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California State University San Bernardino

Staff Council

Bylaws

Adopted September 6, 2017

Revised April 2, 2018

Revised August 8, 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, who 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 fulfil 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 Executive Committee Members

- Section 1: The Chair shall:
- a) Preside over each meeting of the Staff Council.
 - b) Act as an official representative of the Staff Council when invited to functions of the University.
 - c) Publish an annual report of the activities of the Staff Council on the Staff Council website.
 - d) Install the newly elected officers.
 - e) Perform other duties deemed necessary or assigned by the Staff Council.
 - f) 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.
 - d) Maintain the bylaws and governing documents.
 - e) 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) Perform other duties assigned by the Chair or Vice Chair.
 - d) Compose and distribute any miscellaneous correspondence.
 - e) Maintain Staff Council website and listserv.
- 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.
 - Delete e) A Pro Card was not issued to the previous Treasurer

Article IV Meetings

Section 1: The regular meetings of the Staff Council shall be held bi-weekly, with a date and time selected 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.

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 EXECUTIVE COMMITTEE MEMBERS

Section 1: Elections for the Executive Committee will be held as soon as possible after the general Staff Council elections.

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: Neither Management nor Confidential employees are eligible to serve on the Executive Committee.

Section 4: 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 5: Voting for the Executive Committee shall be by secret ballot.

ELECTION 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. A listing of 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 create a ballot and take to the designated meeting, distribute ballots, collect ballots and tally the votes.

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

Section 4: If there are no nominations for position on the Executive Committee, the Executive Committee will follow the same procedure outlined in Article II, Section 3 to fill this position.

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.