

# Bylaws

## ARTICLE I

### Name

The name of this organization shall be the Staff Council of The University of Texas at San Antonio (UTSA) hereinafter referred to as Staff Council. The people represented are classified staff and administrative and professional staff as defined in Article III - Section 2-Eligibility, hereinafter referred to as Staff.

## ARTICLE II

### Mission

#### Section 1

The Staff Council shall serve as a consultative and deliberative body for Staff in:

1. addressing issues of concern that are unique to Staff,
2. fostering expanded opportunities for Staff involvement in campus governance,
3. building a sense of community by encouraging the exchange of ideas and concerns,
4. providing advice on university policy and procedures impacting Staff,
5. advising the University on Staff nominations to University Standing Committees as equal members, and
6. promoting the growth and welfare of Staff, contributing to the success of UTSA.

#### Section 2

The Staff Council, in keeping with the mission of UTSA, is an advisory body and can convey information and make recommendations to the President regarding interests and concerns of Staff. The Staff Council is constituted by the President and by the Board of Regents of The University of Texas System, with the goal of continually improving university operations and the well-being of UTSA's Staff. The Staff Council is not intended to supplant existing procedures for addressing issues. Staff Council is a official Staff organization.

## ARTICLE III

### Membership

#### Section 1 - Membership

1. Staff Council representation shall be proportional based on the number of employees from areas designated by the President.
2. Representation will be reviewed every odd-numbered year after the Staff Council is established to consider reallocation of the member seats.
3. Changes in the designated areas, the total membership, or the distribution of representatives can be accomplished without amendment of the Bylaws, with the approval by the President.

## Section 2 - Eligibility

1. Eligible Staff, represented by Staff Council, shall consist of all of UTSA's benefits-eligible Classified Staff plus all of UTSA's Administrative and Professional Staff excluding executive directors of large operating units, faculty, assistant vice presidents, associate vice presidents, or vice presidents.
2. Representatives are elected solely from the eligible Staff.
3. Upon termination or retirement, membership in Staff Council will cease.

## Section 3 - Terms of Staff Council Service

1. The term of a member of Staff Council shall be two years.
2. The terms will be linked to even and odd years so that half of Staff Council will be reelected each year.
3. There is no limit to the number of terms a member of Staff Council may serve.
4. If a member of Staff Council changes jobs to another area, that member may tender their resignation or continue to serve on Staff Council for the completion of the term.
5. An elected representative whose job classification changes during his or her term may serve until the next election.

## Section 4 – Attendance

1. If an elected representative has two unexcused absences from regular monthly Staff Council meetings, meaning they did not notify the Secretary of their need to be absent, the Executive Committee shall be notified and the representative will be contacted to confirm knowledge of the attendance policy.
2. If an elected representative has three unexcused absences from regular monthly Staff Council meetings, the Executive Committee shall be notified and the representative shall be contacted and removed from Staff Council. The vacated position will then be filled using procedures set forth in Article VII, Section 2, of the by-laws.
3. An elected representative who has been removed from Staff Council due to the above policy shall be ineligible to accept a nomination in the next election cycle unless reviewed and approved by the Executive Committee.

## Section 5 - Compensation

None of the members or agents of Staff Council shall receive or solicit salary, reimbursement, compensatory time, or compensation for serving on Staff Council.

## Section 6 - Constituent Relations

Staff Council members shall be expected to communicate regularly with their constituents.

# ARTICLE IV

## Executive Committee

### Section 1

The Executive Committee of Staff Council shall be elected by Staff Council. Officers and committee chairs will make up the Executive Committee.

## Section 2

Officers include: Chair, Vice Chair, Secretary/Historian, and Parliamentarian

## Section 3

Duties of the Officers:

1. **The Chair** or his/her executive designee shall
  - a. be present at all meetings of Staff Council;
  - b. conduct Staff Council meetings;
  - c. only vote on an issue in the case of a tie;
  - d. ensure that projects undertaken by Staff Council are developed, organized, and implemented in an orderly and timely manner;
  - e. involve the Vice Chair in all decisions;
  - f. sit on all Staff Council committees as a non-voting ex officio member;
  - g. hold no other Staff Council office; and
  - h. may be asked to serve on UT System Employee Advisory Council and fulfill other responsibilities and duties as required.
  
2. **The Vice Chair** shall
  - a. assume the position and duties of chair at the end of the chair's term or at such time as the chair's seat is vacated;
  - b. become thoroughly knowledgeable of all chair decisions to provide a smooth transition and continuity of duties;
  - c. conduct Staff Council meetings in the absence of the Chair;
  - d. be authorized to sign all documents for Staff Council in the absence of the Chair;
  - e. assume other duties as directed by Staff Council;
  - f. serve as the Acting-Chair during extended, but not permanent, absences of the Chair (i.e. vacation, illness, etc.);
  - g. assist the Chair with duties as needed;
  - h. hold no other Staff Council office;
  - i. may serve as a voting committee member unless serving as Acting Chair;
  - j. sits on all Staff Council committees as a non-voting ex officio member;
  - k. may be asked to serve on UT System Employee Advisory Board and fulfill other responsibilities and duties as required.
  
3. **The Secretary/Historian** shall
  - a. give notice of all meetings;
  - b. prepare and maintain an electronic archive of official minutes for all meetings of Staff Council. The minutes will be drafted after each meeting with corrections made as needed;
  - c. help with all correspondence as directed by Staff Council within the time frame specified;

- d. keep and archive the history of the formation and all members and actions of Staff Council;
- e. hold no other Staff Council office.

**The Parliamentarian** shall

- a. be ready to answer points of order in accordance with Roberts' Rules of Order- the newly revised;
- b. advise Staff Council and the Chair on points of order;
- c. hold no other Staff Council office.

Section 4 – Officer Positions: Terms of Office

1. The term of office for all officer positions will be one year, except the Vice Chair/Chair-Elect position as stated in Article IV-Section 3.2.a.
2. No member may hold more than one Staff Council office at a time and no member shall be eligible to serve more than two consecutive terms in the same Staff Council office.
3. Any member may be reelected to an officer position, which they held for two consecutive terms after being vacant from that position for one full term.
4. Staff Council may vote to recall an officer position with a two-thirds vote.

Section 5 - Executive Committee Vacancies

1. Any vacancy occurring in the Executive Committee, excluding the Chair (see Article IV Section 3.2.a.), shall be filled only from the remaining Staff Council members.
2. The process will be by nomination and vote of the remaining members of Staff Council.
3. A member of Staff Council elected to fill a vacancy shall serve for the remaining term of the vacancy.
4. A recalled Executive Committee member may continue to serve as a Staff Council member. The member will be eligible for any future election to an Executive Committee position with a two-thirds vote by Staff Council.

## ARTICLE V

### Committees

Section 1 - Standing Committees

Staff Council forms semi-permanent standing committees through discussion and majority vote. The Chair of each standing committee will be selected by majority vote of Staff Council.

Section 2 - Ad Hoc Committees

May be appointed as needed by the Chair of Staff Council to fulfill specific short-term goals. Ad hoc committee functions may be changed when needed by the Chair.

Section 3

A member of any committee may be replaced or removed by a majority vote of the Staff Council.

## ARTICLE VI

### Meetings of Staff Council

#### Section 1

Roberts' Rules of Order shall govern the procedures of Staff Council. It is understood that these rules shall be used for the practical and orderly governance of Staff Council but may be waived by a majority vote if shown to be a hindrance.

#### Section 2 - Scheduled Meetings

1. All meetings, whether regular or special, can only be conducted if the Chair, Vice Chair, or their designee is presiding.
2. All meetings, whether regular or special, should be held during normal working hours Monday through Friday, to avoid undue hardship on the members.
3. Monthly meetings should be held with exact dates to be determined by the Staff Council Chair.
4. The date, time and location of meetings shall be announced and entered into the minutes at each meeting.

#### Section 3 - Special Meetings

1. Special meetings of Staff Council may be called by the Chair or Acting-Chair.
2. Any Council member may request a special meeting be held to present a specific point of order.
3. At least five working days' notice should be given to all members prior to a called special meeting.
4. The specific purpose of the special meeting must be stated in the notification.

#### Section 4 - Quorum

1. A quorum consists of at least the Chair, Vice Chair, or their designee, and a minimum of 50% plus one of the members.

#### Section 5 - Voting

1. A quorum is required for a Staff Council vote to be taken.
2. Only members have the right to vote.
3. No proxy votes are permitted.
4. Except as otherwise specified by these Bylaws, all votes shall be decided by a majority.
5. The Chair or Vice Chair of Staff Council may initiate an asynchronous vote through email if a meeting is currently open.

## ARTICLE VII

### Elections

#### Section 1

1. Each Staff Council member position will be elected by open ballot with a two-year term.

2. Once elected, Staff Council members will represent the area from which they were elected.
3. The terms will be linked to even and odd years so that half of Staff Council will be reelected each year.
4. Elections of Staff Council members shall be held every summer to become effective September 1
5. Elections of Executive Committee members shall be held no later than September and become effective immediately.

## Section 2

Elections for vacant Staff Council positions will be conducted through online balloting and carried out by the Elections Committee, in accordance with election procedures as established in these Bylaws.

## Section 3

Nominations of Classified Staff candidates for Staff Council may be made by any of UTSA's eligible Classified Staff, as defined in Section 2-Eligibility, who works within the Vice Presidential area of the nominee. Administrative and Professional (A&P) Staff are nominated at large from the pool of eligible A&P employees. The Elections Committee is responsible for verifying eligibility of nominees and for assuring that a minimum number of candidates are nominated for each category. The minimum number is one more than the number of vacancies to be filled per category. If the minimum number is not reached through the nomination process, the Elections Committee will solicit nominees from the relevant VP area to meet the minimum number.

## Section 4 - Procedures for Elections

### **a. Nominations:**

1. Nominations will be identified by area and eligibility will be verified by the Election Committee. The Election Committee will establish a schedule so that the nomination process will be available to all eligible Staff.
2. The Election Committee shall verify eligibility, willingness of nominees to run and to serve, in writing, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and the fact that this is a voluntary position with no additional compensation.

### **b. Voting:**

1. The Election Committee shall prepare and distribute ballots in the same manner as the nomination process. The maximum number of nominees per area to appear on the ballot shall not be limited.
2. The Election Committee will establish a schedule so that the election process is available to all eligible Staff.

### **c. Counting Ballots:**

1. The selection will be determined by the order of the highest number of votes in that area.
2. The Elections Committee shall verify the ballots and present the results to Staff Council.
3. In the event of a tie vote, the Election Committee will prepare a run-off ballot, repeat the election process, and present the results to Staff Council.

### **d. Announcement of Election Winners:**

1. The Chair of the Election Committee will notify winners and invite them to attend the next meeting of Staff Council.
2. Election results will be given to the Secretary for publication.

**e. Election Records:**

1. Lists of the votes received will be secured and maintained by the Staff Council Election Committee Chair for the term of those elected by the results, then digitally archived.

**Section 5 - Election of Executive Committee Members**

1. At the transition meeting after member elections, Staff Council shall elect, from among its membership, a Secretary/Historian, a Parliamentarian, and committee chairs to comprise the Executive Committee.
2. The Vice Chair nominee(s) must be at the beginning of their two-year term(s) and will be elected at the first, regular meeting of the year.
3. All nominees must be present and state their willingness to serve in the nominated position to be considered.
4. Elections will be by majority vote.

## **ARTICLE VIII**

### **Bylaws Amendments and Revisions**

**Section 1**

Any changes to these Bylaws may be proposed by any member of Staff Council in writing. Proposed changes will be made available to all members in writing for consideration prior to voting. Changes shall require approval by two-thirds vote and can never be retroactive in application or design.

**Section 2**

Any changes to the Bylaws must be submitted from Staff Council to the Staff Council Advisor and then to the President for review and approval. Upon approval they shall become effective.