

**Eastern Kentucky University**

**Staff Council**



**BYLAWS**

**March 16, 2004**  
**Eastern Kentucky University**

# Staff Council Bylaws

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# **Eastern Kentucky University Staff Council Bylaws**

## **Article I**

### **Title**

Eastern Kentucky University Staff Council

## **Article II**

### **Statement of Purpose**

To foster communication and serve as a communication conduit between staff and the President, provide recommendations on all matters pertaining to staff, and promote the welfare of all staff through professional development and formal recognition while serving the Mission of the University.

## **Article III**

### **Membership and Eligibility**

#### **Section 1. Eligibility**

Exempt and non-exempt Employees who are eligible for full benefits as described in the Staff Handbook, who are not members of the Provost Council, President's Cabinet and/or the Administrative Council, and who are not eligible for election to the Faculty Senate shall be eligible to serve.

#### **Section 2. Representation**

- A. Representation on the Staff Council shall follow most current version of the Membership Representation Table (MRT). See Attachment A.

- B. In developing the MRT, the Staff Council shall consider the total number of staff within a particular unit and similarities of purpose served by specific units.
- C. The MRT shall be periodically reviewed by the Elections and Credentials Committee of the Staff Council to ensure accurate and appropriate representation.
- D. Modifications to the MRT shall require a two-thirds vote of the Council.

**Section 3. Size**

- A. Staff Council shall consist of 12 elected representatives as outlined in the current MRT.
- B. Ex-Officio/Non-Voting Members
  - 1. Shall include but not be limited to the Staff Regent.
  - 2. Additional ex-officio members may be appointed or removed by a two-thirds vote of the Staff Council.

**Section 4. Removal from Council**

Any Council member can be removed from office by two-thirds vote of the Staff Council for non-performance of Council duties or failure to support the mission of the Staff Council. Opportunity will be given to said Council member to explain their actions to Staff Council prior to the vote.

**Article IV**

**Elections**

**Section 1. Nominations**

At least thirty days prior to the election, candidates shall file with the Staff Council a nominating petition signed by five qualified electors of his/her unit as listed by the MRT, along with a signed agreement to serve if elected.

Signatures will be verified by the Elections and Credentials Committee of the Staff Council.

**Section 2. Elections**

- A. File by October 1 as described in Article IV, Section 1.

- B. Election to be held mid-November of each year.
- C. Election will follow guidelines established by the Elections and Credentials Committee.
- D. Council members shall commence service on January 1.
- E. In case of a tie, the winner shall be determined through a run-off election within ten days of the regular election.

### **Section 3. Election Vacancies**

A vacancy shall exist if the following event occurs. No valid nomination form is submitted for an open area.

Election vacancies may be filled by one of the following methods.

1. Holding a special election from within the area with the vacancy following guidelines of the original election process.
2. If no valid nomination is received by this method, the Staff Council can appoint a staff representative from any eligible staff member of the University, not necessarily from the area to be represented.

### **Section 4. Term of Office**

Terms of office will be for three years with one third of the Council being elected each year.

### **Section 5. Term Limits**

- A. A Council member shall not serve more than two (2) consecutive elected full terms.
- B. If a member assumes an unexpired term for less than six months, the member may be elected for two full consecutive terms.

### **Section 6. Vacancies**

A vacancy shall exist whenever any of the following events occur:

1. The person ceases to be eligible as defined by Article III. Section 1.
2. The person notifies the Chair of the Staff Council, in writing, that he/she no longer wishes to continue in such capacity.

3. Council members who transfer to a position outside the area they were elected from and have served less than ½ their term will forfeit their position on the Council and the seat will become vacant. If they have completed over ½ of their term, the Council member will have the option to retain their seat through the end of that term.
4. A council seat shall be declared vacant following three un-excused absences at regular Staff Council meetings. Excused absences include: sick leave, annual leave, and professional obligations. Non-attendance at special meetings or absences caused by a change of the regular meeting date will not count as an absence for purpose of this section.

### **Section 7. Filling Vacancies**

- A. A vacancy may be filled by an eligible candidate within the category of the last regular election. If there is more than one eligible candidate from the last regular election, a new election will be held for this category only among those candidates already eligible. The person will serve until the term of said position expires.
- B. If no runner up is qualified, an election will be held for the non-represented area following all regular election guidelines.
- C. If no qualified person(s) files to run for election, the Executive Committee will accept nominations for a representative, which will be voted on by the full Staff Council requiring a 2/3 majority for approval.

## **Article V**

### **Staff Council Officers**

#### **Section 1. Officers**

- A. Officers shall include a Chair, Vice Chair, and a Secretary/Treasurer.
- B. Officers will be elected annually from the elected membership of the Council and shall serve a one year term, or until a successor is elected and seated. Officers will be elected by process of nomination, with nominations being received by any member of the Council including self-nomination, and secret ballot vote by entire Council. The order of election shall be Chair, Vice Chair and Secretary/Treasurer. Officers may serve successive terms.

- C. An election to fill a vacancy for any officer shall be conducted at the next regular meeting after such vacancy occurs

## **Section 2. Duties**

Duties of Chair shall be:

1. To preside at all meetings of the Council and serve as the Chair of the Executive Committee.
2. To issue calls for both regular and special meetings.
3. To determine the agenda, in consultation with the chairs of the standing committees, for all meetings of the Council.
4. To receive all matters directed to the Council and refer them to the appropriate committees.

Duties of Vice Chair shall be:

1. To preside at all meetings in the absence of the Chair.
2. To assume the chair in the event of a vacancy in the office of Chairperson.

Duties of the Secretary/Treasurer shall be:

1. To maintain and safeguard accurate minutes of all Council meetings.
2. To distribute minutes to all members prior to the next meeting.
3. To preside at Council meetings in the absence of the Chair and Vice Chair.
4. To administer the budget of the Council.
5. To present a budget report not less than once annually to the Council.

## **Article VI**

### **Standing Committees/Duties**

#### **Section 1. Committee Representation**

All Staff Council members will actively serve on at least two Standing Committees of the Council at the discretion of the Executive Committee.

## **Section 2. Election of Committee Chairs**

A member of the Executive Committee will annually schedule the first meeting of the Standing Committees. The first order of business will be the election of a chair and a secretary. The Chair must be a member of the Staff Council.

## **Section 3. Elections and Credentials**

The Elections and Credentials Committee is responsible for conducting the elections of members of the Staff Council, as well as the staff representative on the Board of Regents. The Elections and Credentials Committee shall conduct an annual review of the Membership Representation Table to insure that the Staff Council appropriately and equitably represent the University staff. This committee shall certify the eligibility of candidates for election to the Staff Council, maintain a council roster and election records.

## **Section 4. Issues and Benefits**

The Issues and Benefits Committee shall review general, broad-based issues and concerns involving personnel policies, procedures and plans and forward recommendations to the Staff Council. The Chair of the Issues and Benefits Committee shall serve on the University Health Care and Benefits Committee, as well as any standing or ad hoc committee on the *Staff Handbook*.

## **Section 5. Staff Recognition and Professional Development**

The Staff Recognition and Professional Development Committee shall work with Human Resources to identify and recommend to the President appropriate staff training and professional development opportunities. In addition, they shall study and make recommendations to enhance employee recognition concerning appropriate awards and activities to recognize outstanding staff performance and achievement.

## **Section 6. Communications Committee**

The Communications Committee shall establish and maintain WEB and print materials to disseminate information on all matters pertaining to the ECU Staff Council. They shall work closely with other standing committees of the Council to ensure timely and accurate communication with the university community.

## **Section 7. Executive Committee**

The Executive Committee shall consist of the officers of the Staff Council, chairs of the Standing Committees, and the Staff Regent. The Executive Committee is responsible for the oversight of all standing committees. They shall facilitate all meetings of the Council, shall appoint ad hoc committees as needed and shall insure that the appropriate

standing committees address staff concerns. The Executive Committee shall prepare an annual report to the University community.

## **Article VII**

### **Meetings**

#### **Section 1. Regular Meetings**

Regular meetings shall be held a minimum of two times per semester and once during the summer.

#### **Section 2. Special Meetings**

The Chair, a majority of the Executive Committee, or a majority of the Council, can call a special meeting with reasonable notification.

## **Article VIII**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the conduct of meetings of the Staff Council unless the Council shall adopt or suspend rules otherwise.

## **Article IX**

### **Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Staff Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting or distributed at least two weeks in advance to the full Council.

Adopted March 16, 2004

Amended November 9, 2004

Amended June 25, 2005

