

# **Bylaws of the University of Alaska Fairbanks Staff Council**

*Effective 9/12/2016*

*Revised 9/21/2016*

## 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. Staff Council 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. Unit 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 Membership and Rules Committee for review,
  - b. Include language that addresses each of the criteria that define a unit as set forth in Section 3, 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 or serve a special appointment.
- VII. There shall be five elected At-Large Representative seats on Staff Council. There is no unit or geographical designation to these five At-Large members; however, no one unit may occupy more than two elected At-Large seats during any term. Elected At-Large Representatives shall be elected by all eligible voting members.
- VIII. Special At-Large Representative seats may be established according to Section 3.B.III. Special At-Large Representatives would retain full Staff Council rights and privileges.

B. Vacancies

- I. A vacancy occurring during the term of a Unit Representative shall be filled by someone volunteering from that unit, subject to approval of the president and the Elections Committee.
- II. A vacancy occurring during the term of an At-Large Representative shall remain unfilled until the next election. If the vacancy is during the first year of a two year term, there will be a 'special' election to fill this position at the next election cycle. The remaining term will continue to be on the same election rotation as the position was originally intended.
- III. When an elected Representative vacates their seat due to a unit change, they may choose to move to a special At-Large seat until the next election for their new unit.

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 someone to serve as their proxy. For Unit Representatives, the proxy must be from that unit. For At-Large Representatives, the proxy can be from any unit. The proxy has the same voting rights as the Representative for whom they are filling in. Someone who is a current Representative on Staff Council can be a proxy for another Staff Council Representative. Excused absences will be granted for members at the discretion of the president.

D. Length of Terms

- I. Unit and At-Large Representatives shall serve two-year terms beginning January 1 and ending December 31.
  - a. There is no limit to the number of terms a Representative may serve.
- II. Even numbered Unit Representatives shall begin their terms on an even numbered year. Odd numbered Unit Representatives shall begin their terms on an odd numbered year.

E. Elections

- I. The Elections Committee shall be responsible for conducting elections.
- II. The elections for Unit and At-Large Representatives shall adhere to the following:
  - a. Elections will be conducted in the fall. The voting time frame will be a minimum of 15 days.
  - b. A successful candidate election to office is valid upon supervisor's approval.
  - c. January 1 newly elected representatives take office.
- III. Unit and At-Large Representatives up for re-election must submit a nomination form and go through the election process.
  - a. At-Large Representatives shall be numbered 1, 2, 3, 4, & 5. At-Large Representatives filling positions 1, 3, & 5 shall be elected in odd numbered years. At-Large Representatives filling positions 2 & 4 shall be elected in even numbered years.
- IV. 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 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 / or a designated proxy through use of 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.
- V. 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.

F. Special Appointments

- I. Special appointments are made by the President;
- II. Serve at the pleasure of the President;
- III. Will expedite a specific duty of the President or Vice President;
- IV. Will report to the President, and Staff Council Executive Board; and
- V. Can be made for the following duties:
  - a. Staff Alliance Representation for the President.
  - b. Staff Alliance Representation for the Vice President.

Section 4. Officers

A. President

- I. The duties of the President shall be to:
  - a. Preside over meetings

- b. Serve as member of the Executive Board
  - 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 or make a special appointment to serve on Staff Alliance in their place
  - k. Confirm appointments to external committees
  - l. Make special appointments in accordance with Staff Council Bylaws Section 3. F.
- 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 Executive Board.
    - b. Serve on the UAF Governance Coordinating Committee.
    - c. Serve as representative on Staff Alliance or make a special appointment to serve on Staff Alliance in their place.
    - 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. Past President
- I. The duties of the Past President 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 Past President position require approval of the Staff Council.
  - d. Serve as an ex-officio member of the Executive Board of Staff Council. As ex-officio, the Past President shall not vote unless there is a tie. If there is a tie, the Past President shall cast the deciding vote.
- II. The term of office shall be until the current President completes their term of office. The Past President officer position may be vacated for a representative or At-Large position on Staff Council if the existing Past President 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

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.

#### I. Executive Board

- a. The Vice-President shall be the chairperson.
- b. Other members of the committee shall be:
  - 1. Chairpersons of the permanent committees.
  - 2. President of Staff Council
  - 3. Past President of Staff Council as an ex-officio member
  - 4. Special appointments of the President or Vice President.
- 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.

## II. Elections 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, At-Large Representatives, Vice President, and President

2. Responsible for filling vacancies in units with no representation

- c. The chairperson of the committee may establish subcommittees for specific issues.

## III. Membership and Rules Committee

- a. The chairperson shall be elected from the committee members.

- b. The committee shall have the following responsibilities:

1. Review and maintain the Bylaws and Constitution to reflect the needs of the body.

2. Review unit designations and compositions, and generate petitions for unit designation changes as required; where Unit 'designations' refers to the organizational units making up a Staff Council Unit, and 'compositions' refers to individuals within a unit.

3. Accept petitions for proposed changes to unit designations and unit compositions from constituents.

4. 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 Membership and Rules for consideration by a group of eligible constituents.
- 5. 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 Committee

- a. The chairperson shall be elected from the committee members.
- b. 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. Focus on on-boarding, mentoring, and communications within Staff Council and public relations with the UAF community
- d. The chairperson of the committee may establish subcommittees for specific issues.

#### B. Ad Hoc Committees

1. Ad hoc committee membership shall be appointed by the President and shall report to the UAF Staff Council
2. The ad hoc committee chair shall be elected from the committee members.
3. If the committee elects no chair, the President may appoint a chairperson.
4. Membership is not limited to Staff Council Representatives or a designated proxy.
5. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

#### C. External Committee Appointments

1. The governance office will track membership on external committees and notify Staff Council of pending appointment expirations.
2. The President will call for candidates for the external committee appointment.
3. Staff Council will vote on the nominated candidates.

4. The President will confirm the appointment of successful candidate.
5. The successful candidate will report to Staff Council the status of the external committee during regular Staff Council meetings.

#### Section 6. Amendments

- A. Amendments to the bylaws must be proposed in writing by members of Staff Council at a Membership and Rules committee or Staff Council meeting.
- B. The 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 the Membership and Rules Committee will work with the amendment proposer to resolve any issues.
- D. Once verified, the Membership and Rules Committee will forward the proposed amendment to the Executive Board 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 Executive Board 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 UAF Staff Council Representatives present and eligible to vote. The vote will be held by roll call vote.

#### Section 7. Quorum

- A. A quorum is met when a simple majority of the total count of Staff Council Representatives or their designated proxies, either in person or by electronic media, is present at a UAF Staff Council meeting.
- B. A quorum is met at Staff Council permanent and ad hoc committee meetings when more than one individual is in attendance, either in person or by electronic media.

#### 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 or change the entirety or specific line items of the UAF Staff Council action, provided that the change does not effectively contravene or nullify the purpose or principle involved the main action.
- D. If an action is vetoed or changed entirely or partially by the chancellor, the UAF Staff Council may request reasoning for the veto or change if not provided.

#### 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 Representative 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 Representative.
- 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.

#### Section 11. Parliamentary Authority

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