

Bylaws of the University of Alaska Fairbanks Staff Council

Section 1. Preamble

The UAF Staff Council is a representative organization for all APT and Classified employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self-governance process.

Section 2. Purposes, Rights, Responsibilities and Authority

- A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the Vice-President.
- B. To provide official representation for the staff, both Classified and APT, of the University of Alaska Fairbanks and all its campuses in matters which affect the general welfare of the staff, the university and the accomplishment of the university's goal.
- C. To function as a representative body for staff not covered by collective bargaining agreements or applicable state or federal laws to initiate, develop, review policies and procedures and make recommendations concerning issues pertinent to the staff and to the conduct of the mission of the University of Alaska Fairbanks including but not limited to:
  - I. Appointment, reappointment, affirmative action, transfer, termination, non-retention and retirement
  - II. Leave
  - III. Performance evaluation
  - IV. Advancement and promotion
  - V. Position evaluation
  - VI. Grievance
  - VII. Health and safety
  - VIII. Compensation and benefits
  - IX. Ethics
  - X. Staff development
  - XI. Other matters affecting the welfare of the staff
  - XII. Budget process
- D. To provide consultative services by considering all appropriate matters referred to it by the Chancellor of the University of Alaska Fairbanks or other governing units.
- E. To provide a means of communication to and from the administration, faculty, students, staff, alumni, the government of the state, and the public.
- F. To participate in periodic reviews by the University of Alaska Fairbanks into its purposes, missions, planning, goals and objectives, and make recommendations to the Chancellor.
- G. To review and comment on the annual budget request of the University of Alaska Fairbanks before final approval.

### Section 3. Membership

#### A. Representation

- I. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the classified and non-classified constituents who shall be elected for two year staggered terms by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.
- II. Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population.
- III. Representatives shall be elected from and by the unit they will represent.
- IV. Units shall have 1 voting representative for every group of 1 to 50 constituents, with a maximum of 4 representatives for any unit.
- V. A petition to change unit designations, including adding or dropping units, shall:
  - a. Be conveyed in writing to the Elections, Membership, and Rules Committee for review,
  - b. Include language that addresses each of the criteria that define a unit as set forth in Section 2, Article A, Subsection II of the University of Alaska Fairbanks Staff Council Bylaws,
  - c. Include a current listing of qualified constituents within affected unit(s).
- VI. In order to remain a member of Staff Council, each voting representative must serve on at least one permanent committee.

#### B. Alternates

- I. There shall be one non-voting alternate for every representative. Alternates are ranked by number of votes received or date appointed.
- II. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.
- III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, with approval by the President through the Elections, Membership, and Rules Committee.
- IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.
- V. The alternate must indicate they are acting as proxy for a specific representative during Roll Call. When acting as proxy the alternate will have the same voting rights as the representative.

- VI. Alternates are encouraged to participate in permanent, ad hoc, and external committees and will have full representative rights within the committee(s).
- C. Attendance
- I. Staff Council members who have three unexcused absences within a six-month period may be encouraged to resign or face removal from the Council defined in Section 10, Article B of the UAF Staff Council Bylaws.
  - II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact an alternate for that unit to attend in their place as a voting proxy. Excused absences will be granted for members at the discretion of the President.
- D. Length of Terms
- I. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
    - a. There are no term limits for representative or alternates.
    - b. Representatives and alternates up for re-election must submit a nomination form and go through the election process.
  - II. Even numbered unit representatives and alternates shall begin their term on an even numbered year. Odd numbered unit representatives and alternates shall begin their term on an odd numbered year.
- E. Elections
- I. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
  - II. The elections for representatives and alternates shall adhere to the following time frame:
    - a. Elections will be conducted in the fall. The voting time frame will be a minimum of 30 days.
    - b. The election results will be reported during the December meeting.
    - c. January 1 newly elected representatives take office.
  - III. Elections for President and Vice-President shall be conducted as follows:
    - a. Notice of election to fill the office of President and Vice-President shall be announced in the regular meeting in March for the election to be held in May.
    - b. Suggestions for possible candidates should be presented to the Elections, Membership and Rules Committee in order to prepare a slate of candidates for presentation to the Staff Council. Nominations may also be submitted at the March or April Staff Council Meeting.

- c. The final call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.
  - d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.
  - e. Three non-candidate representatives shall count the ballots.
  - f. A successful candidate election to office is valid upon supervisor's approval.
  - g. A special election will be held if the candidate does not obtain their supervisor's approval.
- IV. Special elections for President and Vice-President shall be conducted as follows:
- a. One-month notice of election for the Vice-President shall be given if that office is vacated.
  - b. In the event that both offices are vacated simultaneously, one-month notice shall be given for elections to be held for both offices and the chairperson of the Staff Affairs Committee shall assume the duties of President until a person is elected.

#### Section 4. Officers

##### A. President

- I. The duties of the President shall be to:
  - a. Preside over meetings.
  - b. Serve as member of the Administrative Committee.
  - c. Serve on the UAF Governance Coordinating Committee.
  - d. Serve on the System Governance Council.
  - e. Attend and report Staff Council issues to Faculty Senate.
  - f. Meet with the Chancellor.
  - g. Appoint ad hoc committees.
  - h. Provide leadership in issues of concern to UAF staff.
  - i. Report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.
  - j. Serve as representative on Staff Alliance.
  - k. Confirm appointments to external committees.
- II. Term of office shall be for one year, beginning June 1 and ending May 31.

B. Vice-President

- I. The duties of the Vice-President shall be to:
  - a. Serve as chairperson of the Administrative Committee.
  - b. Serve on the UAF Governance Coordinating Committee.
  - c. Serve as representative on Staff Alliance.
  - d. Meet with the Chancellor.
  - e. Assume the duties of President when the President is absent.
- II. Term of office shall be for one year beginning June 1 and ending on May 31.

C. President-Emeritus/Emerita

- I. The duties of the President-Emeritus/Emerita shall be to:
  - a. Provide advice, guidance, and continuity for the President and Vice-President positions.
  - b. The position will have no specified duties other than those assigned to it by the current President and Vice-President.
  - c. Assigned duties to the President Emeritus/Emerita position require approval of the Staff Council.
- II. The term of office shall be until the current President completes their term of office. The President-Emeritus/Emerita officer position may be vacated for a representative or alternate position on Staff Council if the existing President-Emeritus/Emerita is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.

Section 5. Committees

A. Permanent Committees

- I. The Permanent Committees shall be:
  - a. Administrative Committee
  - b. Elections, Membership, and Rules Committee
  - c. Staff Affairs Committee
  - d. Rural Affairs Committee
  - e. University Advocacy
- II. Administrative Committee
  - a. The Vice-President shall be the chairperson.

- b. Other members of the committee shall be:
  - 1. Chairpersons of the permanent committees.
- c. The committee shall have the following responsibilities:
  - 1. Prepare for approval the draft agenda for Staff Council meetings.
  - 2. Report on any activities taken on behalf of Staff Council at the next scheduled Staff Council meeting.
  - 3. Represent and act on behalf of the Staff Council between Staff Council meetings.
- d. The chairperson of the committee may establish subcommittees for specific issues.

### III. Elections, Membership, and Rules Committee

- a. The chairperson shall be elected from the committee members.
- b. The committee shall have the following responsibilities:
  - 1. Conduct elections for unit representatives, alternates, Vice-President, and President.
  - 2. Responsible for filling vacancies in units with no representation.
  - 3. Review unit composition and maintain a membership list.
  - 4. Review and maintain the Bylaws and Constitution to reflect the needs of the body.
  - 5. Review unit designations and generate petitions for unit designation changes as required.
  - 6. Accept petitions for proposed changes to unit designations from constituents.
  - 7. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, review unit change petitions prior to forwarding them to the Staff Council body as motions for formal action
    - i. It will be subject to formal action in the presence of a quorum
    - ii. Shall be approved upon receiving a two-thirds affirmative vote.
    - iii. There is no limit to the number of original or revised unit designation change petitions submitted to Elections, Membership, and Rules for consideration by a group of eligible constituents.
  - 8. Responsible for parliamentary procedure of the Staff Council meetings.
- c. The chairperson of the committee may establish subcommittees for specific issues.

IV. Staff Affairs Committee

- a. The chairperson shall be elected from the committee members.
- b. The committee shall work on policies related to the following:
  1. Benefits
  2. Compensation
  3. Grievance procedures
  4. Position evaluation and hiring procedures
  5. Other human resources issues pertaining to staff
  6. Any matters which affect the health and welfare of the staff as outlined in the UAF Staff Council Bylaws Section 2, Article C.
- c. The chairperson of the committee may establish subcommittees for specific issues.

V. Rural Affairs Committee

- a. The chairperson shall be elected from the committee members.
- b. As an ex-officio member of the committee, the President is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and Governance Coordinating Committee.
- c. The committee shall have the following responsibilities:
  1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
  2. Monitor all activities affecting compliance with the College of Rural and Community Development mission statement of the University of Alaska Fairbanks.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VI. University Advocacy

- a. The chairperson shall be elected from the committee members.
- b. A representative from the Alumni Association and ASUAF will serve on the committee.
- c. The committee shall have the following responsibilities:
  1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty.

2. Organize events and functions that increase staff morale and awareness of the University.
3. Other items to be determined by the committee on an annual basis.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VII. Ad Hoc Committees

- a. Ad hoc committee membership shall be appointed by the President and shall report to the UAF Staff Council.
- b. The ad hoc committee chair shall be elected from the committee members.
- c. If the committee elects no chair, the President may appoint a chairperson.
- d. Membership is not limited to Staff Council representatives or alternates.
- e. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

VIII. External Committee Appointments

- a. The governance office will track membership on external committees and notify Staff Council of pending appointment expirations.
- b. The President will call for candidates for the external committee appointment.
- c. Staff Council will vote on the nominated candidates.
- d. The President will confirm the appointment of successful candidate.
- e. The successful candidate will report to Staff Council the status of the external committee during regular Staff Council meetings.

- B. The chairpersons of each permanent committee shall be individually empowered to act on behalf of their committee to Staff Council. They are not empowered to present an official UAF Staff Council position statement without the approval of the UAF Staff Council.

Section 6. Amendments

- A. Amendments to the bylaws must be proposed in writing by members of Staff Council at an Elections, Membership, and Rules committee or Staff Council meeting.
- B. Elections, Membership, and Rules committee will verify the proposed amendment does not conflict with the existing UAF Staff Council Constitution, Bylaws, or UA Board of Regents Policy.
- C. If there are conflicts Elections, Membership, and Rules Committee will work with the amendment proposer to resolve any issues.
- D. Once verified, the Elections, Membership, and Rules Committee will forward it on to the Administrative Committee for addition to the draft agenda of the next Staff Council

meeting. The proposed amendment will be distributed before the next Staff Council meeting.

- E. The Administrative Committee shall schedule a reading, discussion, and vote of the proposed amendment(s) at the next scheduled meeting of the UAF Staff Council after distribution of the copies.
- F. Approval of amendment(s) to the Bylaws requires a quorum and two-thirds vote of all members representatives present eligible to vote in the UAF Staff Council. The vote will be by roll call vote.
- G. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

#### Section 7. Quorum

- A. A majority shall consist of 51% of the total count of unit representatives on Staff Council.
- B. The presence of a majority of the representatives or their designated alternates, either in person or by electronic media, shall constitute a quorum.

#### Section 8. Veto Powers

- A. Actions taken by the UAF Staff Council pertaining to University policy, procedures and regulations will be forwarded to the Chancellor for approval.
- B. An action of the UAF Staff Council will be considered approved if the Chancellor fails to respond to that action within 45 days of receipt of the action by the Chancellor.
- C. The Chancellor may veto an entire UAF Staff Council action or veto or change only a portion thereof, provided that the change does not effectively contravene or nullify the purpose or principle involved the main action.

#### Section 9. Appeal

- A. Any action of the UAF Staff Council referred to the Chancellor and vetoed within the 45-day period provided for review may be appealed by a two thirds majority veto override vote of a quorum at the next regularly scheduled or special meeting of the UAF Staff Council following notice of the veto.
- B. The appeal process shall begin with the System Governance Council and proceed to the President of the University. If the President sustains the Chancellor's veto, the action may be appealed to the Board of Regents for final disposition.

#### Section 10. Recall and Referendum

- A. Any representative may be recalled by the unit from which the representative was chosen. Such a recall vote shall be held upon petition of one-quarter of the members of that unit. The majority of the votes cast shall rule.

- B. Any officer or member of the UAF Staff Council may be petitioned for recall with a one-quarter vote of the UAF Staff Council. The majority vote cast for recall by a quorum of the UAF Staff Council shall cause the recall of that officer or member.
- C. A referendum of the constituency on any of the specific actions of the UAF Staff Council will be presented to the Chancellor. The petition for referendum requires specifying the issue and containing the signatures of ten percent of the number of staff defined in Section 2, Article A, Subsection I of the UAF Staff Council Bylaws. The Chancellor may designate a non-Staff Council committee to perform a vote if necessary. The decision of a majority of the votes cast shall determine action.

The parliamentary authority shall be from the Robert's Rules of Order Newly Revised.