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California State University San Bernardino

Staff Council

Bylaws

Adopted September 6, 2017
Revised April 2, 2018

[Revised September 14 , 2018](#)

BYLAWS

Staff Council

Article I Membership

- Section 1: Eligibility: A staff member, is defined as a person who is employed at least half-time in a non-instructional capacity with the University, and whose primary role is as staff, including auxiliary employees. Management and Confidential staff members are eligible to serve, but cannot be in the majority of total Staff Council members.
- a) Staff Council will consist of up to 21 members representing all five divisions, with no more than eight (8) members from any one division.
 - b) At least one member of the council shall be from the Palm Desert Campus (PDC). If the council is facing the loss of its last remaining PDC member and no PDC candidate garners enough votes in the election to sit on the council, the San Bernardino Campus member-elect with the least number of votes will be set aside and the PDC candidate with the most votes will sit in that person's place as member-elect.
- Section 2: The Council shall consist of staff members, as defined in Bylaws Article I, Section 1, that are nominated or self-nominated.
- Section 3: Staff elected to Staff Council shall serve two-year terms of office with no limit.
- Section 4: By mutual agreement with their appropriate administrator/MPP, a Staff Council member will be provided four hours per month during working hours, and Executive Council members will be provided six hours per month during working hours to permit and facilitate performance of their Staff Council duties. If additional hours are needed, Staff Council and Executive Council members must seek approval from their appropriate administrator/MPP.
- Section 5: If a Staff Council member is absent without excuse from three (3) regular meetings or events in any fiscal year, the member shall be considered for removal at the next regular meeting. If a voting member has prior knowledge that they will be absent for more than three (3) meetings, that member may designate another Staff Council member to fulfill their role(s) on the Council.
- Section 6: If a Staff Council representative vacates their position on Staff Council the Executive Committee members can appoint another employee, or leave the position vacant until the end of the term.
- Section 7: Staff Council representatives are expected to attend Staff Council sponsored events to execute all logistics (before, during and after an event).

Article II
Executive Committee

- Section 1: The Executive Committee shall be nominated from eligible Staff Council members that have served for at least one year. Elections will be held no more than 30 calendar days after the general Staff Council elections. Executive Committee Members will serve one- year terms, with a five (5) year limit.
- Section 2: Neither Management nor Confidential employees are eligible to serve on the Executive Committee.
- Section 3: In the event of a vacancy, the Executive Committee shall seek nominations from the Staff Council at large, and the Staff Council shall vote on a replacement.
- Section 4: Voting for the Executive Committee shall be by secret ballot.

Article III
Duties of the Executive Committee

- Section 1: The Chair shall:
- a) Preside over each meeting of the Staff Council
 - b) Act as official representative of the Staff Council when invited to functions of the University.
 - c) Maintain/update Staff Council website and listserv.
 - d) Publish an annual report of the activities of the Staff Council on the Staff Council website.
 - e) Install the newly elected officers.
 - f) Perform other duties deemed necessary or assigned by or to the Staff Council.
 - g) Designate a parliamentarian as needed.
- Section 2: The Vice-Chair shall:
- a) Act in support of the Chair.
 - b) Assume the duties of the Chair in their absence.
 - c) Set the Staff Council meeting agenda and publish.
 - d) Schedule Zoom meetings and manage during meetings.
 - e) Manage the annual election process for Staff Council Members.
 - f) Conduct Doodle Polls and other online activities.
 - g) Perform other duties deemed necessary or assigned by the Chair.
- Section 3: The Secretary shall:
- a) Record, keep, and distribute minutes of all regular and special meetings, or appoint a designee to do so.
 - b) Maintain Staff Council files.
 - c) Maintain the bylaws and governing documents and manage updates/ changes to such documents.
 - d) Compose and distribute any miscellaneous correspondence.
 - e) Perform other duties assigned by the Chair or Vice Chair.
- Section 4: The Treasurer shall:
- a) Maintain and track the annual budget for the Staff Council.
 - b) Report the status of the budget on a monthly basis.
 - c) Provide a year-end report on all Staff Council funds at the final meeting of the fiscal year.
 - d) Work with event leads to ensure the appropriate use of funds.

**Article IV
Meetings**

- Section 1: The regular meetings of the Staff Council shall be held bi-weekly, with a date and time finalized by the Chair, or their designee.
- Section 2: A special meeting of the Staff Council may be called by any member of the Executive Committee.
- Section 3: Documentation:
- a) Due to the fact that meetings of the Staff Council are in a public forum, members of the public may document meetings as they see fit, including with the use of various recording devices.
 - b) Recording devices shall not be disruptive of the meeting, otherwise they will be denied use.
 - c) The Secretary may record meetings for the purpose of transcribing minutes or other documentation.
 - d) During pre-scheduled closed-door sessions, no recording shall be allowed.
 - e) Agreeing to the Bylaws herein and becoming a member of the Staff Council means that you consent to these recordings, except in such cases as a closed door session is being held.

**Article V
Quorum**

- Section 1: A majority of the voting membership at any meeting of the Staff Council shall constitute a quorum.
- Section 2: In the absence of a quorum, a majority of the Executive Committee may call for a vote to conduct business.
- Section 3: A majority of any committee shall constitute a quorum for that committee.

Article VI Elections

Election of Staff Council Members

- Section 1: All eligible staff may be elected into the Staff Council for a two-year term of office beginning on July 1st and ending on June 30th.
- Section 2: Elections shall occur annually. In order to provide continuity for the Council, approximately 50% of positions will be up for election each year.
- Section 3: Nomination forms shall be circulated by March 1st and must be returned by April 1st. The form must contain the signature of the candidate certifying a willingness to serve, the signature of the person nominating the candidate (a candidate may nominate themselves), and the signature of the candidate's immediate appropriate administrator/MPP.
- Section 4: Voting shall be by secret ballot. All eligible staff (as defined in Article 1, Section 1) shall have one vote. The election shall take place each year by April 30th.
- Section 5: Candidates receiving the highest number of votes shall be declared elected. If less than 10 candidate nominations are received, then no ballot election will be necessary. The current Staff Council can then choose to appoint the new members for the following year.
- In the event of a tie for the last available seat(s), the Staff Council may appoint the tying candidates to the council, or has the option to sanction a run-off vote.
- Section 6: Staff Council vacancies will be filled in accordance with Article 1, Sections 5 and 6.
- Section 7: Disputes from staff regarding election procedures will be addressed by a special meeting of the Council. The disputing staff member shall address the Council with their concerns. A majority vote shall determine the outcome.

Election of Executive Committee Members

- Section 1: Elections will be held no more than 30 calendar days after the seating of the newly elected Staff Council.
- Section 2: Executive Committee Members will serve one-year terms, with a five (5) year limit total. The Executive Committee shall be nominated from eligible Staff Council members that have served for at least one year.
- Section 3: An Election Committee will be selected to conduct the election of the Executive Committee. This committee will consist of 3-5 newly seated Staff Council members.
- Section 4: Electors shall consist of the members of the incoming Staff Council, those that have been newly elected and those that are carrying over from the previous Council.

Election Committee (for Executive Committee)

Section 1: The Election Committee will send an email to all members of Staff Council which will include the following:

- a) Duties of Executive Committee Members
- b) Announcement that nominations are open
- c) A list of eligible Staff Council Members
- d) Contact information for statements of interest

Section 2: The Election Committee will send a second email to all members of Staff Council which will include the following:

- a) Ballot listing position and individuals nominated.
- b) Statements of interest from nominees
- c) Date/time when the secret ballot election will take place

Section 3: The Election Committee will take secret ballot forms to the designated meeting, distribute ballots for each position, collect ballots and tally the votes.

Election results will be given to the Staff Council at the conclusion of the designated meeting.

Section 4: Members of the Election Committee can serve on an unlimited basis.

Article VII Funding

Section 1: Disposition of funds raised shall be voted upon by a quorum of members at a regular Staff council meeting. Funds will be dispersed at the discretion of Staff Council.

Article VIII Amendments

Section 1: Amendments to these Bylaws shall be made only at a regular meeting of the Staff Council, and must be approved by two-thirds (2/3) of the membership.

Section 2: Bylaws shall be reviewed annually and affirmed by the Staff Council.

Article IX Parliamentary Authority

Section 1: Parliamentary Authority shall be Robert's Rules of Order, 11th edition.