

**BYLAWS**  
**UNIVERSITY OF COLORADO BOULDER**  
**STAFF COUNCIL**  
*(Amended October 2023)*

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**Article I**  
**NAME AND LOCATION**

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

**Article II**  
**PURPOSE**

A. Purpose and Mission Statement

The purpose of Staff Council shall be to represent, inform and educate staff employees of the Boulder campus by serving as a liaison to the CU Boulder administration, the University system and State administration. Staff Council represents, informs and educates staff employees by serving as a liaison between employees and Boulder campus, University system and State administration. Staff Council also recommends proposals to the administration that are designed to improve morale and advocate for the rights of staff employees. Staff Council is committed to

promoting diversity, inclusion, cultural competency, and respect in conducting organizational business and initiatives.

“Staff employees” is defined as all University of Colorado Boulder employees who are designated as classified or university staff or as research associates or professional research assistants by the State of Colorado or the University of Colorado.

#### B. Authority and Finances

Staff Council was ordered and established by the president of the University and approved by the Board of Regents of the University of Colorado in June, 1972. The University of Colorado Boulder shall fund the Staff Council’s operating Budget.

### **Article III**

### **MEMBERSHIP**

#### **A. Membership**

Staff Council shall be comprised of elected and appointed representatives from among staff employees as defined above. Any regular staff employee, further known as “staff,” shall be eligible through designated election procedures to be a Staff Council representative.

#### **B. Representatives**

1. There shall be no fewer than 35 and no more than 52 total representatives.
2. There shall always be more elected representatives than appointed representatives.
3. Area representatives are elected by staff employees from designated areas as defined in the Elections Code. Each area shall elect three representatives to staggered terms of three years each. Terms shall commence on the first day of July.
4. Elected-At-Large representatives are elected by staff employees. Elected-at-large representatives shall be elected to staggered terms of three years each. Terms shall commence on the first day of July.
5. Elected Research Associate and Professional Research Assistants are elected by research associate and professional research assistant employees. Elected RAs and PRAs shall be elected to terms of three years each. Terms shall commence on the first day of July.
6. Appointed-At-Large representatives are appointed by Staff Council. Appointed-at-large representatives shall be appointed to a one-year term. Terms shall commence on the first day of July.
7. Appointed-Front-Line-Service representatives are appointed by Staff Council and must work in one of the front-line service job codes as defined in the Elections Code. Appointed-front-line-service representatives shall be appointed to a two-year term. Terms shall commence on the first day of July.
8. Honorary Lifetime Representatives are non-voting representatives elected by Staff Council in recognition of outstanding service to Staff Council. The number of honorary lifetime representatives shall vary.

## C. Delegates

### 1. Appointed Delegates

- a. Appointed delegates shall be designated as needed by the chair with the approval of the majority of the Executive Committee for terms designated by the requesting organization. In the event no Staff Council representative seeks the appointment, any individual from among the staff employees may be appointed.
  - I. The delegate to Boulder Faculty Assembly shall be appointed to a term consistent with its bylaws.
  - II. Delegates to other bodies shall be appointed as necessary.
  - III. Appointed delegates shall report to Staff Council at full council meetings or as needed regarding the activities of the organization.

### 2. Elected Delegates

- a. Delegates are elected by Staff Council representatives.
- b. University of Colorado Staff Council (UCSC). Three delegates shall be elected to staggered terms of three years each to serve on the UCSC.
- c. Statewide Liaison Council (SLC). Up to two delegates shall be elected by the full Council to staggered terms of two years each for the SLC, with terms beginning on the first day of July, according to the procedures set forth in the Elections Code. Representatives may self-nominate for this role.
- d. Delegates and alternates may serve unlimited successive terms in the same roles.
- e. General Duties of Elected Delegate
  - i. Meet with the other delegates to UCSC or SLC by the first day of July to choose one delegate to serve on the Staff Council Executive Committee and/or to be a voting delegate to the organization.
  - ii. Attend and participate in all meetings, activities, and committees in accordance with the bylaws of the organization to which a delegate is elected.
  - iii. Report to Staff Council on the activities of the organization and alert Staff Council to issues of importance to staff employees.

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

3. Miscellaneous

- a. The alternate (if one is chosen) shall assume the duties and rank of any delegate who is temporarily unable to fulfill those duties. The Staff Council Chair, or a representative designated by the chair, shall be the alternate to UCSC. The non-voting delegate to SLC shall be the alternate.
- 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 delegate shall be consistent with the procedure for removal of an officer set forth in the bylaws.

**Article IV  
OFFICERS**

A. Elected officers of Staff Council shall be the Chair (which term shall include Co-Chairs), Vice-Chair (which term shall include Co-Vice Chairs), Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by Staff Council.

B. The Parliamentarian shall be appointed by the chair from the Staff Council membership and retains full voting rights and privileges of a Staff Council representative. The Parliamentarian shall have a vote on the Executive Committee. If no current member agrees to serve, then a staff member from Boulder campus may be appointed to this role by the chair to serve in a non-voting capacity.

C. Staff Council officers shall receive sufficient relief from their regular university positions to adequately fulfill their responsibilities to the Staff Council. Such relief is to be arranged through the Office of the Chancellor.

D. Responsibilities of Officers

1. Chair (Co-Chairs)

- a. Each year a new co-chair shall be elected to serve a two (2) year term of office. In this manner there shall be two (2) co-chairs serving staggered terms at any time. All other officers shall serve one (1) year terms.
- b. Preside at all Staff Council and Executive Committee meetings according to the provisions of these bylaws and Robert's Rules of Order (as most currently revised).

- c. Prepare an agenda for regular and special Staff Council meetings and Executive Committee meetings in cooperation with the Executive Committee.
  - d. Appoint delegates with the advice of the Executive Committee.
  - e. Represent Staff Council for special requests and at events, or designate another Staff Council representative to perform this function.
  - f. Delegate authority and/or responsibilities to Staff Council representatives as appropriate in order to best serve all staff employees.
  - g. Request for the officers and the representatives of Staff Council to meet with the chancellor at least once a year.
  - h. With the approval of the Executive Committee, make recommendations to the Department of Human Resources for the hiring and supervision of the Staff Council Administrator. The chair shall solicit input from the Executive Committee members and other representatives, and give personal feedback on the administrator as part of the annual staff performance review cycle.
  - i. With the treasurer, review and initial the budget summaries prepared at the beginning and end of each fiscal year during their term of office.
  - j. Retain ex-officio membership on all Staff Council committees for one year.
2. Vice-Chair (Co-Vice Chairs)
- a. At the beginning of the council term, with assistance from the chair-elect, the newly elected officers, and the administrator, plan and organize the Staff Council retreat to orient new and returning members. Throughout the year, as needed, shall organize and lead additional Staff Council orientation meetings for new representatives.
  - b. Arrange for guest speakers to the full council, the Executive Committee or the CU Boulder community at large, in collaboration with the Executive Committee. If so desired, the vice-chair shall seek funding in a budget line for a speaker series to defray miscellaneous costs of such events.
  - c. With the support of the Awards and Service Recognition Committee (ASR) schedule and coordinate the Annual Years of Service Ceremony.
  - d. With chair-elect, plan the agenda for retreats.
  - e. Two members of council, currently serving and in good standing, may run for this role, to serve as co-vice chairs if elected.

3. Secretary

- a. Review and ensure distribution of Staff Council minutes and Executive Committee reports and minutes and any attachments thereto.
- b. Draft correspondence or documents as requested by Staff Council.
- c. Take attendance at Staff Council and Executive Committee meetings, and keep and monitor attendance records in compliance with these by-laws.
- d. Inform the chair if quorum is met at each meeting where such is required.
- e. When and where required, conduct and tabulate voting. Additional members may be designated by the secretary or the chair to assist with ballot collection and vote tabulation at any meeting where required, especially during secret paper balloting.
- f. Work with the Staff Council Administrator to revise and update the Staff Council website.
- g. Serve on the Communications Committee.

4. Treasurer

- a. In cooperation with the Executive Committee, prepare budgets for Staff Council activities and commitments and track expenditures (proposed and actual).
- b. Submit the annual budget and monthly financial reports to the Executive Committee for approval.
- c. Provide monthly financial reports to Staff Council representatives to be distributed at full council meetings.
- d. Ask for more information and specific details on expenditures (planned or made) from any committee chair, as needed.
- e. At the end of the elections cycle, meet with the current chair, and the incoming treasurer and chair on budget matters. At this meeting a financial report shall be provided for the prior fiscal year, the current fiscal year, and a tentative budget for the upcoming fiscal year, based on information from the committee chairs. This tentative budget is to be approved by the current chair and treasurer and also the incoming chair and treasurer.

5. Parliamentarian



- a. Rule upon procedures according to parliamentary authority when so requested or when in their judgment such is necessary during and between meetings.
- b. Monitor speaking time limits during debate, when requested.

#### E. Removal from office

1. An officer may be removed from an elected office in the event of displaying behaviors which violate the rules of the university, laws of the State of Colorado or the United States, or in the event of behaviors deemed unethical or unprofessional by members of the council.
2. Such removal shall occur when all of the following conditions have been satisfied:
  - a. A written proposal for removal of an officer, with details as to the cause, has been signed by a current member in good standing, and presented to the office of Staff Council by electronic means (email) or in paper copy. Such proposal shall set forth the reasons for the request in factual detail.
  - b. The Elections Committee has sent a written notice detailing the proposal to all representatives no later than one week prior to the next regularly scheduled meeting of Staff Council, at which the proposal will be initially discussed. If the chair is the officer in question, the vice chair shall preside during the discussion.
  - c. The proposal is again discussed at the following regular meeting of Staff Council and a vote by secret ballot is conducted under the supervision of the Elections Committee. The proposal shall be passed if it receives a 2/3 vote of all eligible voters.
3. Removal from office shall take effect immediately upon a successful vote.
4. Staff Council membership and the officer in question shall be notified in writing of the outcome of the vote.

### **Article V MEETINGS**

- A. Regular Meetings of Staff Council shall be held once a month.
- B. A special meeting may be called by the written request of three Staff Council representatives or by request of the Executive Committee.
- C. A quorum of Staff Council for Regular and Special Meetings shall consist of one-half plus one of the current voting representatives in good standing.

D. Regular meetings of Staff Council shall be open. Special meetings of Staff Council shall be closed, which means only current representatives in good standing and the Administrator may attend the Special meeting.

E. The Chair shall establish time limits for speakers as required, and ask the Parliamentarian, or another member in their absence, to keep time.

## **Article VI EXECUTIVE COMMITTEE**

A. The Executive Committee shall be composed of Staff Council officers, current committee chairs, the Staff Council delegate to the University of Colorado Staff Council, the Staff Council voting delegate to Statewide Liaison Council and the immediate past Chair of Staff Council ("Ex-officio Chair").

B. If a committee has co-chairs, both may attend the Executive Committee meetings, but only one may vote for the committee. At the start of the meeting, when roll is called, they shall make clear to the secretary who shall vote in the meeting.

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

D. As directed by Staff Council, the Executive Committee shall recommend changes in policy and procedure to CU Boulder administration.

E. The Executive Committee shall meet at least monthly prior to regular Staff Council meetings. A quorum of the Executive Committee shall consist of one-half plus one of the current voting members in good standing.

F. A special meeting of the Executive Committee may be called with two days' notice by the chair or any two members of the Executive Committee.

G. It is strongly recommended that council officers attend various other Staff Council committee meetings as time allows. Officers may serve as chair of a standing or special committee.

H. The Executive Committee shall hear reports from Committees, discuss and make recommendations for Staff Council consideration and action, and prepare an agenda for Regular and Special Staff Council meetings.

I. The Executive Committee shall distribute meeting minutes to Staff Council representatives at the time other materials are presented prior to the regular Staff Council meeting.

## **Article VII COMMITTEES**

A. Area, Elected-At-Large, Appointed-At-Large, and Elected Research Associate/Professional Research Assistant Staff Council representatives are required to serve on at least one committee during each fiscal year of their service on Council.

B. Appointed-Front-Line-Service representatives are recommended and encouraged to serve on at least one committee during each fiscal year of their service on Council.

- C. Membership on committees shall be open to all interested Boulder campus staff employees.
- D. Two people constitute a quorum for each committee.
- E. Committee chairs are to be elected from the Staff Council membership by the individual committee members, to serve a renewable one-year term.
- F. Each committee chair (in consultation with committee members) shall be responsible for working within the budget designated annually for their respective committees.
- G. Each committee shall be authorized by Staff Council to do what is necessary to accomplish committee goals but shall be constrained from committee action needing Staff Council approval.
- H. Each committee shall maintain a written 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, or at the end of the fiscal year for standing committees, its records shall be given to the administrator for use as resource material.
- I. Each committee shall update the committee description and guideline packets maintained by the administrator at the start of the new fiscal year and ongoing, as needed.
- J. Committee disputes will be referred to the Executive Committee.
- K. Standing committees shall be ongoing and shall not be dissolved.
- L. The Elections Committee shall conduct elections according to an Elections Code developed by the committee and approved annually by the Executive Committee.
- M. Special committees may be appointed by the chair when deemed necessary, and their creation shall be ratified by a simple majority of Staff Council membership at the next scheduled meeting. Details of special committee membership, purposes and length of existence shall be determined by the chair with advice of the full 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 these bylaws.

### **Article IX AMENDMENTS TO BYLAWS**

- A. An amendment to these bylaws can be proposed in writing by any Staff Council representative by written copy of the proposed amendment, signed and delivered to the Staff Council office.
- B. A copy of the proposed amendment shall then be delivered to each Staff Council representative by electronic means (email) at least one week prior to a regular meeting.
- C. At that next regular meeting the proposed amendment will be discussed and any edits incorporated according to parliamentary procedure. The amendment to the bylaws will be presented for a vote at the next regular meeting of the full council (usually one month later).

D. The amendment shall be adopted if it receives a 2/3 vote of those eligible to vote. Voting by proxy on the bylaws revisions shall not be allowed.

## **Article X**

### **STAFF COUNCIL ADMINISTRATOR**

#### **A. Hiring Process**

1. The Executive Committee will provide Human Resources with input regarding the hiring of the Staff Council Administrator.
2. The Search Committee for filling the position of Staff Council Administrator shall be constituted with volunteers from Executive Committee and general membership at the discretion of the chair.

#### **B. Duties**

1. The administrator shall be a staff employee responsible for the duties in the job description for the position.
2. The administrator may be assigned other related duties by Staff Council to assist in achieving Staff Council goals.

- C. Required annual evaluations and performance planning for the administrator shall be conducted by the supervisor with input from the chair, at minimum, and other members of the Executive Committee or full council, if available.

Amended September 7, 1994  
Amended March 1, 1995  
Amended February 4, 1998  
Amended May 10, 2001  
Amended October 3, 2001  
Amended June 4, 2003  
Amended March 3, 2004  
Amended April 9, 2008

Amended May 13, 2009  
Amended February, 2014  
Amended January 18, 2017  
Amended April 11, 2018  
Amended December 11, 2019  
Amended March 10, 2021  
Amended October 13, 2021  
Amended October 11, 2023