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## **1.1 1. Staff Council**

### **1.1 Purpose and Goals**

#### **1.11 Goals**

The goals of the Staff Council are to promote a positive atmosphere in the workplace; promote ideas that will serve to bring unity among the employees as a whole and the Divisions; further the professional development of the employees and to give wholehearted support to the mission of The University.

#### **1.12 Purpose**

The Staff Council is an advisory body through which eligible staff members may make recommendations to the President relative to interests, concerns, and issues that affect the staff of The University. The Council may make recommendations on general grievance policies but does not act on individual grievance issues. The Council may advise on specific institutional issues and otherwise act at the request of the President. The Council shall endeavor to keep staff members informed and in turn keep the President and administrative staff advised of needs and interests of the staff on issues and activities affecting them.

### **1.2 Membership and Composition**

#### **1.21 Membership and Composition**

The Staff Council shall consist of voting and non-voting members as outlined below.

**1.211** Voting members of the Council shall consist of eligible employees elected to serve as representatives. Eligible employees include all full-time staff, except those who report directly to the President, that have completed a minimum of six months of service.

**1.212** The Council will have eleven (11) members, with a quorum of six (6), as follows:

Three (3) At-Large representatives

- Two (2) representatives from each of the following areas:
  - Academic Affairs

- Business Affairs
- President
- Student Services

**1.213** Ex-officio, non-voting members of the council will be the President of The University of Texas of the Permian Basin and the immediate past chair of the Council.

## **1.22 Method of Election**

**1.221** The Staff Council shall direct elections as follows:

**1.2211** In odd-numbered years, one (1) representative from each service area and two (2) from At-Large

**1.2212** In even-numbered years, one (1) representative from each service area and one (1) from At-Large

**1.222** All staff members who have completed six months of service by the date of the elections shall be eligible to vote.

## **1.23 Nominations Procedures**

**1.231** Human Resources shall distribute to each service area a list of eligible members from which candidates will be nominated, the first week of July. The form shall identify the service area, the number of nominations allowed, and instructions for the return of the form (manner, date, time, place).

**1.232** All nominations shall be in writing.

**1.233** After the closing date for nominations, the Nominations and Elections Committee shall count the nominations.

**1.234** Nominees shall be determined according to the highest number of nominations received. The number of nominees to appear on the service area or At-Large ballot shall not exceed three (3) per position. Nominees to appear on the ballot shall be selected in descending order of nominations received until the required number is reached or the nomination list is exhausted.

**1.235** The Nominations and Elections Committee shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date. If a nominee withdraws, the Nominations and Elections Committee shall select as a replacement the person who received the next highest number of nominations in the area in which the withdrawal took place. If insufficient nominations for a particular area occur, this matter will be referred to the Executive Committee for recommendation on further nominations.

#### **1.24 Election Procedures**

**1.241** Human Resources shall prepare, distribute and collect the election ballots:

**1.2412** During the third week in July each eligible employee will vote for one representative from their area.

**1.2413** Voting ballots for the At-Large position(s) shall be distributed during the third week in June. All eligible employees will then vote for one representative for the one At-Large position during even years. During odd years, where there will be two (2) At-Large positions to fill, eligible employees will vote for two of the nominees.

**1.242** Ballots shall be opened and counted by the Nominations and Elections Committee. The person(s) receiving the highest number of votes will be declared the representative(s).

**1.243** Runoff elections will be scheduled to decide tie votes.

#### **1.25 Vacancies**

A vacancy that occurs through termination of employment, change of voting service area, promotion to a non-eligible position, expired term, resignation from the Council, or expulsion from the Council, shall be appointed by the Executive Committee.

#### **1.26 Removal from Office**

Any elected representative can be removed from office for nonperformance of Council duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the service area or such removal may be initiated by action of the Council. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Council. The final decision will be made by the Council. Removal will be effective upon the vote of simple majority of those present and voting at a meeting of the Council at which a

quorum is present. Possible causes of removal shall include, but not be limited to: non-attendance (missing more than three consecutive meetings per year); failure to consistently report on activities of the Council to the service area; unavailability of the representative to constituents.

### **1.27 Terms of Office**

The terms of office for representatives shall begin September 1st following their election. Terms shall be for two years, and no representative shall be eligible to serve more than two consecutive two year terms.

## ***1.3 Duties and Responsibilities of Representatives***

**1.31** Representatives shall attend all meetings of the Council.

**1.32** Representatives shall serve on committees of the Council and may be elected as an officer of those committees.

**1.33** Representatives shall be available to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Council. In turn, representatives must keep their constituents informed of the work of the Council and matters that the administration communicates to the Council.

**1.34** Representatives shall be allowed up to four (4) hours per month in addition to Council meetings to devote to Council work. Additional time for Council work or assignments may be negotiated with the representative's supervisor

## ***1.4 Officers and Elections***

### **1.41 Titles of Officers**

The officers of the Council shall be Chair, Vice Chair, Secretary/Treasurer, Parliamentarian, Historian and Past Chair.

### **1.42 Election**

**1.421** Each year at the September meeting, the Council shall elect a Chair, Vice Chair and a Secretary.

**1.422** Nominations shall be by secret ballot for each office individually. All nominees shall be members of the Staff Council. Election will require a majority vote.

### **1.43 Duties of Officers**

#### **1.431 Chair**

The Chair shall

- preside at all meetings of the Council and chair the Executive Committee
- notify members of meeting dates and send out agendas for the meetings of the Executive Committee and the Council meetings
- abide by the stated rules of order when conducting meetings
- refer all matters submitted for the Council's attention to the appropriate committee(s) and/or to the President
- maintain and update a calendar of events relevant to the Council for the coming year
- prepare a written annual report of the past year's activities and progress and make it available to all members of the Council prior to the September meeting
- serve as ex-officio member of all Council committees
- serve as liaison to the President, both keeping the President informed regarding concerns of the Council and seeking the President's support and advice on behalf of the Council.

#### **1.432 Vice Chair**

The Vice Chair shall

- preside over the Council in the absence of the Chair or in the event the Chair requests the Vice Chair to serve during the course of a meeting
- assist the Chair in performing leadership responsibilities
- accept names of persons interested in serving on standing committees and to make appointments on the basis of the person's preference where possible

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or, in the absence of volunteers, make the necessary appointments to committees in consultation with the Executive Committee

- make appointments to fill regularly occurring vacancies on committees in consultation with the Executive Committee
- call a meeting of any committee that is not fulfilling its responsibilities
- make and distribute yearly, immediately following appointments, a list of Council committees and their members to all Council members
- compile a list of staff suggestions/ideas/concerns to be brought before the Council.

**1.433 Secretary/Treasurer**

The Secretary/Treasurer

- shall be responsible for minutes of each Council meeting, including the distribution of minutes to representatives at least ten work days before the next scheduled meeting of the Council
- collect, receive and maintain at a central location, minutes of Council meetings, minutes of committee meetings, and annual reports
- serve as Secretary of the Executive Committee, keep minutes of the Committee's meetings and notify its members of meeting dates and locations
- initiate and maintain the system of overlapping terms and for verifying the number of representatives authorized each voting district
- be responsible for all financial aspects of the Council functions, including maintaining accurate records of all Council financial activities, and reporting on these activities at each Council meeting.

**1.434 Parliamentarian**

The Parliamentarian shall

- ensure that the Council members abide by the stated rules of order during meetings

- serve as a resource to Council officers and membership regarding the rules and usages of the stated rules of order

#### **1.435 Historian**

The Historian shall

- act as public relations officer within the University community
- prepare and maintain a historical record of the Council, including purpose and objective
- maintain a pictorial and written record of important Council functions of events. Historical records will be kept...

#### **1.436 Past Chair**

In the interest of continuity in the Council's work, following the Chair's term of office, the Chair shall become Past Chair for one year to act in an advisory capacity to the Council and the Executive Committee. Unless re-elected as a representative, the Past Chair shall be an ex-officio member of the Council.

#### **1.44 Terms of Office**

The terms of office for Council officers shall be one year. A representative shall not hold more than one office at a time, and no representative shall be eligible to serve more than two consecutive terms in the same office. However, a representative who assumes an unexpired term for less than six months may be elected for two full consecutive terms.

#### **1.45 Unexpired Term**

In the event that the Chair is unable to complete the elected term of office, the Vice Chair shall assume the vacant office for the length of the unexpired term. In the event that the office of Vice Chair, or Secretary, becomes vacant, a special election shall be held by the Chair in order to fill the vacant office for the remainder of the term by a simple majority vote of the members present and voting. Such elections may be held at any regular meeting of the Council.

#### **1.46 Transfer of Records**

All papers pertaining to current Council business shall be transferred from outgoing officers to incoming officers. The Executive Committee shall insure that past records of the Council are maintained according to the UTPB Records Retention Policy.

## **1.5 Committees**

### **1.51 Standing Committees**

The standing committees of the Council shall be the Executive Committee, Communications Committee, Benefits Committee, and Staff Development Committee.

### **1.52 Duties of Standing Committees**

**1.521** Executive Committee shall recommend changes to the University Staff Council Policies and Procedures, as needed. Proposed amendments to the University Staff Council Policies and Procedures should be provided to the representatives in writing (or by e-mail) at least 10 working days before the next scheduled meeting at which the vote on the amendments is to be taken. Amendments to the Policies and Procedures are to be approved by the University Staff Council representatives and then submitted to the HOP Committee for approval. The amendment(s) is effective on the approval of the HOP Committee and the U.T. System Administrative Liaison, subject to final approval in accordance with Section 4.9 of Regents Rule 20201. The Executive Committee shall provide overall and general guidance and direction for the University Staff Council.

**1.522** Communications Committee. This Committee shall plan and coordinate activities at which University employees can meet their representatives and learn about Council activities; serve as the public relations committee of the Council and work with the appropriate University offices to publicize the Council and its activities; and generally promote the Council as opportunities arise.

**1.523** Benefits Committee. This Committee shall review staff members' concerns regarding benefits and to make recommendations, establish subcommittees and refer items as necessary. The Director of the Personnel Department or designee will serve as an ex-officio member of the Benefits Committee.

**1.524** Staff Development Committee. This Committee shall review ways in which the eligible staff can benefit from training programs. Staff Development subcommittees may address such issues as career and professional development, orientation/mentoring, diversity training, and basic skills

development. The Director of the Personnel Department or designee will serve as an ex-officio member of the Staff Development Committee.

### **1.53 Ad Hoc Committees**

**1.531** *Ad Hoc* committees of the Council will be appointed by the Executive Committee as needs arise. *Ad Hoc* committees will elect a chair. The life of the committee will be determined by the matter under consideration and the committee will be disbanded when the purpose has been served. The number of members will be determined by the Executive Committee.

#### **1.532** General Duties of All *Ad Hoc* Committees

The *Ad Hoc* committees shall accept the issues assigned to the committee by the Executive Committee; deal with the item in a responsible and timely manner; and make progress reports on its activities to the Council, as well as a final report.

#### **1.533** Duties of Recurring *Ad Hoc* Committees

**1.5331** The Nominations and Elections Committee shall be appointed by the Executive Committee in May each year. This Committee shall consist of at least three members. The Committee will handle all nominations and elections procedures as set forth herein.

**1.5332** The Policy Committee. The duties of the Committee shall be to propose and accept proposed changes to the provisions of The University's Handbook of Operating Procedures related to the Council, study the proposals, and prepare a recommendation to the Council in accordance with the Handbook.

## **1.6 Meetings of the Council**

### **1.61 Quorum**

**A minimum of six (6) current members shall be the quorum required to conduct business at all meetings of the Council. In order to carry a motion, affirmative votes must be cast by a majority of those present and voting.**

### **1.62 General Meetings**

**1.621** The Council shall meet once a month.

**1.622** A two (2) day notice to all Council and all Ex Officio members shall be required.

**1.623** Meetings shall be held during regular working hours.

**1.624** Meetings are open to all University staff

### **1.63 Special Meetings**

**1.631** Special sessions (called meetings) can be requested by any member of the Council or the general membership by submitting a written request to an officer of the Council. The Chair, or in his/her absence the Vice Chair, will decide on the appropriateness of the request and if appropriate will call a special session.

**1.632** Special Meetings are held in executive session unless specified otherwise by the Chair.

### **1.64 Procedures**

#### **1.641 Agenda**

**1.6411** Meeting agendas will be written by the Chair and distributed no later than five (5) working days before a scheduled meeting.

**1.6412** Council members may submit to the Chair topics to include on the agenda.

**1.6413** The Chair should be contacted if any staff person not on the Council wishes to address the Council. The Chair will then place the person on the agenda for the next meeting.

#### **1.642 Order of Business**

1. Call to Order
2. Roll Taking
3. Guest Speaker/Presentation

4. Approval of Minutes
5. Announcements and remarks from the Chair
6. Announcements from the UTPB Administrative Council and Agenda Items
7. Officer Reports
8. Committee Reports
9. Unfinished Business
10. New Business
11. Adjournment

**1.643** Agenda and Minutes of all meetings shall be distributed to all members of the Council and the Ex Officio members. Notices of meetings and other business items will be posted in buildings as determined by the Council.

### **1.65 –Special Issues**

**1.651** Voting by Proxy – When a pre-planned vote has been scheduled for a particular meeting and a council member can not attend, he/she may cast an absentee vote in writing or via e-mail, to any Council member or to the Chair prior to the meeting. If it is submitted by e-mail, the recipient must provide a hard copy at the meeting at which the vote will take place. The printed copy in either form should be entered into the official record and attached to the Secretary's final hard copy of the meeting minutes.

**1.652** E-mail Voting – The Chair may call for an e-mail vote if expedience is necessary and a meeting is not feasible. In such case, the issue on which the Council is voting will be fully explained in an e-mail from the Chair to all Council members. Each member will have twenty-four (24) hours to respond and cast a vote by e-mail. This response and e-mail vote should be sent to all members of the Council. A quorum must respond for the vote to be valid. Results of the vote will be disseminated to all Council members with twenty-four (24) hours of receiving the final vote or of the initial 24 hours, whichever comes first. Results of the vote will be noted in the minutes of the following meeting. Hard copies will be

printed for documentation purposes and attached to the Secretary's final hard copy of the meeting minutes.

***1.7 Clerical Support***

Clerical support shall be provided by the Personnel Department.

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