STAFF COUNCIL BYLAWS

ARTICLE I
Members

Section 1: Members of Staff Council
A. The voting members of Staff Council shall consist of the selected members from all four
 Divisions of the university: University Advancement, Academic Affairs, Student Affairs,
 and Administrative Affairs. There will be a maximum of twenty voting members.

Section 2: Constituency of Staff Council
A. A staff member for the purpose of constituency shall be defined as a nonacademic employee
 working at least half time and employed by Humboldt State University, Sponsored Programs
 Foundation, University Center, or Associated Students. This definition is based on California
 Education Regulations - Title 5, Division 5, Chapter 1, Subchapter 7, Article 1, s42700,
 Section O, which states that a nonacademic employee is “an employee who provides non-
 instructional and non-administrative supporting services such as secretarial, clerical, and
 maintenance services.” Questions concerning constituency shall be ruled upon by majority
 vote of the Council; appeals are reviewed by the President of the University. Permanent and
 temporary, non-MPP and non-managerial staff are eligible to serve.

Section 3: Voting by Members of the Staff
A. A staff member for the purpose of voting shall be defined as a nonacademic employee
 working at least half-time and employed by Humboldt State University, Sponsored Programs
 Foundation, University Center, or Associated Students. Exceptions and appeals shall be as
 noted in Section 2. The definition of a nonacademic employee is based on California
 Education Regulations - Title 5, Division 5, Chapter 1, Subchapter 7, Article 1, s42700,
 Section O.

ARTICLE II
Officers and Their Duties

Section 1: Officers
A. The officers of the Council shall consist of President, Vice-President, Secretary, and
 Treasurer. Only voting members of Staff Council may serve as officers. The Staff Council
 shall select a President, Vice-President, Secretary, and Treasurer by a simple majority vote
 for a term of one year which shall commence on June 1st and end on May 31st. Selection
 shall be by secret ballot of all voting Council members during the April meeting each year.

Section 2: Duties
A. The Council President shall:
   1. Prepare agendas and preside at all general and special meetings of the Council.
   2. Furnish the University President and staff with a written yearly report of activities,
      accomplishments, and concerns of the council as needed.
3. Serve as the liaison with the administration on issues pertaining to Staff Council and its projects.
4. Coordinate staff membership on other campus committees.
5. Appoint, with the approval of Staff Council, as necessary, ad hoc committees; members of the Service Projects Committee; the Fundraising Committee; the Governance Committee; university-wide committees.
6. Have other powers and perform other duties as necessary and assigned by Staff Council.

B. The Council Vice-President shall:
1. Serve as Council President in their absence.
2. Serve on university-wide committees as President’s designee, in President’s absence.
3. Review reports, petitions, and proposals referred to Staff Council for possible action; determine whether or not they fall within the jurisdiction of Staff Council and refer to the appropriate committee, who shall then make recommendations to Staff Council.
4. Delegate tasks related to the maintenance of the Staff Council website, social media, and digital resources.
5. Perform other duties as necessary and assigned by Staff Council.

C. The Council Secretary shall:
1. Serve as President in the absence of the President and the Vice-President.
2. Serve on university-wide committees as President’s designee, in the absence of the President and the Vice-President.
3. Take minutes at general meetings of the Council.
4. Post minutes, reports, and announcements to the Council website.
5. Perform other duties as necessary and assigned by Staff Council.

D. The Council Treasurer shall:
1. Shall keep a record of all monies acquired by Staff Council.
2. Reconcile Staff Council financial accounts, including monies receivable and payable.
3. Coordinate with committees on any fundraising activities or other financial operations of the Council.
4. Serve on the Fundraising Committee to help track fundraising money.
5. Furnish a yearly financial statement to Staff Council in May.
6. Perform other duties as necessary and assigned by Staff Council.

ARTICLE III
Committees and Their Duties

Section 1: Standing Committees
A. There shall be three standing committees within Staff Council: Staff Service Committee, Governance Committee, and Recognition Committee. Committee chairs will be elected from the Staff Council membership during the May meeting each year. Committee chairs shall coordinate meetings and provide status updates at Staff Council general meetings. Each committee shall consist of no fewer than three (3) members and business shall not be conducted with fewer than a majority of members present.
B. Staff Council voting members are required to serve on one of the standing committees. Members are to submit a request to the Council President by the end of August; committees will be assigned to current members by the September meeting.

C. The Staff Council shall establish additional standing and ad-hoc committees and task forces as necessary to develop and implement its policies and procedures. Ad-hoc committees may include non-members, provided a member serves as Chair.

Section 2: The Staff Service Committee Responsibilities
A. Coordinate at least two events with University President, at least one each semester.
B. Coordinate two staff gatherings (one each semester). A community service project shall be assigned to each gathering.
C. Develop and maintain appropriate campus partnerships and outreach, including social media content and Staff Council Newsletters.
D. Develop and implement strategies to improve recruitment for inclusive representation of staff on Staff Council and to University Senate Committee open staff seats.
E. Coordinate advertising and on-campus outreach efforts for the Staff Appreciation Event.
F. Other matters referred to it by the Staff Council.

Section 3: The Governance Committee Responsibilities
A. Recommend any needed amendments to the Constitution and Bylaws as needed.
B. Publicize and supervise the election process, tally ballots and announce the selection of members and officers of Staff Council in Spring.
C. As part of election procedures, the Governance Committee Chair shall inform the nominee and runners-up of the election results.
   a. When Staff Members are appointed to either the University Senate or any Standing Committee of the University Senate, the Governance Chair shall inform the nominee and runners-up of the election results, as well as the University Senate Appointments and Elections Committee membership, the Staff Council membership, and the elected persons’ immediate supervisor or direct lead.
D. Lead in the recruitment of new members, such as tabling, flyers, etc.
E. Rule on any selection disputes.
F. Develop and implement strategies to improve recruitment for inclusive representation of staff on Staff Council and to University Senate and Campus Committee open staff seats.
G. Coordinate all logistics (such room reservation and catering) for the Staff Appreciation Event
H. Other matters as may be referred to it by Staff Council.

Section 4: The Recognition Committee Responsibilities
A. Coordinate all staff Awards, including the Staff Member of the Year Awards in conjunction with the President’s Office
B. Coordinate delivery of Welcome Baskets.
C. Coordinate Staff Spotlight features to be uploaded to the website and distributed through social media and newsletters.
D. Coordinate the solicitation of donations and prizes for the Staff Appreciation Event.
E. Other matters as may be referred to it by Staff Council.
Section 5: Standing Committees of the University Senate requiring Staff Representation

A. Academic Policies Committee (APC)
   a. For Staff Membership, terms, and duties, please see the *University Senate Bylaws and Rules of Procedure*, Section 11.2.

B. Appointments and Elections Committee
   a. For Staff Membership, terms, and duties, please see the *University Senate Bylaws and Rules of Procedure*, Section 11.5.

C. Constitution and Bylaws Committee
   a. For Staff Membership, terms, and duties, please see the *University Senate Bylaws and Rules of Procedure*, Section 11.6.

D. University Policies Committee
   a. For Staff Membership, terms, and duties, please see the *University Senate Bylaws and Rules of Procedure*, Section 11.8.

E. University Resources and Planning Committee
   a. For Staff Membership, terms, and duties, please see the *University Senate Bylaws and Rules of Procedure*, Section 11.3

Section 6: Campus Committees requiring Staff Representation

A. Alcohol, Tobacco and Other Drug Prevention Committee
   a. For Staff Membership, terms, and duties, please see Executive Memorandum P01-3, or current versions if applicable

B. Intercollegiate Athletics Advisory Committee (IAAC)
   a. For Staff Membership, terms, and duties, please see University Senate Resolution 18-10/11-EX: Resolution to Revise HSU’s Intercollegiate Athletic Advisory Committee

C. Parking and Transportation Committee
   a. For Staff Membership, terms, and duties, please see EM:P03-01, or current versions if applicable

D. Student Grievance Committee
   a. For Staff Membership, terms, and duties, please see UML 00-01, or current versions if applicable

ARTICLE IV
Election Procedures, Terms of Office, and Recall

Section 1: Election of Officers

A. The officers of Staff Council shall be elected by and from the eligible voting members of Staff Council and serve for a term of one year, beginning June 1 and ending May 31.

B. Only current voting members of Staff Council shall be eligible to serve as an officer of Staff Council.

C. Officers shall be elected at the April meeting of the Staff Council. Consent of a candidate must be obtained prior to placing their name in nomination.

D. All nominations for officers must be submitted to the Governance Chair by the April meeting.

E. Elections shall be by secret ballot with a simple majority vote of Staff Council voting members at April’s meeting. If no candidate receives a simple majority of the votes cast, a special selection shall be held to decide between the two candidates receiving the highest
number of votes for that office or seat. This special selection shall be held within ten working days after its announcement to the Council.

F. With the exception of Staff Council President, an unexpired vacated term shall be filled by nomination and selection at the next scheduled Staff Council meeting unless there are fewer than 30 days left to serve. Nomination, election, and remaining unexpired terms of office shall be governed by Section 1, A-C.

G. Only current and continuing voting members of Staff Council are eligible to vote in the selection of officers at the April meeting.

H. The distribution and counting of ballots shall be the responsibility of at least two members of the Governance Committee who are not nominees, if possible.

I. Any disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by 25 percent of voting Staff Council members, and submitted to the Staff Council President for review by Staff Council. Final appeal shall be reviewed by the University President.

J. An officer may be recalled by a two-thirds vote of voting Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of the voting Staff Council members.

Section 2: Election of Council Members

A. If there is a vacancy on the Council due to a resignation, realignment, or lack of a candidate, that vacancy may be filled by an interim voting member. The appointment may be filled for a term of one year or until the next selection process. Any member of the staff of Humboldt State University may request appointment to the interim position by completing and submitting a “Nomination and Willingness to Serve” form, with final appointment being made by majority vote of Staff Council.

B. Election procedures shall be used when vacancies occur in Staff Council due to expiration of terms. The selection shall be held during the month of April. The terms of Staff Council members shall be for two years, with an option to return for a third year as an Officer or Standing Committee Chair, beginning July 1st and ending June 30th.

A. To be eligible to run for a vacancy on the Council, candidates must meet guidelines set forth by Article I Section 2.

B. Nominations of candidates for Staff Council shall be made either by submitting a Request to Serve on Staff Council form, via phone or email, or by completing an electronic survey approved by the Governance Committee. Nominees completing the electronic survey will also need to complete the Request to Serve on Staff Council form, if selected.

C. Nominations for Staff Council seats shall be open until two weeks prior to the May meeting, and shall be closed prior to the distribution of ballots.

D. If there is more interest than there are openings, a selection shall take place during the April meeting. Balloting for Staff Council seats shall be by secret written or electronic ballot.

E. Alternatively, Staff Council may elect to exceed the normal limit of twenty voting members (as specified in Article I, Section I.A) by a vote of at least two-thirds of the voting Staff Council members.

F. The distribution and counting of ballots shall be the responsibility of at least two members of the Governance Committee of Staff Council.

G. Disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by 25 percent of the voting members of Staff Council, and submitted to the Staff Council President for review by Staff Council. Final appeal shall be reviewed by
the University President.

H. A Staff Council member may be recalled by a two-thirds vote of voting Staff Council members. The initiative for recall vote shall be by signed petition of not less than 25 percent of voting Staff Council members.

I. A voting Staff Council member upon three unexcused absences within one academic year from Council meeting may be deemed to have resigned from Staff Council, at the discretion of the Staff Council President. To obtain an excused absence, the member must notify the Staff Council President prior to the meeting.

J. If Staff Council vacancies occur in Fall, replacement members may be chosen from runner-up candidates not elected in prior spring election. If no such candidates exist, then a call for nominations shall take place, followed by election of replacement members (as in C-K above).

Section 3: Election of Staff Representatives to the University Senate

A. The staff representatives to the Senate shall be elected by and from the staff electorate, defined in Article 1, Section 3.A. In accordance with the University Senate Bylaws and Rules of Procedure, staff senators shall serve for a term of three years, beginning June 1 and ending May 31.

B. The regular annual election of staff representatives to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.

C. Whenever feasible, staggered terms shall be arranged so that only one staff senator is elected to a three-year term in the spring. If an election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.

D. The Election of Staff Senators shall follow the timeline for the election of General Faculty Senators as closely as possible, so that all incoming Senators may be seated at the same Senate meeting, and may vote in, or designate a proxy for, the annual in-meeting Senate Officer election (see the University Senate Bylaws and Rules of Procedure, Section 12.6). The Staff Council Governance Committee Chair shall contact the Senate Office to coordinate their election timelines at some point before the spring semester. The Staff Senator election need not happen concurrently with the election of Staff Council Members, or Staff Council Officers.

E. The Senate seat of an elected staff member shall become vacant when the staff member:
   a. resigns from Senate
   b. becomes an ex-officio member of the Senate
   c. fails to meet the eligibility requirements for membership in the Senate
   d. or falls under one of the following absence rules:
      i. is absent without a proxy for three consecutive regular meetings
      ii. is absent but represented by a proxy for five or more regular meetings a semester
      iii. is on leave of absence, regardless of reason, for more than one semester.

F. The Senate Office staff shall report leaves and extended absences of staff senators to Staff Council.

G. Any vacancy which may occur between regular elections among elected staff senators shall be filled in accordance with the Article IV, Section 2.K. Any person so appointed shall serve as an Interim Elected member until such time as the originally elected member returns to their elected Senate seat or until the end of the semester, whichever comes first.
Time served as an Interim Elected member shall be counted as a partial term of service in accordance with section 4.21 of the University Senate Constitution.

H. The Senate seat of an elected staff member shall become “temporarily vacant” when the member:
   a. takes a leave of absence for one semester or less
   b. serves as an Interim Ex-Officio member of the Senate for one semester or less

I. The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

J. Any temporary vacancy which may occur shall be filled by appointment in accordance with Article IV, Section 2.K.

Section 3: Election of Committee Members and Committee Chairs

A. Standing Committee Chairs shall be elected by and from the eligible voting members of Staff Council and serve for a term of one year, beginning June 1st and ending May 31st.

B. Staff Council voting members are required to serve on one of the standing committees. Members are to submit a request to the Council President by the end of August; committees will be assigned to current members by the September meeting.

C. Committee Chairs will be elected at the May meeting by simple majority, if necessary.

D. Any disputes will be ruled on by the Staff Council President.

ARTICLE V
Meetings, Quorum, Voting

Section 1: Meetings

A. Regular meetings of Staff Council shall be held monthly during normal duty hours. Staff Council members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.

B. Special meetings:

C. Shall be called by Staff Council President or upon written petition to Staff Council President by 10 percent of the staff constituency (as defined by Article I, Section 2). Petitioned meetings shall be held within five duty days. Special meetings may be called upon the request of the University President.

D. The Staff Council President shall consult Staff Council voting members in setting the time and date of special meetings to assure a quorum can be present.

E. Committee meetings of the Staff Council shall be held as called by the chair of the committees and shall be held during normal duty hours. Committee members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.

F. Official minutes, agenda and announcements of meetings shall be publicly posted for all staff, faculty, administration, and students to see.

Section 2: Quorum

A. Official meetings shall consist of a quorum of half plus one of the total number of Staff Council voting members.
Section 3: Voting
A. Except for changes to the Constitution or Bylaws, any matter before Staff Council may be enacted by a majority vote of those present and voting provided the matter under consideration has been introduced at a prior meeting of Staff Council during the current Staff Council year.
B. The requirement of an introductory presentation as required in Section 3A above may be waived by a two-thirds vote of Staff Council voting members present, eligible, and voting.
C. Matters brought before Staff Council under Section 3B above may be enacted by a majority of eligible Staff Council members present and voting.
D. In accordance with procedures outlined by the University Senate, Staff Council, one of three governing bodies along with General Faculty and Associated Students, will vote to approve or not approve proposed amendments to the University Senate Constitution. The vote will be determined by procedures outlined in Sections 3A – 3C above if it pertains to simple editorial changes. Any substantive changes proposed will be opened up to a campus-wide staff vote facilitated by Staff Council, usually the Governance Committee Chair or their designee. This campus-wide staff vote will occur after the proposed changes have been discussed at a Staff Council meeting and determined to be substantive. A simple majority vote to approve or not approve said changes will be determined by Staff Council and communicated to the University Senate in a time frame that is reasonable and practical.

ARTICLE VI
Amendments to the Bylaws

Section 1: Amendments
A. Amendments to these bylaws may be initiated and proposed by Staff Council members.
B. Amendments shall be submitted in writing to the Governance Committee at least two weeks prior to their introduction, which shall be at the next regularly scheduled Staff Council meeting.
C. Bylaws consistent with and necessary to implement the Articles of the constitution may be adopted or amended by a simple majority vote of the voting Council membership in attendance at general meetings.
D. The Governance Committee shall make recommendations to the Council on needed additions or amendments to the bylaws on at least an annual basis.

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