

BYLAWS

UNIVERSITY OF COLORADO BOULDER STAFF COUNCIL

(Amended April 2018)

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

The purpose of Staff Council shall be to represent staff employees of the Boulder campus by serving as a liaison to the CU Boulder administration by recommending proposals designed to improve the status and protect the rights of staff employees and by fostering community engagement and enhancing employee morale.

“Staff employees” is defined as all University of Colorado Boulder employees who are designated as classified or university staff 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. Any regular staff employee, further known as “staff”, shall be eligible through designated election procedures to be a Staff Council representative.

B. Representatives

1. Geographic representatives are elected by staff employees from designated geographic areas, as designated in the election code. Each area shall elect three

representatives to staggered terms of three years each. Terms shall commence on the first day of July.

2. Elected-At-Large representatives are elected by staff employees. Three elected-at-large representatives shall be elected to staggered terms of three years each. Terms shall commence on the first day of July.
3. Appointed-At-Large representatives are appointed by Staff Council. There shall be five appointed-at-large representatives. These at-large representatives will be appointed for one year terms which shall commence on the first day of July.
4. 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 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. Three delegates shall be elected to staggered terms of three years each for the University of Colorado Staff Council (UCSC), and two delegates shall be elected to staggered terms of two years each for the Statewide Liaison Council (SLC), 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. 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.
 2. Attend and participate in all meetings, activities, and committees in accordance with the bylaws of the organization to which a delegate is elected.
 3. Report to Staff Council on the activities of the organization and alert Staff Council to issues of importance to staff employees.
 4. Represent the positions of Staff Council and staff employees to the organization to which a delegate is elected.
3. Miscellaneous
- a. The alternate shall assume the duties and rank of any delegate who is temporarily unable to fulfill those duties. The Staff Council Chair or chair designee shall be the alternate to UCSC. The non-voting delegate to SLC shall be the alternates.
 - 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, Vice-Chair, 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 retain full voting rights and privileges of a Staff Council representative.
- 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

- a. Preside at all Staff Council and Executive Committee meetings.
- b. Prepare an agenda for regular and special Staff Council meetings in cooperation with the Executive Committee.
- c. Appoint delegates with the advice of the Executive Committee.
- d. Represent Staff Council for special requests or designate another Staff Council representative to perform this function.
- e. Delegate authority and/or responsibilities to Staff Council representatives as appropriate in order to best serve all staff employees.
- f. Request for the officers and the Staff Council to meet with the Chancellor at least once a year.
- g. 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.
- h. With the Treasurer, review and initial the budget summaries prepared at the beginning and end of his/her term of office
- i. Retain ex-officio membership on all Staff Council committees for one year.

2. Vice-Chair

- a. At the beginning of the Council term and throughout the year as needed, organize and chair all Staff Council orientation meetings for new representatives.
- b. Arrange for guest speakers in collaboration with the Executive Committee.
- c. With the support of the Awards and Service Recognition Committee (ASR) schedule and coordinate the Annual Years of Service Ceremony.
- d. Serves on the Awards and Service Recognition and Elections Committees.
- e. With chair elect, plan the agenda for retreats.

3. Secretary

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

- 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 to be in compliance with the by-laws.
- d. Inform Chair if quorum is met.
- e. When and where required, conduct and tabulate voting.
- f. Work with the Staff Council Administrator to keep the Staff Council website current.
- g. Serve on the Communications Committee.

4. Treasurer

- a. In cooperation with the Executive Committee, prepare budget for Staff Council activities and commitments.
- b. Submit annual budget and monthly financial reports to the Executive Committee for approval.
- c. Provide monthly financial reports to Staff Council representatives.
- d. At the end of the elections cycle, provide a financial report for the prior fiscal year and the current fiscal year, 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.
- b. Monitor speaking time limits when requested.

E. Removal from office

- 1. An officer may be removed from an elected office when all of the following conditions have been satisfied:
 - a. A written proposal for removal of an officer has been signed and presented to the office of Staff Council.
 - 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 was initially discussed. If the chair is the officer in question, the Vice-Chair shall have presided during the

discussion.

- c. The proposal was again discussed at the following regular meeting of Staff Council and a vote by secret ballot was conducted under the supervision of the Elections Committee. The proposal shall have passed if it received a 2/3 vote of all eligible voters.
2. 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 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 shall consist of one-half plus one of the current voting representatives.
- D. Regular meetings of Staff Council shall be open.
- E. The Chair shall establish time limits for speakers as required.

Article VI EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of Staff Council officers, committee chair, 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.
- B. 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.
- C. As directed by Staff Council, the Executive Committee shall recommend changes in policy and procedure to CU Boulder administration.
- D. The Executive Committee shall meet at least monthly prior to regular 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. It is strongly recommended that Staff Council officers of the Executive Committee attend various other Staff Council committee meetings as time allows.

- F. 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.
- G. 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. Staff Council representatives are required to serve on at least one committee for a term of one year.
- B. Membership on committees shall be open to all interested staff employees.
- C. Two people constitute a quorum for each committee.
- D. Committee chair is elected from the 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 Staff Council to do what is necessary to accomplish committee goals but shall be constrained from committee action needing 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 administrator 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. Standing committees shall be ongoing and shall not be dissolved.
- K. The Elections Committee shall conduct elections according to an elections code developed by the Committee and approved annually by the Executive Committee.
- L. Special committees may be appointed when deemed necessary by the 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 Staff Council representative. A written copy of the proposed amendment shall be signed and delivered to the Staff Council office. A copy of the proposed amendment shall then be delivered to each 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 those eligible to vote. Voting by proxy 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.

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 duties by Staff Council to assist in achieving Staff Council goals.

- C. Evaluations and performance planning for the administrator shall be conducted by the supervisor with input from the Chair.

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