

The Staff Council of Idaho State University

Bylaws

Introduction

- A. The Staff Council of Idaho State University was established as a collective organization, providing a representation of all staff, comprised of classified and non-classified employees.
- B. The goals of the Staff Council are:
 - 1. To provide representation to staff members in the promotion and development of programs, policies, and procedures that enhance Idaho State University in the pursuit of its mission.
 - 2. To promote an active role for staff members in the University governance structure.
 - 3. To review and make recommendations concerning the establishing, interpreting, and publicizing of the University's operating policies and procedures affecting staff members.
 - 4. To make recommendations on behalf of staff members in policy matters pertaining to personal and professional welfare.
 - 5. To review problems and/or potential problems of staff members and to cooperate with the Faculty Senate in the formulation of joint recommendations concerning the solution of problems common to faculty and staff members.
 - 6. To form, or serve on, committees, as required, to study special issues or continuing problems and report to Staff Council.
 - 7. To provide opportunities for professional development for all staff members.
 - 8. To recognize and honor staff members for their service to Idaho State University.

Section 1: Definitions

- A. **Staff:** All full-time classified and non-classified employees.
- B. **Staff Council:** All Staff Council members elected by their constituencies.
- C. **The Presidency:** Refers collectively to the President, President-Elect, and Past-President of Staff Council.
- D. **Executive Committee:** A standing committee that will meet as needed.
 - 1. The Executive Committee consists of the President, President-Elect, Past President (non-voting), two (2) Content Media Specialists (CMS), four (4) Members-at-Large, Secretary, and Treasurer. All being Staff Council Officers.
 - 2. The Executive Committee's duties are outlined in Section 5.
 - 3. Any Actions taken by the Executive Committee must be brought to the Staff Council at the earliest possible convenience for ratification.

Section 2: Constituency

- A. The Staff Council members shall be nominated and elected by Staff.
- B. The Staff Council shall be comprised of classified and non-classified employees representing their constituencies as defined in Section 10 of these bylaws.

- C. Staff Council Members shall serve a three-year term. If a Staff Council Member is elected President-Elect, they must be willing to serve as President-Elect, President, and Past President, which may extend the total term of service in excess of three (3) years.

Section 3: Representation

- A. Each year in May, the Staff Council shall nominate a Staff Council Member as President-Elect. The nominee shall be selected annually alternating between a classified and non-classified employee.
 - 1. In the event of multiple nominees for President-Elect, Staff Council will vote to fill the position. Voting shall be done at the same meeting when nominees were taken and shall be done by secret ballot, with a simple majority determining the winner. If a suitable Staff Council Member cannot be found from the appropriate group, nominees may be accepted from the alternate group.
 - 2. The intent is to give each group equal opportunity to serve as President-Elect, and ultimately, President of Staff Council.
 - 3. If the President-Elect, President, or Past President changes their group (Classified or Non-classified) during their three (3) year presidential sequence, they will complete the remaining time in the three (3) year sequence. However, if they are no longer eligible to serve on the Staff Council, they will surrender their position.
- B. If a member changes their employee group (Classified or Non-Classified) during their term, they will complete the current year at the original classification. If a vacancy is available during the next election in their new classification, they can complete their original term. If no vacancy exists, their term ends. The original classification position will be open at the next election.
- C. Other Locations. In the interest of preserving a voice for employees on all ISU campuses, if there are no elected members, a staff member(s) may be asked to volunteer in a non-voting capacity to assist Staff Council.

Section 4: Term

- A. President-Elect
A Staff Council Member elected as President-Elect is committing to serve for three (3) years; the first year as President-Elect, the second year as President, and the third year as Past President; consecutively. The President-Elect must be willing to serve these three years in the Presidency.
- B. Member-at-Large
A Staff Council Member elected as Member-at-Large for the Staff Council Executive Committee may serve up to two terms during their three (3) year elected term.
- C. Member
A Staff Council Member shall serve a term of three (3) years.

Section 5: Executive Committee

A. President

1. *Authority.* The President is empowered to represent the interests of the staff and Staff Council Members in official acts and meetings. The President receives their authority from and serves with the support of the Staff Council.
2. *Duties.* The President shall:
 - a. Serve as a chief liaison or staff representative at public events and meetings where a staff voice or staff presence is desired, including but not limited to:
 - 1) State Board of Education meetings
 - 2) Meetings of the Idaho Legislature
 - 3) Change in Employee Compensation Committee meetings;
 - b. Serve as a member of the University's Leadership Council and attend all other meetings as directed by the Idaho State University President;
 - c. Attend other administrative meetings;
 - d. Schedule and preside over Staff Council meetings.

B. President-Elect

1. *Authority.* In the absence of the President, the President-Elect is the Acting President. The President-Elect receives their authority from and serves at the pleasure of the Staff Council.
2. *Duties.* The President-Elect Shall
 - a. Assist the President as assigned;
 - b. Fulfill the duties of the President when delegated to do so, or when the President is unable to perform their duties;
 - c. Participate in a leadership capacity for the Employee Recognition Committee.

C. Past President

1. *Duties.* The Past President shall serve in an advisory, non-voting capacity. The intent of the office is to provide a source of institutional knowledge and experience:
 - a. To advise the President in the execution of their responsibilities;
 - b. To help prepare the President-Elect to assume the duties of the office of the President.
 - c. To help provide oversight for the ISU Staff Council Strategic Plan.

D. Members-at-Large

1. *Duties.* Members-at-Large shall represent all classified and non-classified staff and serve as officers of the Executive Committee. Two (2) classified and two (2) non-classified employees shall be elected to serve as Members-at-Large.

E. Secretary

1. *Duties.* The Secretary shall:
 - a. Maintain an accurate record, including attendance, of all meetings. In the event the Secretary cannot attend a meeting, the Secretary shall request a member of the Presidency to take meeting minutes and provide them following the meeting to the Secretary;

- b. Prepare reports of recommendations for presentation at the request of the President;
 - c. As necessary, obtain or maintain a membership roster and be responsible for all mailings/email messages;
 - d. Work to ensure relevant information is provided to the Content Media Specialists for posting on the Staff Council website(s);
 - e. Request agenda items from council members and use the information to create the agenda.
- F. Treasurer
- 1. *Duties.* The Treasurer shall:
 - a. Maintain accurate and current fiscal records;
 - b. Submit a monthly financial report to Staff Council;
 - c. Initiate transfer of funds and appropriately ensure that expenses are paid in a timely manner, as approved by the Executive Committee;
 - d. As requested, check quarterly to confirm employees who receive professional development funds complete write-ups on the benefits to them and their departments;
 - e. Work with committee chairs to develop annual budget estimates and provide ongoing financial support to committees, as needed.
- G. Content Media Specialist(s) (CMS)
- 1. *Duties:* The CMS shall:
 - a. Update the Staff Council website with content, information, photos, and events as needed in a timely manner.
 - b. Provide social media support for Staff Council pages.
 - c. Assist with creating flyers, graphics, press releases, and other communications for Staff Council events and activities;
 - d. Serve as a member of the Communications Committee.

Section 6: Meetings

- A. “Robert’s Rules of Order,” in its most recently revised version, shall govern all meetings of the Staff Council in all cases to which they are applicable and in which they are not in conflict with these bylaws or with any other rules that are adopted by the Staff Council for conducting of their meetings.
- B. The Staff Council President, representing all Idaho State University staff, shall attend meetings of the Idaho State University’s Leadership Council and other meetings, events, and functions as appropriately required.
- C. Staff Council meetings shall be called by, and conducted under the direction of, the Staff Council President. These meetings shall be held monthly during the academic year, or as needed.
 - 1. *Agendas.* The Staff Council Secretary shall issue a call for agenda items no later than five working days before the meeting. Any Staff Council member may submit agenda items. Agenda items shall be submitted no later than 24 hours before the meeting. The agenda shall be distributed to Staff Council members no later than 24 hours before the meeting. An agenda may include a call to order, a roll call, a review, and approval of minutes, announcements, a

discussion of old business, a discussion of new business, committee reports, and an adjournment.

2. *Minutes*. Minutes of Staff Council proceedings shall be kept by a Secretary. Minutes shall be distributed within 10 working days of the meeting. Minutes shall be reviewed and approved at the following meeting. Approved minutes shall be made public by posting on the Staff Council website.
 3. *Record of attendance*. The minutes of each meeting shall show the names of members present, those excused, and those unexcused.
 4. Anyone is welcome to attend the monthly Staff Council meeting and may request agenda items from the secretary up to five (5) days before the scheduled meeting.
 5. The President may abstain from voting on measures in a Staff Council meeting. However, if there is a tie vote, the President shall cast the deciding vote.
- D. A quorum of the Staff Council must be present for any meeting of the Staff Council to be called to order. A quorum consists of half the current Staff Council membership plus one.

Section 7: Grounds for Recall

- A. Members of the Staff Council Presidency will be subject to recall for failing to fulfill the duties outlined in these bylaws, or for failure to uphold the duties of the office.
- B. Any Staff Council Member may seek to have a member of the Staff Council Presidency recalled by submitting to a member of the Staff Council a written justification of such recall that is supported and appropriately signed by at least 10 percent of the current Staff members.
 1. The written justification and its signatures must be verified as containing the names of currently employed Staff Members.
 2. Verification must occur within 10 working days of receipt of the written justification.
- E. Upon verification of the signatures, the Staff Council Member who received the written justification is empowered and compelled to then call a special recall meeting.
 1. Such a meeting must be called within five working days of receiving the verified written justification and signatures and announced at least 10 working days before the meeting is scheduled.
 2. The meeting must take place no later than 30 working days after receipt of verification of the signatures.
- F. A recall vote requires a majority vote of the Staff Council members present at an appropriately called meeting.
- G. The Staff Council, not including members of the Presidency, shall nominate and elect a Staff Council member to oversee the recall proceedings. The election shall be made by a simple majority vote.
- H. Voting on the recall shall be done by secret ballot. In the event of a tie, the recall fails. No member of the Presidency may vote in the recall election.

Section 8: Amendments

- A. Changes to these bylaws shall be presented to the Staff Council by any member of the Staff Council during a regular or special meeting of the Staff Council.

- B. Non-material changes to these bylaws can be accepted by a simple majority vote of the Staff Council.
- C. Material changes to these bylaws shall take effect only if approved by a two-thirds majority of Staff Council members.
- D. Voting may be by any commonly employed method of communication, including but not limited to, postal mail, email, online survey, or other means. Results of the vote shall be posted or distributed among the membership by similar means in a timely fashion.
- E. Once material changes are approved by Staff Council, the bylaws will then be shared with all staff members and be open for thirty (30) days for review and comment.
- F. Material changes are defined as those that affect an important part of the bylaws and the rights of Staff Members.
- G. These bylaws and amendments thereto are subject to review and approval by the President of Idaho State University.

Section 9: Vacancies

- A. A vacancy may occur when a member of the Staff Council is absent from three (3) properly called meetings unless excused by the President, when a member leaves the employ of the University, or when a member surrenders their seat.
 - 1. An excused absence is one provided with advanced notice to the President. The President will notify the Secretary unless already notified.
 - 2. All absences for regular Staff Council meetings are tracked by the secretary through the meeting minutes
 - 3. The Presidency will review attendance rosters, at least quarterly, and address unexcused absences as needed.
- B. When a vacancy has occurred, the matter shall be presented by the Executive Committee to the Staff Council.
- C. Vacancies occurring after December 1st need not be filled before regular elections. That vacancy will become an electable three (3) year position.
- D. When possible, vacancies prior to December 1st shall be filled by appointment of the candidate who, at the most recent election for the position vacated, had the second highest number of votes. If the vacancy cannot be filled in this way, the President shall appoint, subject to Staff Council approval, a person from the same constituent group to complete the unexpired term. Once the term has expired, the seat becomes vacant. The representative is then eligible to run for a full 3-year term.
- E. In the event of a vacancy in the office of the President:
 - 1. Prior to September 1st, shall be filled by appointment of the candidate who, at the most recent election for the position vacated, had the second highest number of votes. If the President ran unopposed, a new special election shall be held within that month from that same classification.
 - 2. After September 1st or before March 1st, the President-Elect shall assume the office of President and a special election will be held to elect a new President-Elect from the opposite classification.

3. After March 1st, the President-Elect will fulfill the role of President and President-Elect for the duration of the year. In May, a new President-Elect will be nominated as normal.
- F. In the event of a vacancy in the office of the President-Elect:
 1. Prior to March 1st, a new special election shall be held within that month from that opposite classification of the President.
 2. After March 1st, the President-Elect will remain unfilled for the duration of the year. In May, a new President-Elect will be nominated as normal.
- G. In the event of a vacancy in the office of Past President, the position shall remain open until the current President's term expires, at which point they becomes the Past President.
- H. In the event of a Member-at-Large vacancy, Staff Council members representing their constituency shall elect a replacement.

Section 10: Staff Council Members

- A. Before each annual election, a census shall be conducted through the Office of Human Resources to determine the total number of full-time employees broken down by classified and non-classified.
- B. Each employee type shall have at least one (1) representative member serving on Staff Council.
- C. One (1) additional representative is elected for every fifty (50) employees in each classification group.

Section 11: Elections/Voting

- A. New Members
 1. *Term of Office.* Staff Council members shall be elected for a three (3) year term.
 2. *Election Process.* An Election Committee, comprised of the Presidency, shall oversee the election process.
 - a. Before each annual election, a census shall be conducted through the Office of Human Resources of employees within each group to determine proportional representation between non-classified and classified employees.
 - b. The call for nominations shall be publicized throughout campus media at least twice by the end of the last day of March, indicating the number of open positions for each classification.
 - c. Nominations must be submitted to the Election Committee. Names of nominees shall be published throughout campus media at least once before April 1st.
 - d. The Election Committee shall: 1) Confirm the eligibility and availability of each nominee through the Office of Human Resources; 2) Prepare and distribute ballots, ensuring that each eligible staff employee has an opportunity to vote; 3) Collect and count ballots; 4) Record the order in which all candidates finished in the election; and 5) Report the election results. Note: Upon request, a ballot may be furnished in a printed format for individuals who are unable to complete the online ballot process.
 - e. Election shall be a simple majority of the members voting. In the event of a tie, the Staff Council President will determine the outcome with a coin toss.
 - f. Election shall take place no later than April 15.

3. *Certification.* The Election Committee shall certify the results by April 30. Those elected shall be seated as Staff Council members at the first regular meeting in May. Outgoing Staff Council members' terms end at that time.

B. Executive Committee

1. Each May, all Staff Council members will vote by secret ballot to choose the members of the Staff Council Executive Committee: for the positions of President-Elect, Secretary, Treasurer, and CMS Officers.
 - a. Elections are a simple majority.
 - b. The Secretary, Treasurer, and CMS Officer positions may also be elected to serve as a Member-At-Large, on a case-by-case basis.
2. Members-at-Large will be chosen at the same meeting by secret ballot, with a simple majority vote.
 - a. Members-at-Large are nominated from, and elected by Staff Council Members representing their respective constituents. Two (2) Members-at-Large shall represent each group: Classified and Non-Classified.
 - b. A Member-at-Large may also be elected to serve as the Secretary, Treasure, or CMS officer, on a case-by-case basis.