

BYLAWS

Article I. NAME

The name of the organization shall be "University of Colorado Denver Staff Council," hereinafter referred to as Staff Council.

Article II. AUTHORITY

- a) Staff Council was established by the President of the University and approved by the Board of Regents of the University of Colorado, July 1, 1970. A copy of the bylaws is provided to the Human Resources, Regents' and Chancellor's offices. The bylaws are published on the Staff Council's website.
- b) Human Resources department is the reporting authority with funding provided by the Chancellor.

Article III. PURPOSE

- a) Staff Council Members serve as representatives for the University of Colorado Denver (UC Denver) staff to the Board of Regents, President of the University, Chancellor of UC Denver, Administrative Officers and the State Personnel Board.
- b) Provide means for the exchange and dissemination of information among and for the UC Denver staff and employees relative to concerns, procedures and policies of mutual interest.
- c) Promote unity, cooperation and loyalty among all employees of the UC Denver.
- d) Study concerns of the staff relating to the management, operations and administration of the UC Denver campus locations and to make recommendations to the UC Denver Administration.
- e) Work with any and all similar councils, groups, or bodies of the University's campuses to fulfill the aforementioned purposes.

Article IV. MEMBERSHIP

- a) Membership on Staff Council shall consist of no more than 40 permanent staff employees of the UC Denver campuses.
- b) Any staff member of UC Denver shall be eligible for membership on Staff Council.
- c) Staff employees shall mean all classified staff and interested professional exempt employees of the University of Colorado Denver.
- d) Staff employees may be full or part-time (at least .5 FTE).
- e) The UC Denver Director of Personnel Services or appointee shall be an ex-officio member.
- f) Ex-officio members may be appointed with approval by the Executive Committee.
- g) Staff Council shall strive to have representation from all geographic locations and occupational groups.

Article IV. section 1. Duties of Members

- a) The members are expected to arrange time to perform staff council functions with their immediate supervisor.
- b) Attend meetings regularly, notify officers of non-attendance.
- c) Staff Council members are required to attend 9 of the 12 yearly meetings (3/4 of the monthly meetings). A member is allowed 3 absences per calendar year (January - December).

- d) Members must notify the Secretary in advance of missing a meeting, if possible. The Executive Committee shall decide whether an absence is to be excused.
- e) Disseminate information to colleagues and co-workers.
- f) Bring concerns and questions from colleagues and co-workers.
- g) Participate on a Staff Council standing committee.

Article IV. section 2. ELECTION OF MEMBERS

- a) Members will be elected by a simple majority vote of the UC Denver Staff employees.
- b) Supervisors and new members will be notified by letter of the term of membership.
- c) Employees elected to Staff Council will begin their term of membership on the 2nd Tuesday in the month of April.
- d) Members shall serve three-year terms.
- e) A Staff Council member may be elected to consecutive terms, with no limit set on the number of terms a member may be elected to serve
- f) The position of any member of Staff Council shall become vacant upon written resignation.
- g) Vacant positions on Staff Council may be filled by appointment beginning with the runners-up from the last election, and then other eligible staff employees may be considered. The employee filling the vacancy will complete the term of the member being replaced.
- h) Executive Committee will consider nominees.
- i) Chair will issue the invitation to join the council.

Article IV. section 3. REMOVAL FROM STAFF COUNCIL

- a) Three absences from regular meetings of Staff Council may provide cause.
 - 1. Staff Council members will be sent a letter from the Chair of staff council upon their 3rd unexcused absence asking them of their commitment to Staff Council.
 - 2. At that time the member should respond to the Chair prior to the next scheduled Staff Council meeting.
- b) University disciplinary actions may result in removal from Staff Council upon a majority vote by Staff Council members.

Article V. OFFICERS AND THEIR DUTIES

- a) Elected officers of the Staff Council shall be the Chair, Vice Chairs (2), Secretary/Treasurer and a representative from each campus.
- b) Parliamentarian may be an elected officer or one appointed by the Chair as determined by the nominating/election committee in consultation with the council each year.
- c) Terms of office (in years) are as follows: Chair two (2) years , Vice Chairs one (1) year, Secretary one (1) year , Treasurer one (1) year, Parliamentarian one year (1) and Campus Representatives one from AMC and one from DDC (1) year each. Duties may be accomplished either by performing the task or through the assistance of the Staff Council Administrative Assistant.
- d) Any Staff Council member is eligible to hold an elected office. Members must serve on council one year immediately prior to running for Chair.

- e) In the event of the Chair's resignation, the vice Chair to succeed will be voted upon by the body and another vice Chair will be elected to fulfill the unexpired term of the person succeeding to the Chair.
- f) In the event of an officer leaving office, the Executive Committee will request volunteers to complete the term. A vote by the members may be requested in the event of multiple volunteers for a position. The Chair will then appoint an individual.
- g) In the event of vacated offices, the duties of more than one officer may be combined or delegated, i.e. Secretary/Treasurer.

Article V. section 1. The Chair shall:

- a) Preside at all Staff council meetings and enforce all regulations and policies as specified in the Staff Council Constitution and Bylaws.
- b) Appoint the Vice Chair to reside in the absence of the Chair.
- c) Prepare, in cooperation with the elected officers, an agenda for all regular and special staff council meetings.
- d) Represent Staff council at the Chancellor's Governance meetings.
- e) The chair will submit a written yearly report summarizing all activities to the Chancellor and members of Staff Council, including accomplishments of committees.
- f) Act as the Spokesperson for Staff council at official functions or at functions where Staff Council representation is requested.
- g) Appoint ad hoc committees with the approval of the Executive Committee.
- h) Appoint members to represent classified staff on university task forces and committees, as requested.
- i) Approve official communications sent by Staff Council in cooperation with the Executive Committee.
- j) Vote only in case of a tie.
- k) Signature authority for Staff Council account. The Chair's expenditures require the signature of the Chancellor or designee.
- l) Call special meetings for Staff Council and the Executive Committee.
- m) Oversee budget and expenditures in cooperation with the Secretary and Treasurer. Review and initial with the Treasurer, budget summaries at the beginning and end of his/her term of office.
- n) The agenda will be available electronically to all university staff two weeks prior to scheduled meetings. A final agenda will be distributed to staff council one week prior to the meeting.
- o) Retain ex-officio membership to all Staff Council Committees.
- p) Appoint committee members and chairs as needed.

Article V. section 2. THE VICE CHAIRS SHALL:

- a) In the absence of, or upon resignation of the Chair, preside at the Staff Council meetings and assume the powers, responsibilities and prerogatives of the Chair.
- b) Conduct membership elections.
- c) Be responsible for officer elections.
- d) Assist the Chair as requested, participate with the Executive Committee.
- e) Communicate with committee chairs to ensure continuity.

Article V. section 3. THE SECRETARY SHALL:

- a) Record the minutes of meetings in the absence of administrative support.
- b) Edit the minutes as supplied by any other recorder.
- c) In the absence of a person in the administrative support position keep the recorded minutes as well as other council documents in an archive to be available in the future.
- d) Ensure the distribution of the agenda, minutes and committee reports at least two weeks in advance of regular meetings.
- e) Notify members of special meetings, task may be assigned to person in the Administrative support position.
- f) Keep a listing of all Staff Council members and their committee membership and contact information. In addition, the information will be kept by the person in the Administrative support position.
- g) Record meeting attendance, task may be assigned to person in the Administrative support position.
- h) Assist with Staff Council correspondence, notices and other official business as requested by members of the Executive Committee, in the absence of a person in the Administrative support position.
- i) Assemble packet of information for new members, including a meeting schedule of time and place, bylaws, current membership roster and minutes of the previous meeting in the absence of a person in the Administrative support position.

Article V. section 4. THE TREASURER SHALL:

- a) This office may be combined with the office of Secretary to be served by one individual.
- b) Provide assistance with paying or arranging payment for staff council functions and expenditures. This task may be shared with a person in the Administrative Support position.
- c) Participate with the Executive Committee to prepare the annual budget request.
- d) Report financial transactions at the regular council meetings, this task may be performed by the Administrative Support person.
- e) Reconcile financial records with the staff governance office in accordance with the UC Denver fiscal year closing dates. Provide documentation to the Assistant Director of Human Resources' Administrative Support person.
- f) Oversee and review the financial records and backup documentation, responsible for recording accounts receivable and accounts payable.
- g) In the absence of an Administrative support person, keep an archive of financial records and backup documentation.

Article V. section 5. THE PARLIAMENTARIAN SHALL:

- a) This office may be appointed by the chair or elected by the body of the council as determined by the nominating/election committee in consultation with the council each year.
- b) Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, timing, etc., during meetings
- c) Inform members of parliamentary procedure as needed

- d) Review and study the bylaws and standing rules annually. If changes are required, ask the president to appoint a committee for this review. Proposed amendments must be submitted through council
- e) Advise presiding officer, when requested, on questions of parliamentary procedure. Parliamentarians do not “rule.” Only the chair has the power to rule on a question of order. If the parliamentarian has expressed an opinion at the request of the chair, the chair must still make the ruling.
- f) Ensure each member of the executive board has a current copy of the unit’s bylaws and standing rules. This task may be assigned to the council’s Administrative support position.

Article V. section 6. REMOVAL FROM OFFICE

- a) An officer may be removed from office.
- b) A written complaint for removal of an officer is signed and presented to a member of the Executive Committee.
- c) The Executive Committee will take up the issue and determine validity of the complaint.
- d) The Executive Committee will send written notice detailing the complaint to all staff council members prior to the next scheduled meeting.
- e) The complaint shall be discussed at the meeting and a vote by secret ballot shall be conducted under the supervision of the Bylaw/Election Committee. The petition shall pass if it receives a 2/3 vote. If the Chair is the officer in question, the Vice Chair will preside over the discussion.
- f) The officer in question shall be notified in writing of the outcome of the vote. Staff Council members shall be notified in writing of the outcome of the vote.

Article VI. COMMITTEES

- a) Each committee shall return a record of its activities (meetings, letters, survey, phone calls, etc.) Such records are to be open to all Staff Employees and kept on record with Staff Council meeting minutes archive.
- b) Written reports should be submitted to be included with the agenda before regularly scheduled meetings.
- c) Upon termination of a committee’s responsibilities, a summary shall be kept as resource material.
- d) Each committee will select a chair in June of each year to convene meetings, ensure communication and report committee business at the regular council meetings.

Article VI. section 1. TYPES OF COMMITTEES

- a) Executive Committee – An internal committee that sets the Staff Council agenda, hears committee reports, and makes recommendations for Staff Council consideration and action.
- b) Standing Committee – internal Staff Council committee that addresses specific ongoing issues affecting the staff and the Staff Council.
- c) Ad Hoc Committee - These committees shall be appointed as needed to complete council business by the Chair with the approval of the Executive Committee.

- d) Special interest Committee – Committee constituted and terminated by Staff Council in order to consider matters of a current and temporary nature. This may include committees formed on campus by other governance groups requesting staff input and membership.

Article VI. section 2. THE EXECUTIVE COMMITTEE

- a) Comprised of all elected officers. Committee chairs may be invited to attend the meeting.
- b) The Executive committee shall meet at least once each month prior to the regularly scheduled Staff Council meetings. The Chair or any member of the Executive committee may call special meetings as necessary.
- c) The Executive committee shall hear reports from committees, discuss and make recommendations for Staff Council consideration and action, and set agendas for Staff Council meetings.
- d) The Chair and/or appointed designee from the Executive Committee shall meet regularly with the Chancellor of UC Denver to report on Staff concerns and to develop, discuss and recommend policy changes.
- e) Executive Committee shall be responsible for new Staff Council member orientation.

Article VI. section 3. STANDING COMMITTEES

- a) The Standing Committees shall be: Personnel/Legislative, Communications, Staff Appreciation and Chancellor’s Campus Life.
- b) All Staff Council members are required to actively participate on at least one standing committee. Preference is given to areas of interest.
- c) Committees shall schedule their monthly meetings to fit their individual requirements and availability of their membership.
- d) Committees must communicate their meeting time and day to the Secretary and are encouraged to promote non-committee members to attend.
- e) Staff Council members shall chair only one committee as elected by committee members.
- f) Each committee shall maintain a record of its activities and present a monthly written report to the Executive Committee.
- g) Each committee shall elect a chairperson and secretary following the June meeting.
- h) All Standing Committees shall be authorized by Staff Council to write letters, initiate surveys, etc. in the pursuit of committee goals, but shall refrain from action needing Staff Council approval.
- i) Active participation in the University of Colorado Staff Council and one of its Committees may be substituted for active participation on a UC Denver staff council committee.

Article VI. section 4. AD HOC COMMITTEES

- a) Committee representatives are to give monthly reports to Staff Council.
- b) Upon termination of a committee's responsibilities, a written summary of the committee's findings and recommendations shall be forwarded to the Council's Executive Committee.
- c) NOMINATING and ELECTION COMMITTEE:

1. Comprised of the two Vice Chairs, and at least one additional member selected for the Committee one month before any election; either by volunteer or appointment.
2. The Nominating/Election Committee shall present to Staff Council in March a slate of nominees for Members of Staff Council, along with information on each nominee.
3. The Nominating/Election committee shall present to Staff Council in May a slate of nominees for Officers of Staff Council and representatives to the University of Colorado Staff Council and Statewide Liaison, along with information on each nominee.

Article VII. MEETINGS

- a) Parliamentary authority and procedure are based on Robert's Rules of Order Newly Revised.
- b) Regular meetings of Staff Council shall be held each month on the second Tuesday unless otherwise ordered by Staff council.
- c) A quorum is required to transact business at a meeting. A quorum shall consist of one-half plus one of the current voting members. In the absence of a quorum, any business transacted is null and void. The action that can legally be taken in the absence of a quorum is to fix the time to which to adjourn, adjourn, recess, or take measures to obtain a quorum. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.
- d) Special meetings will be called by the Chair as necessary or at the written request of three (3) Staff Council members.
- e) Meetings are open.
- f) Any employee of the UC Denver is welcome to attend regular or special staff council meetings.
- g) Only members of the Staff Council have voting privileges.
- h) In cases of long-term leave of absences a substitute may be appointed with voting privileges with the approval of Staff Council.
- i) At no time will proxy or one time only voting be allowed.
- j) A joint meeting of new, continuing, and retiring members of Staff Council shall be held in April. This meeting will be for introduction of new members and orientation to the duties of officers and members.
- k) The outgoing Chair shall preside at the June meeting.

Article VIII. ELECTIONS

- a) Staff Council elections will be the responsibility of the Vice Chairs who head the Nominating/Election Committee. The committee will be comprised of at least 3 staff council members.
- b) Elections are decided by a plurality of the constituency voting.
- c) All ballots shall be preserved for thirty (30) days in case the election is contested.
- d) A copy of the elections results shall be kept until the results of the next election, in order to fill vacancies which may occur during the upcoming year.

Article VIII. section 1. MEMBERSHIP

- a) Membership elections are held once each year in the spring.
- b) The Vice Chairs will ratify the number of vacancies.
- c) Nominations for membership shall be solicited by the Nominating Committee. During the month of January, the Nominating Committee shall solicit nominations by direct mailing, through the campus newspapers, email and staff council newsletter. Nominees will be contacted by the Election Committee to determine their willingness to run. Ballots shall be distributed via inter-campus mailing to all staff by the second week in March. Ballots must be returned no later than the deadline indicated on the ballot to be validated.
- d) Election to membership will be by written ballot.
- e) All candidates will be notified of the results of the election in writing within ten (10) days after the election.
- f) In case of a tie, the tie will be broken by a vote of current members of Staff Council.

Article VIII. section 2. OFFICERS

- a) Staff Council officer elections are held in the spring of each year, usually May.
- b) The vice chairs will ratify with the Executive Committee the terms that are ending.
- c) Nominations shall be solicited by the Nominating Committee at the regular February meeting.
- d) A ballot is presented at the March meeting. Voting occurs at or before the April meeting; new officers preside at the May meeting.
- e) Ballots will be tabulated by the committee; those on the committee as well as the ballot will be excused. The Vice Chair will confirm the results before announcements are made.

Article IX. REPRESENTATION TO OTHER COUNCILS

- a) Representatives to other councils or committees are to give monthly reports to Staff Council. Written reports should be submitted to be included with the agenda before regularly scheduled meetings.
- b) University of Colorado Staff Council (UCSC)- There shall be two (2) representatives elected. Both shall serve 2 year terms, elected in alternate years to provide continuity. The alternate shall be the chair or designee.
- c) Statewide Liaison of Higher Education - There shall be one delegate and one alternate. The terms shall be for two (2) years. Both shall serve 2 year terms, elected in alternate years to provide continuity.
- d) Chancellor's Campus Life Committee representatives are the staff council Chair (co-chair) and one or two volunteers appointed by the staff council chair. The term shall be a two (2) year term.

Article X. AMENDMENTS TO BYLAWS

- a) An amendment to the Bylaws may be proposed by a Staff Council member in writing to the Chair two (2) weeks prior to a regularly scheduled meeting.
- b) The proposed amendment will be submitted in writing to Staff Council members two (2) weeks prior to a general meeting.

- c) At this scheduled general meeting, the amendment will be read. Changes suggested should be given in writing.
- d) The proposed amendment shall then be voted on at the following regularly scheduled meeting. A two-thirds vote of those present and voting shall be necessary for adoption of the amendment.
- e) All ratified amendments will be submitted for signature by the appointing authority of the council.

Article XI. RIGHTS OF MEMBERS UNDER REPRIMAND

- a) Members and associates shall be subjected to reprimand, censure or suspension by a two-thirds vote of the members.
- b) No such action shall be taken against a member until such member has been served with written, specific charges.
- c) The member shall be given ten (10) days to prepare any defense and afforded a full and fair hearing.
- d) Members under the provision of this act may, within thirty (30) days after notification of such action, request the Executive Committee with the Ex-Officio member from Human Resources to review any questions or procedure involved.

Approved by a vote of Staff Council, June 19, 2009

Staff Council Chair

Assistant Vice Chancellor, HR