

STAFF COUNCIL BYLAWS

Article I. NAME AND LOCATION

The name of the organization shall be "University of Colorado Denver | Anschutz Medical Campus Staff Council," hereinafter referred to as Staff Council, to be located at the University of Colorado Denver | Anschutz Medical Campus.

Article II. AUTHORITY

- a. The 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 Chancellors' offices. The bylaws are published on the Staff Council's website.
- b. The Human Resources department is the reporting authority with funding provided by the Chancellor(s) and Assistant Vice Chancellor for Human Resources.
- c. The Staff Council and Exempt Professional Assembly (EPA) officially merged into one Staff Council effective January 1, 2015.
- d. The Exempt Professional Assembly (EPA) officially dissolved effective January 1, 2015.

Article III. PURPOSE & DEFINITIONS

DEFINITIONS:

- a. **"Staff Council Members"** is defined as the elected body of representatives from the University of Colorado Denver | Anschutz currently representing all staff employees, as defined below.
- b. **"Staff Employees"** is defined as all permanent CU Denver | Anschutz employees who are designated as classified staff by the State of Colorado; university staff by the University of Colorado (excluding University officer positions); and those in the research assistant/associate series (this series includes, professional research assistants, senior professional research assistants, research associates, and senior research associates, which is a faculty job series not otherwise represented by faculty assembly).
- c. **"Executive Committee"** is defined as the elected officers, within the Staff Council Membership, holding offices of Chair, Vice Chair, Secretary, Treasurer, Parliamentarian, and campus/position classification representatives (as needed).

PURPOSE:

- a. Staff Council Members
 - i. Serve as representatives for the CU Denver | Anschutz staff employees to the Board of Regents, President of the University, Chancellor(s) of CU Denver | Anschutz, Administrative Officers and the State Personnel Board.
 - ii. Provide means for the exchange and dissemination of information among and for the CU Denver | Anschutz staff employees relative to concerns, procedures and policies of mutual interest.

- iii. Promote unity, cooperation and loyalty among all employees of the CU Denver | Anschutz campus locations.
- iv. Study concerns of the staff employees relating to the management, operations and administration of the CU Denver | Anschutz campus locations and to make recommendations to the CU Denver | Anschutz Administration.
- v. Work with any and all similar councils, groups, or bodies of the University's campuses to fulfill the aforementioned purposes.
- vi. Promote professional development and networking opportunities among CU Denver | Anschutz staff employees.
- vii. Provide representation to boards, councils, committees, and work collaboratively with these groups in areas such as strategic planning, policy development, recruitment, retention, and staff recognition; toward the overall efficiency of the campus and the university.

Article IV. MEMBERSHIP

- a. Staff Council Members (Staff Council) shall consist of no more than 40 permanent staff employees of the CU Denver | Anschutz campus locations.
- b. Any staff employee of CU Denver | Anschutz, who is equal to or greater than 0.5FTE, shall be eligible for membership on Staff Council.
- c. The CU Denver | Anschutz Assistant Vice Chancellor of Human Resources or appointee shall be an ex-officio member on Staff Council.
- d. The Executive Committee may appoint additional ex-officio members.
- e. Staff Council shall strive to have representation from all geographic locations and occupational groups.
- f. In order to ensure that the interests of all staff employees are addressed, all efforts will be made to ensure that there is balanced representation of classified staff; university staff; and research assistant/associate series within the Executive Committee.

Article IV. Section 1. Duties of Members

Staff Council members are expected to:

- a. Request time to perform Staff Council functions with their immediate supervisor.
- b. Attend meetings regularly: Attend 9 of the 12 yearly meetings (or at least 3/4^{ths} of the monthly meetings). A member is allowed 3 absences per service year (beginning the month the member was elected/appointed, through the end of the current service year).
- c. When at all possible, in advance, notify the Staff Council Secretary of missing a meeting.
- d. Disseminate information to colleagues and co-workers.
- e. Bring concerns and questions from colleagues and co-workers.
- f. Participate on at least one Staff Council standing committee.

Article IV. Section 2. NOMINATION AND ELECTION OF MEMBERS

- a. Staff Council elections will be the responsibility of the Vice Chairs of the Executive Committee, who head the Nominating/Election Committee. The nominating/election committee will be comprised of at least three (3) Staff Council members.
- b. Nominations for Staff Council membership shall be solicited by the Nominating Committee. Starting the month of February, the Nominating Committee shall solicit nominations by direct mailing, through the campus locations' electronic communications systems (website, university announcements, etc.). Nominees will be contacted by the Election Committee to determine their willingness to run. Ballots shall be distributed via email to all staff employees by the second week in March. Ballots must be returned no later than the deadline indicated on the ballot to be validated.
- c. Election to Staff Council membership will be by electronic ballot.
- d. Members will be elected by a simple majority vote of the CU Denver | Anschutz Staff Employees. Elections are decided by a plurality of the constituency voting.
- e. All ballots shall be preserved for thirty (30) days in case the election is contested.
- f. A copy of election results shall be kept until the results of the next election, in order to fill vacancies which may occur during the upcoming year.
- g. In case of a tie, the tie will be broken by a vote of current members of Staff Council.
- h. New members and their immediate supervisor and appointing authority will be notified by letter of the term of membership. All candidates will be notified of the results of the election in writing within ten (10) days after the election.
- i. Staff Employees elected to Staff Council membership will begin their term of membership on the 2nd Tuesday in the month of May.
- j. Members shall serve three (3) year terms.
- k. A Staff Council Member may be elected to serve for four (4) consecutive terms, with no limit set on the number of nonconsecutive terms a member may be elected to serve.
- l. The position of any member of Staff Council shall become vacant upon written resignation.
- m. 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.
- n. Executive Committee will consider nominees to fill any vacant positions outside of the normal election period.
- o. Chair will issue the invitation to join the council to the nominees.

Article IV. Section 3. NOMINATION AND ELECTION OF 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 IV. Section 4. REMOVAL FROM STAFF COUNCIL

- a. Three absences in a service year, from the Staff Council membership monthly meetings, is cause for dismissal unless an exception is considered by the Executive Committee.
- b. Following the 3rd absence, Staff Council members will be sent a letter from the Chair of Staff Council asking them to confirm their commitment to Staff Council.
- c. The member must respond to the Chair prior to the next scheduled Staff Council meeting. Failure to do will result in immediate dismissal from the Staff Council.

Article V. OFFICERS AND THEIR DUTIES

- a. Elected Officers making up the Executive Committee of the Staff Council shall be:
 - i. One Chair
 - ii. Two Vice Chairs
 - iii. One Secretary
 - iv. One Treasurer
 - v. One At-Large Representative from each underrepresented location when possible (NOTE: Representatives will only be elected for campuses not represented by the officers listed above).
 - i. This process will be completed via special election as needed after the regular election period.
 - vi. Position Classification Representative, when necessary, if the Executive Committee needs to be ‘balanced’, two representatives from each job classification [classified staff, university staff, research assistant/associate series] will be elected onto the Executive Committee. (NOTE: Representatives will only be elected for job classifications not represented by the officers listed above).
 - i. This process will be completed via special election as needed after the regular election period.
 - vii. One Parliamentarian may be an elected officer or one appointed by the Chair as determined by the nominating/election committee in consultation with the Staff Council each year.

- b. 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 (1) year, Campus Representatives one (1) year, and Position Classification Representative one (1) year.
- c. Any Staff Council member, in good standing, is eligible to hold an elected office. Members must serve on Staff Council for at least one year immediately prior to running for Chair.
- d. In the event of the Chair's resignation, the Vice Chair to succeed will be voted upon by the Staff Council membership and another Vice Chair will be elected as well to fulfill the remaining term of the person succeeding to the Chair.
- e. 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.
- f. In the event of vacated offices, the duties of more than one officer may be combined or delegated, e.g. 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. Submit a written or verbal yearly report summarizing all activities to the Chancellor(s) and members of Staff Council, including accomplishments of committees.
- f. Act as the Spokesperson for Staff Council at official functions or functions where Staff Council representation is requested.
- g. Appoint ad hoc committees with the approval of the Executive Committee.
- h. Appoint members to represent 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. Act as signature authority for the Staff Council account. The Chair's expenditures require the signature of the Chancellor(s) or designee; and obtain necessary approvals by the Assistant Vice Chancellor of Human Resources or designee.
- l. Call special meetings for Staff Council and the Executive Committee, as necessary.
- 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. Ensure that the agenda is available and distributed to Staff Council members in advance of meetings.
- 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.
- b. Edit the minutes, if supplied by any other recorder.
- c. 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 in advance of regular meetings.
- e. Notify members of special meetings.
- f. Keep a listing of all Staff Council Members, their committee membership and contact information.
- g. Record meeting attendance.
- h. Assist with Staff Council correspondence, notices and other official business as requested by members of the Executive Committee.
- 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.

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.
- c. Participate with the Executive Committee to prepare the annual budget request.
- d. Report financial transactions at the regular council meetings.
- e. Reconcile financial records with the staff governance office in accordance with the CU Denver | Anschutz fiscal year closing dates. Provide documentation to the Assistant Vice Chancellor of Human Resources or designee.
- f. Oversee and review the financial records and backup documentation, responsible for recording accounts receivable and accounts payable.

- g. Keep an archive of financial records and backup documentation.

Article V. Section 5. THE PARLIAMENTARIAN SHALL:

- a. 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 Chair 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.
- f. 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.
- g. Ensure each member of the Executive Committee has a current copy of the unit’s bylaws and standing rules.

Article V. Section 6. THE CAMPUS REPRESENTATIVE SHALL:

- a. Provide representation of campus underrepresented on Executive Committee.
- b. This position shall be filled through special election if the Executive Committee is lacking representation of that campus location.

Article V. Section 7. THE POSITION CLASSIFICATION REPRESENTATIVE SHALL:

- a. Provide representation of positions classification (classified, university staff, professional research assistant series) underrepresented on Executive Committee.
- b. This position shall be filled through special election if the Executive Committee is lacking representation of that position classification.

Article V. Section 8. REMOVAL FROM EXECUTIVE COMMITTEE OFFICE

- a. An officer of the Executive Committee may be removed from office if a written complaint for removal is signed and presented to a member of the Executive Committee.
- b. The Executive Committee will take up the issue to determine validity of the complaint.
- c. The Executive Committee will send written notice detailing the complaint to all Staff Council Members prior to the next scheduled meeting.
- d. The complaint shall be discussed at the meeting and a vote by secret ballot shall be conducted under the supervision of the Nominating and 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.

- e. All Staff Council members, including the officer in question, shall be notified of the outcome of the vote in writing within three (3) business days.

Article VI. Section 1. COMMITTEES

- a. Executive Committee: An elected internal committee consisting of the Staff Council Officers, 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 by the Chair and with the approval of the Executive Committee, to complete Staff Council business.
- d. Special Interest Committee: A 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.
- 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(s) of CU Denver | Anschutz to report on staff concerns and to develop, discuss and recommend policy changes.
- e. The Executive Committee shall be responsible for new Staff Council Member orientation.

Article VI. Section 3. STANDING COMMITTEES

- a. The Standing Committees shall be:
 - 1) Personnel/Legislative
 - 2) Staff Appreciation/Recognition
 - 3) Professional Development
 - 4) Networking/Campus Engagement
- 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 member attendance.
- e. Staff Council members shall chair only one committee as elected by committee members.
- f. Each committee shall elect a chairperson and secretary following the June meeting.
- g. Each committee shall maintain a record of its activities and present a report at the monthly Staff Council meeting.
- h. Upon termination of a committee's responsibilities, a summary shall be kept as resource material.
- i. 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.
- j. Active participation in the University of Colorado Staff Council and one of its Committees may be substituted for active participation on a CU Denver | Anschutz Staff Council committee.

Article VI. Section 4. NOMINATING and ELECTION COMMITTEE:

- a. 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.
- b. 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.
- c. 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. (Robert, H., & Honemann, D. (2011). *Robert's Rules of Order Newly Revised 11th edition*. Philadelphia: Da Capo Press.)
- b. Regular meetings of Staff Council shall be held monthly unless otherwise ordered by Staff Council. These are open to the public.
- c. A quorum is required to transact business (approve action items) at a meeting. A quorum shall consist of one-half plus one of the current voting members. In the absence of a quorum, any item needing approval is null and void and tabled to the next meeting or shall be sent out for vote to all Staff Council members via email. 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, these meetings are open to the public.
- e. Executive sessions may be called by the Chair and held as needed, these meetings are closed to the public.
- f. Only members of the Staff Council have voting privileges.
- g. In cases of long-term leave of absences a substitute may be appointed with voting privileges with the approval of Staff Council.
- h. At no time will proxy or one time only voting be allowed.
- i. A joint meeting of new, continuing, and retiring members of Staff Council shall be held between April and August. This meeting will be for introduction of new members and orientation to the duties of officers and members.
- j. The outgoing Chair shall preside at the June meeting.

Article VIII. REPRESENTATION ON OTHER CU COUNCILS

- a. Staff Council members may volunteer to be a Staff Council representative on the following CU Councils:
 - i. University of Colorado Staff Council (UCSC) - There shall be three (3) representatives elected. All shall serve three (3) year terms, elected in alternate years to provide continuity. The alternate shall be the chair or designee.
 - ii. 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.
 - iii. Chancellor’s Campus Life Committee representatives are one or two volunteers appointed by the Staff Council Chair. The term shall be a two (2) year term.
- b. Staff Council Members who hold a representative ‘seat’ on other CU councils or committees are to give monthly reports during the monthly Staff Council meetings. When necessary, written reports should be submitted to be included with the agenda before regularly scheduled meetings.

Article IX. AMENDMENTS TO BYLAWS

- a. An amendment to the bylaws may be proposed by a Staff Council member in writing to the Chair three (3) weeks prior to a regularly scheduled meeting.
- b. The proposed amendment will then be presented in writing to Staff Council members by the Chair, two (2) weeks prior to a general meeting.
- c. At the next scheduled monthly meeting, the amendment will be read, considered and approved if applicable. All recommended changes to the presented amendment, should be submitted in writing within one (1) week being presented.

- d. The proposed amendment shall then be voted on at the following regularly scheduled meeting. A two-thirds vote of the quorum present shall be necessary for adoption of the amendment to be approved.
- e. All ratified amendments will be submitted for signature by the appointing authority of the Council.

Article X. RIGHTS OF MEMBERS UNDER REPRIMAND

- a. Staff Council Members and associates shall be subjected to reprimand, censure or suspension by two-thirds vote of the total membership.
- 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, May 8, 2015.

Staff Council Chair

Assistant Vice Chancellor, HR