BYLAWS

COLLEGE OF ENGINEERING AND APPLIED SCIENCE STAFF COUNCIL

(Amended [INSERT VOTE DATE])

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Article I
NAME AND LOCATION

The name of the organization shall be "College of Engineering and Applied Science (CEAS) Staff Council," hereinafter referred to as "Engineering Staff Council," to be located at the University of Colorado Boulder. Engineering Staff Council is affiliated with but operationally separate from the University of Colorado Boulder Staff Council.

Article II
PURPOSE

A. Purpose

Engineering Staff Council strives to create a welcoming, equitable environment for all staff members within the College of Engineering and Applied Science in order to foster a more inclusive and collaborative workplace. We are dedicated to strengthening community, wellness, and communication within the college. The Engineering Staff Council advises leadership in shaping staff-related policies and procedures of the college .

“Staff employees” is defined as any permanent, University or Classified staff employee of the College of Engineering and Applied Science, further known as “staff.”

B. Authority and Finances

Engineering Staff Council was established by the Dean of CEAS in March, 2019. CEAS Administration shall fund the Engineering Staff Council's operating budget.

Article III
MEMBERSHIP

A. Membership

Engineering Staff Council may be comprised of elected and appointed representatives from among staff employees. Any staff employee shall be eligible through designated election procedures to be an Engineering Staff Council representative.

B. Representatives

1. Representatives are elected by staff employees as designated in the election code. Each representative shall serve for two years. If a representative wishes to serve additional terms, they must be elected through the designated election process. Terms shall commence on the first day of July.

2. Ex-officio members shall include the Director of Human Resources for CEAS and the Assistant Dean for Administration of CEAS. These are non-voting members.

3. Appointed representatives may be appointed at the discretion of the Engineering Staff Council.

C. Delegates

1. Appointed Delegates

a) Appointed delegates shall be designated as needed by the chair with a simple majority a simple majority approval vote of the Executive Committee for terms designated by the requesting organization. In the event no Engineering Staff Council representative seeks the appointment, any individual from among the staff employees may be appointed.

I. The delegate to the CEAS Administrative Council shall be the Engineering Staff Council Chair and/or Vice Chair.

II. Delegates to other bodies shall be appointed as necessary.

III. Appointed delegates shall report to the Engineering Staff Council at full council meetings or as needed regarding the activities of the organization.

2. Elected Delegates

a) Delegates are elected by Engineering Staff Council representatives. Each delegate will be appointed for staggered terms of two years each for the Engineering Staff

Council, beginning on the first day of July, according to the procedures set forth in the Elections Code.

b) Delegates and alternates may serve successive terms.

c) General Duties of Elected Delegate

1. Attend and participate in all meetings, activities, and committees in accordance with the bylaws of the organization to which a delegate is elected.

2. Report to Engineering Staff Council on the activities of the organization and alert Engineering Staff Council to issues of importance to staff employees.

3. Represent the positions of Engineering Staff Council and staff employees to the organization to which a delegate is elected.

3. Miscellaneous

a. Engineering Staff Council members not currently serving an elected office position may temporarily assume the duties and rank of any delegate who is temporarily unable to fulfill those duties by a simple majority vote of council members. The Engineering Staff Council Chair or Chair designee shall be the alternate to Boulder Staff Council.

b. A vacancy in an elected delegate position shall be filled according to procedure set forth in the Elections Code.

c. The procedure for removal of a representative or delegate shall be consistent with the procedure for removal of an officer set forth in the bylaws.

Article IV
OFFICERS

A. Elected officers of the Engineering Staff Council shall be the Chair, Vice-Chair, Secretary and Parliamentarian. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Engineering Staff Council.

B. Officers may work with their supervisors for scheduling accommodations due to Engineering Staff Council responsibilities during regular work hours.

C. Responsibilities of Officers

1. Chair

a. Preside at all Engineering Staff Council and Executive Committee meetings.

b. Prepare an agenda for regular and special Engineering Staff Council meetings in cooperation with the Executive Committee.

c. Appoint delegates with the majority approval vote of the Executive Committee.

d. Represent Engineering Staff Council for special requests or designate another Engineering Staff Council representative to perform this function.

e. Delegate authority and/or responsibilities to Engineering Staff Council representatives as appropriate in order to best serve all staff employees.

f. Request for the officers and the Engineering Staff Council to meet with the Dean of CEAS at least once a semester.

g. Retain ex-officio membership on Engineering Staff Council Executive Committee for one year after vacating position.

2. Vice- Chair

    a. At the beginning of the Council term and throughout the year as needed, organize and chair all Engineering Staff Council orientation meetings for new representatives.

    b. Arrange for guest speakers in collaboration with the Executive Committee.

    c. Help coordinate between committees for Engineering Staff Council events.

    d. In cooperation with the Chair and Executive Committee, prepare budget for Engineering Staff Council activities and commitments. Submit financial reports monthly to the Executive Committee. Delegate a council member or committee to prepare budget augmentation requests as needed.

    e. With Chair, plan agenda for retreats and meetings.

3. Secretary

    a. Review and ensure distribution of Engineering Staff Council minutes and Executive Committee reports and minutes.

    b. Draft correspondence or documents as requested.

    c. Schedule meetings for the Engineering Staff Council, Executive Committee, and other meetings as necessary.

d. Take attendance at Engineering Staff Council and Executive Committee meetings, and keep and monitor attendance records to be in compliance with the by-laws.

e. Inform Chair if quorum is met.

f. When and where required, conduct and tabulate voting.

g. Work with the relevant committee to keep the Engineering Staff Council website current.

4. Parliamentarian
    a. Rule upon council procedures according to parliamentary authority.

    b. Monitor speaking time limits when requested.

D. Removal from office

1. An officer may be removed from their position when all of the following conditions have been satisfied:

    a. A written proposal for removal submitted by a staff employee has been signed and presented to the Engineering Staff Council.

    b. The council member in question may submit a written rebuttal.

    c. The Executive Committee has sent a written notice detailing the proposal and rebuttal to all representatives no later than one week prior to the next regularly scheduled meeting of the Engineering Staff Council, at which time the proposal was discussed.

    d. The proposal was again discussed at the following regular meeting of the Engineering Staff Council and a vote by secret ballot was conducted under the supervision of the Chair. If the chair is the officer in question, the Vice-Chair shall have presided during the discussion. . The proposal shall have passed if it received a 2/3 vote of all eligible voters.

2. Engineering Staff Council and the officer in question shall be notified in writing of the outcome of the vote.

Article V
MEETINGS

A. Regular meetings of the Engineering Staff Council shall be held once a month.

B. A special meeting may be called by the written request of three Engineering Staff Council representatives or by request of the Executive Committee.

C. A quorum of the Engineering Staff Council shall consist of one-half plus one of the current voting representatives.

D. Regular meetings of the Engineering Staff Council shall be open to all.

E. The Chair shall establish time limits for speakers as required.

Article VI
EXECUTIVE COMMITTEE

A. The Executive Committee shall be composed of Engineering Staff Council officers, committee chairs, and the immediate past Chair of Engineering Staff Council.

B. With approval of half of the current members, the Executive Committee shall have the authority to act on behalf of the Engineering Staff Council in emergency or time-sensitive situations.

C. As directed by the Engineering Staff Council, the Executive Committee shall recommend changes in policy and procedure to CEAS administration (see Article X).

D. The Executive Committee shall meet at least monthly prior to regular Engineering Staff Council meetings. A special meeting may be called with two days' notice by the Chair or any two members of the Executive Committee.

E. The Executive Committee shall hear reports from committees, discuss and make recommendations for Engineering Staff Council consideration and action, and prepare an agenda for regular and special Engineering Staff Council meetings.

F. The Executive Committee shall distribute meeting minutes to Engineering Staff Council representatives.

Article VII
COMMITTEES

A. Engineering Staff Council representatives are required to serve on at least one committee.

B. Participation on committees shall be open to all interested staff employees.

C. Half of voting members constitutes a quorum for each committee.

D. Committee chair is elected from the Engineering Staff Council membership by the individual committee members, to serve renewable one year terms.

E. Committee chair (in consultation with committee members) shall be responsible for working within the budget designated annually for their respective committees.

F. Each committee shall be authorized by the Engineering Staff Council to do what is necessary to accomplish committee goals but shall be constrained from committee action needing Engineering Staff Council approval.

G. Each committee shall maintain a record of its activities (meetings, letters, surveys, telephone calls, etc.). Such records shall be open to all staff employees. Upon a committee's dissolution after termination of its responsibilities, its records shall be given to the Secretary for use as resource material.

H. Each committee shall update the committee description and guideline packets maintained by the administrator.

I. Committee disputes will be referred to the Executive Committee.

J. The Bylaws and Governance Committee shall conduct elections according to an elections code developed by the Committee and approved annually by the Executive Committee.

K. Special committees may be appointed when deemed necessary by the Engineering Staff Council membership.

Article VIII
PARLIAMENTARY AUTHORITY

Robert's Rules of Order, latest revision, shall govern the proceedings of this organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws.

Article IX
AMENDMENTS TO BYLAWS

An amendment to the bylaws can be proposed in writing by any Engineering Staff Council representative. A written copy of the proposed amendment shall be signed and delivered to the Executive Committee. A copy of the proposed amendment shall then be delivered to each Engineering Staff Council representative at least one week prior to a regular meeting. After discussion, the proposed amendment will be discussed and edits incorporated. The amendment will be presented for a vote at the next regular meeting. The amendment shall be adopted if it receives a 2/3 vote of all eligible voting members.

A formal resolution is the means by which the Engineering Staff Council makes a formal recommendation for action to the Dean of the College of Engineering and Applied Science

(CEAS). A resolution will typically be discussed at the Committee and Council levels, reviewed by the Executive Committee and voted on by the full Engineering Staff Council membership. A two-thirds majority vote is required for the resolution to be forwarded to the Dean for response and action as required. The vote will be recorded as part of the resolution.

Article X
FORMAL COUNCIL RESOLUTION PROCESS

A formal resolution will be written in a prescribed format as indicated in the Bylaws. Supporting written documentation as appropriate will be appended to the resolution.

Any individual Engineering Staff Council member or Committee may draft a resolution. Often, the resolution will require background research and information in support of the resolution. This background should be provided in written form in support of the resolution. If proposed by an individual Council member, the resolution should first be provided in written draft form to the appropriate Committee. If a Committee is not designated for the specific topic of the resolution, the resolution will be provided to the Engineering Staff Council Chair for consideration and assignment to a Committee as appropriate. Whether initiated outside or within the Committee, the designated Committee will discuss and revise the resolution as needed, and the Committee Chair will then forward it to the Engineering Staff Council Chair for review at the earliest possible Executive Committee meeting. The Executive Committee will review, discuss, and edit the resolution and place it on the agenda for discussion and vote by the full Engineering Staff Council at the earliest possible Engineering Staff Council meeting date.

If the resolution is approved by vote, the resolution will be signed by the Council Chair and forwarded to the Dean of CEAS with any supporting documentation. The Council Secretary will log the date of this action and maintain/provide a status update at each subsequent Engineering Staff Council meeting.

All resolutions, regardless of outcome, shall be documented in the resolution repository.

See format for council resolution on next page

College of Engineering & Applied Science
UNIVERSITY OF COLORADO **BOULDER**

ENGINEERING STAFF COUNCIL RESOLUTION FORMAT

RESOLUTION Calendar Year - Resolution Number (YY-##) (to be filled in by staff)

SUBJECT:

PRESENTED BY: Name of Individual/Committee

WHEREAS, (Provide statements of background and rationale as needed – ATTACH additional extensive background data/information as needed)

WHEREAS,

and WHEREAS,

Now, therefore, be it RESOLVED, That (Provide Statement of proposed resolution)

PRESENTED TO VOTE BY ENGINEERING STAFF COUNCIL ON:

Date of Meeting Vote

SUBMITTED TO DEAN OF CEAS ON:

Date of Submission

RESPONSE FROM DEAN RECEIVED:

Date of Response, Content of Response

FOLLOW-UP ACTIONS: