l@unm.edu
 - a. Sending email to this list will reach all members of the council as well as Standing Committee Chairs.
 - b. Additions or corrections to the list are done by the SC Administrative Office. When a representative retires from the Council, they are deleted from the list. Membership on this list is required for elected Councilors.
2. Email addresses to reach Constituents: by Grade or by Precinct Representatives
 - a. SC-Const-Grade#-L will reach all constituents who have email addresses within a specific grade. Replace the # with the Grade Number to reach staff within that Grade. Note: list names end with "-L".
 - b. SC-Const-Prec-L will reach all constituents who have E-mail addresses within a specific Precinct who have email addresses. Replace the # with the Precinct number to mail to staff within that Precinct. Note: list names end with "-L".
3. Representatives send emails to/for
 - a. Staff Council issues and information to their constituents
4. Councilors reach all constituents with e-mail addresses by submitting a single post to their constituent list. The list by Staff Council vote is not an open forum that is the lists are not open to discussion. Constituents may e-mail back directly to the sender but not to the whole list.
5. The lists are recreated nightly and thus do not allow for unsubscribing. Staff with UNM accounts are automatically added. Staff with other UNM accounts must have their Directory Administrator add their E-mail address to the HR system.
6. Email address for all staff to reach the S.C. Executive Committee:
 - a. All UNM Staff may send E-mail to: scouncil@unm.edu
 - b. This single E-mail account is maintained by specific members of the Staff Council Executive Committee - primarily by the S.C. President or Speaker, or by the Staff Council Administrative Support staff. Messages are then routed to the relevant S.C. Standing Committees or are answered directly as appropriate by one or more of the following:
 - i. Staff Council President
 - ii. Staff Council President Elect
 - iii. Staff Council Speaker
 - iv. Staff Council Communications Committee Chair
 - v. Staff Council Administrative Support
 - c. UNM staff E-mail addresses are used for the Council E-mail lists, unless there is a non-UNM address entered into the UNM Directory.
 - d. E-mail List address, the S.C. Executive Committee uses to send mail to Constituents:
SC-Exec-To-Constit-L@unm.edu
 - i. the Staff Council President, President Elect or the Speaker may send email to all UNM staff concerning council business.
 - ii. Mail messages sent to the list must be approved by the S.C. Executive Committee in advance.
 - iii. An automated process at IT updates this email list with as many staff email accounts as possible. The program recreates this email list weekly. IT's goal is to have as many staff on this list as possible.
 - e. Other Committee lists exist to assist standing committees communicate with each other. Staff are added or deleted from these lists by the committee chair or by the SC Administrative Support staff.

UNM STAFF COUNCIL PARLIAMENTARY PROCEDURES

Parliamentarian

A Parliamentarian shall be nominated by the Speaker and approved by the Council to serve on an annual basis. This shall be done at the same meeting in which officers are elected. By-laws, Article VII, section 2

- Answers only to the Speaker. If a Councilor asks for a parliamentary ruling the Parliamentarian must remain silent until the speaker has put the question to him or her
- Does not give opinions on parliamentary procedures unless specifically asked to do so by the Speaker-, even if she or he knows that the Speaker made an error. The opinions given are only advisory in nature, they do not have any force except as, first the Speaker and second the Council itself, give them force. For example, if the Speaker refuses to follow the Parliamentarian's advice, the Council can force the Speaker to do so by appealing the decision of the chair**
- If the Parliamentarian is also an elected member of the Council, he or she has all the rights and privileges to speak on any matter before the Council as do other Councilors.

The Parliamentarian does not have to be an elected member of the Council. If the Parliamentarian is not an elected member, she or he has no right to address the Council by speaking to measures before it, except as any other outsider might be allowed the courtesy of speaking.

- ** An appeal of the decision of the chair must be made before final action has been undertaken on the matter immediately before the Council. It can interrupt another speaker. It requires a second, but may or may not be debatable depending on the issue before the Council.

An appeal is restated by the Speaker in positive terms such as, "Shall the decision of the chair be upheld?" If a majority of the Councilors vote in the negative then the decision is overturned. NOTE: if there is a tie vote then the decision is upheld.

UNM STAFF COUNCIL STANDING RULES

1. A Councilor about to address the Council should state his/her name first, then state her/his Grade or Precinct.
2. A Councilor shall not speak more than once upon the same question until all those who wish to speak have had an opportunity to do so, with the exception of the Councilor who made the motion who may respond to questions.
3. No Councilor shall interrupt another Councilor except to call a point of order. A point of order is not debatable, does not need a second, and takes precedence over all other motions.
4. A point of information or a point of order does not require a second, is not debatable or amendable, and cannot be reconsidered.
5. If a Councilor is called to order while speaking, he/she shall, at the request the Speaker, take his/her seat until the question of order is decided.
6. Should two or more Councilors raise their hands to speak at the same time, the Speaker shall decide who is entitled to the floor.
7. At the request of the Speaker, the maker of a motion may be requested to reduce the motion to writing.
8. A motion shall not be open to discussion until it has been seconded by another Councilor and then re-stated by the Speaker. Before the motion has been seconded it is the property of the mover who can modify it without permission. After a motion has been seconded it is the property of the Council proper and may only be modified or removed by the mover with the permission of the Council.
9. When a motion is pending before the Council, no motion shall be in order except to refer to committee, to postpone indefinitely or to a certain time, to lay on the table, to amend, to divide, or to limit or terminate debate.
10. A motion to adjourn is not in order if another Councilor has the floor, a vote is being taken, or a vote result is being tabulated. A move to adjourn must be seconded and is not debatable or amendable.
11. A motion to lay on the table must be seconded and is not debatable or amendable. It cannot be made if another Councilor has the floor, and it cannot be reconsidered at the same meeting. The purpose of this motion is to halt consideration of a question. The Speaker may request an explanation of the motion. This motion requires a two-thirds affirmative vote for passage.
12. A motion to reconsider or to take off the table shall not be entertained unless made by a Councilor who voted in the majority. This motion requires a second, is debatable, but is not amendable. This motion requires a two-thirds affirmative vote for passage.
13. All committee reports are subject to amendments and substitutions from the floor.
14. All committee reports, resolutions and requests for action by the Council must be in writing available to Councilors prior to any action being taken.
15. A motion to move a previous question requires two-thirds affirmative vote.

16. A motion to limit debate requires a second, is debatable, is amendable and requires a two-thirds affirmative vote.
17. No motion or resolution shall be voted on until the mover of such motion or resolution has had an opportunity to close debate, even if the previous question has been called.
18. A motion to recess or adjourn is not in order if a question is pending. Either motion requires a second, is not debatable, and a simple majority is required for passage.
19. A request for a roll-call vote requires a two-thirds vote for approval. No adjournment may be called until the voting results have been announced.
20. All resolutions, requests for action, or other measures to be considered by the Staff Council shall include the names of the authors, sponsors, and committees that have reviewed them, along with appropriate background information regarding them.
21. A question of privilege (stating an urgent request) shall not interrupt another Councilor who has the floor. It does not require a second unless stated as a motion. It is not debatable or amendable and is ruled on by the Speaker. It cannot be reconsidered.
22. These Staff Council Standing Rules are amendable and may be suspended for a meeting, or for a definite time within a meeting, upon a motion, a second, debate and two-thirds affirmative vote of the Council.

Highlights of Robert's Rules of Order

UNM Staff Council Parliamentarian

- **What is Parliamentary Procedure?**
 - A system to conduct meetings used to generate desired outcomes in the shortest amount of time. Robert's Rules of Order (newly revised) is the Parliamentary Authority for the Staff Council.
- Why a Parliamentarian?
 - To have someone who is not a member of the body provide counsel about procedure and protocol.
- **What is the Parliamentarian's function?**
 - Serve at the pleasure of the Speaker and advise the Speaker and the Council regarding procedure and protocol.
 - Be a knowledgeable resource regarding the UNM Staff Council Standing Rules and Robert's Rules of Order.

MOTION BASICS

- Any member of the body, when recognized by the Speaker may make a motion. State your name, the precinct or grade that you represent, then address the Speaker .
- Proper Language:
 - "Jane Doe, Precinct 12. Madame Speaker, I move that we adopt/pass/accept Resolution #6"
 - "John Smith, Grade 16. Madame Speaker, I move to amend this resolution to read ..."
- The Speaker may solicit motions "The Speaker will entertain a motion to ..."
- All Motions and amendments must be moved and seconded. Nominations are not motions and therefore do not require a second.
- There is one motion on the floor at a time.
- Abstentions are not to be taken for voiced votes, but are required for roll call and balloted votes.

MOTION BASICS: AMENDMENTS

- You can move to amend an amendment to a motion. Period.
 - Main Motion
 - Amendment
 - Amendment
- No "friendly amendments" because once a motion has been seconded, the item of business becomes the property of the body.

ENDING DEBATE: *Only one of the following is required:*

- **When all members who wish to speak have done so**, the Speaker calls for the vote.
- **When the Question is Called by a councilor.** "John Doe, Grade 2. Madam Speaker, I Call the Question." If there is no objection, the Speaker calls for the vote. If there is an objection then the body votes: 2/3 of the body is needed to Call the Question and is non-debatable.
- **When an item is tabled, postponed or referred to committee.** The only debate allowed is regarding length of time. "Jane Smith, Precinct 3. Madam Speaker I move to table this item until ..." When tabling an item, it is wise to designate the period of time. Otherwise, a motion to Take from the Table is required to bring it back to the floor. Any items left on the table at the end of the session (year) dies.

CHANGING A DECISION

- **Reconsider:** Moved by a member who voted with the prevailing side, requires a second, usually debatable, majority required to pass (2/3 in committee) (pg. 309).*
- **Rescind (Repeal, Annul):** Can be moved by any member, requires a second, is debatable, usually requires 2/3 to pass (majority if notice is given) (pg 295 -296).
- **Amend Something Previously Adopted:** Same characteristics of Rescind.

INCIDENTAL MOTIONS

- **Point of Information:** Is a question to any speaker (through the chair) made by any member of the body. The speaker is not required to answer.
- **Parliamentary Inquiry:** Simply a question on procedure or rules. Not subject to an appeal since it is the Chair's opinion and not a Point of Order
- **Point of Order:** Made by any member of the body and interrupts the current speaker to bring up a perceived violation of the rules. Not debatable.

APPEALING THE CHAIR

Must be moved, seconded, and voted on by the body and requires majority to pass. It is not debatable when pertaining to a breach of decorum or the rules.

- "John Doe, Precinct 1. Madame Speaker, I appeal the decision of the Chair" and states the reason.
- If seconded, the Chair states the motion and takes the vote "Shall the decision of the Chair be sustained?"

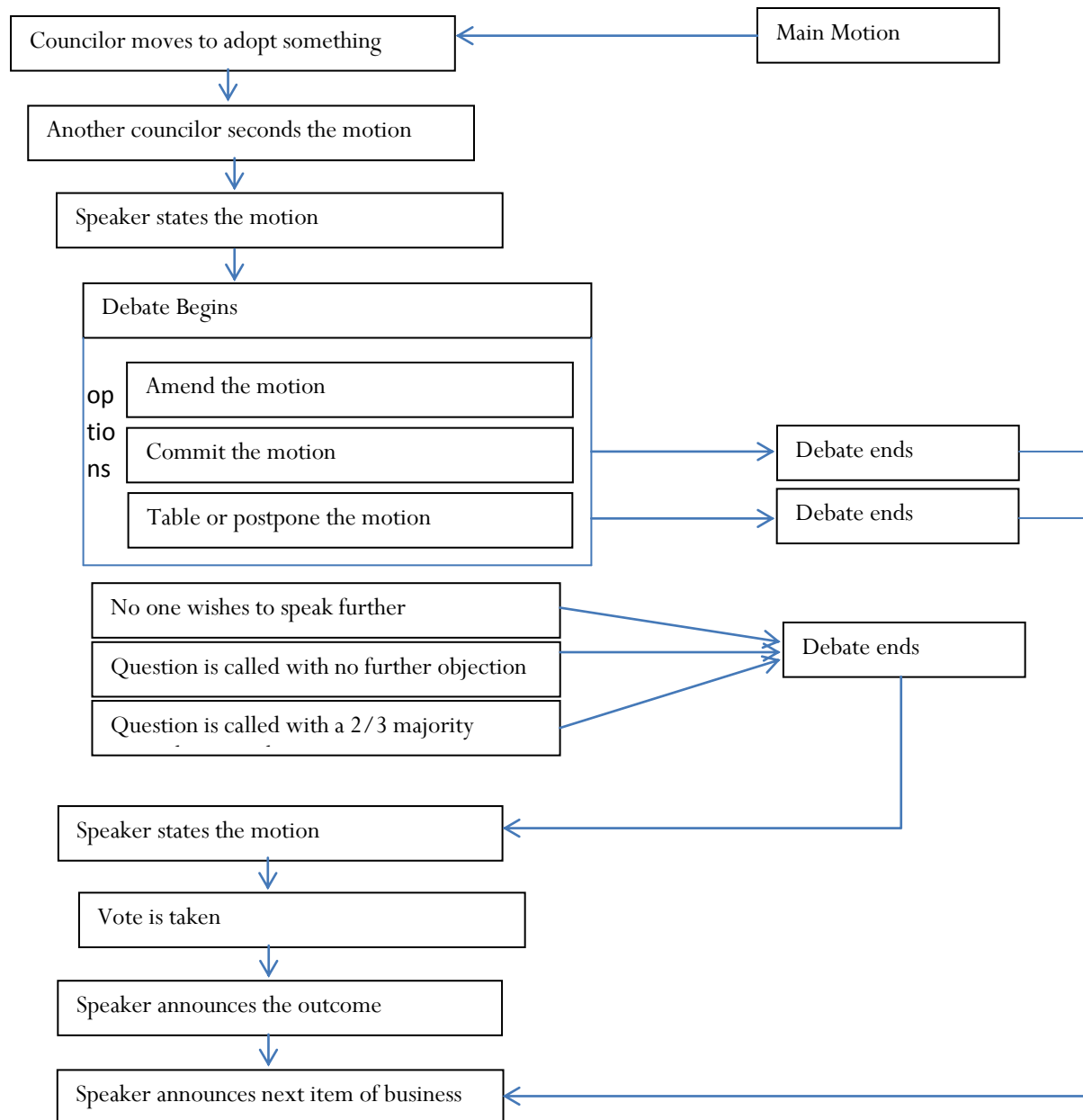
Decorum Dos and Don'ts

Decorum -according to Webster: propriety and good taste in behavior. Decorum implies formality in rules of conduct established as suitable to the circumstances.

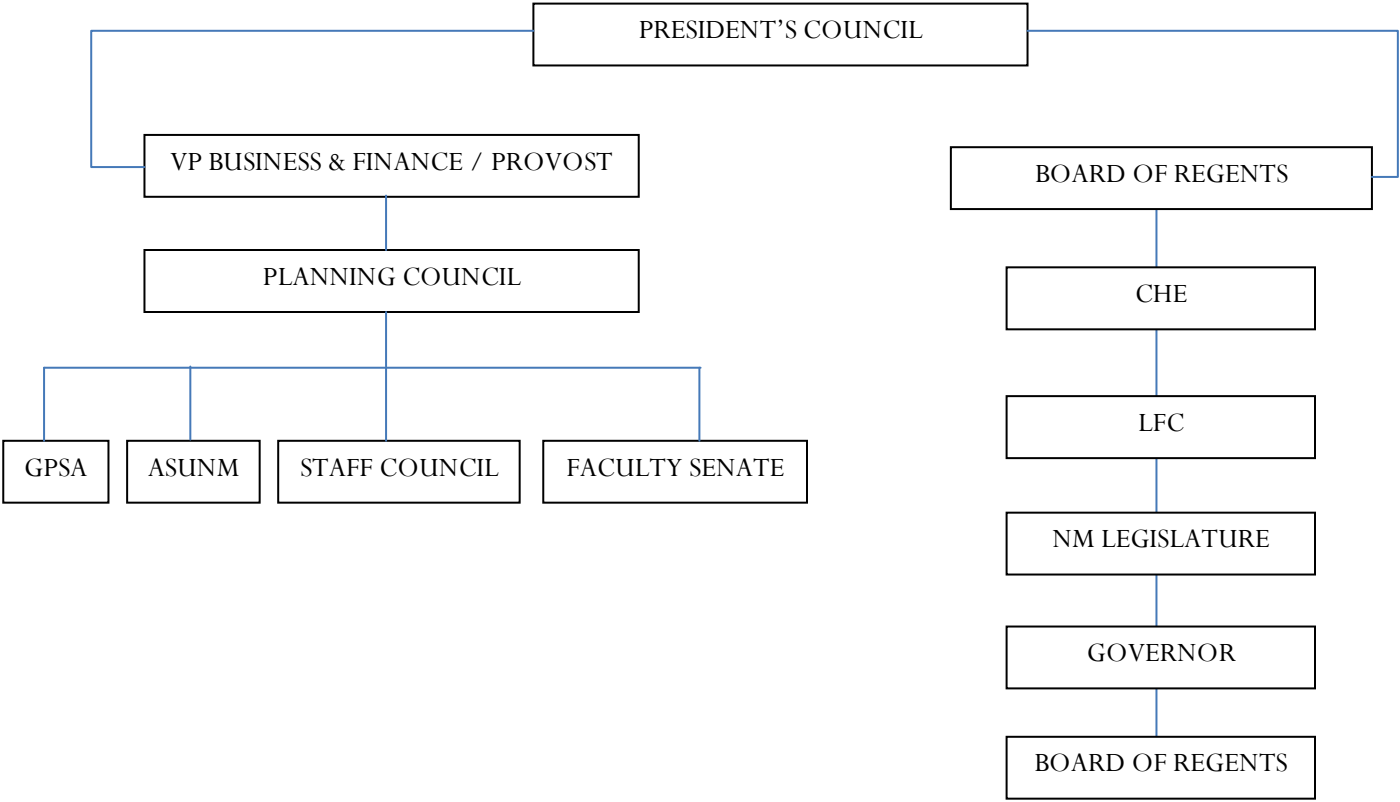
- **Do** be in your place on time, ready to do business.
- **Do** listen to what's going on so you can respond when necessary
- **Do** address all remarks through the chair (that includes debate and motions)
- **Do** confine remarks to the pending question
- **Do** avoid the use of members' names
- **Do** follow the rules of debate (know what they are)
- **Do** be seated during an interruption by the chair.
- **Do** ask permission to read from a document (letter, report) or book

- **Don't** be late for the meeting
- **Don't** disrupt the meeting by making noise, or talking loudly
- **Don't** use inappropriate language during debate.
- **Don't** attack a member's motives
- **Don't** monopolize the floor.
- **Don't** speak against own motion
- **Don't** explain your actions when not in order to do so.

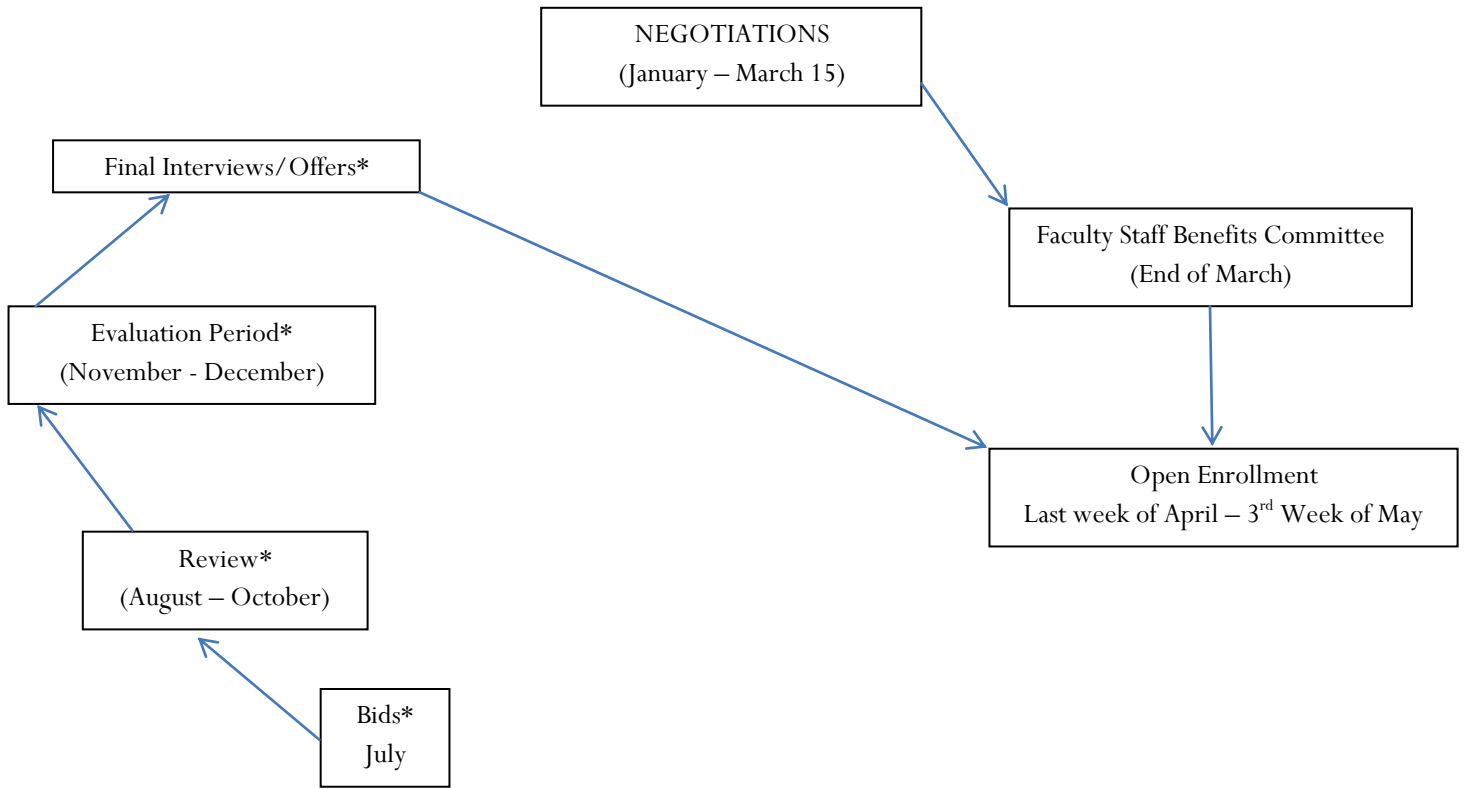
Life Cycle of a Motion



UNIVERSITY BUDGET PROCESS



UNIVERSITY BENEFITS CYCLE



*Bids are sent out every 8 years