College of Communication and Information
Staff Council Bylaws

Section I: Name
The name of the organization shall be the CI Staff Council. It is referred to in the Bylaws as Staff Council.

Section II: Purpose
The Staff Council has been established to serve as an advocate of the staff of the College of Communication and Information. The Staff Council seeks to improve communication on all levels. The Staff Council will advise and inform the Dean on issues affecting staff. The Staff Council shall serve as a mechanism to organize events, plan projects, serve as a communications resource for staff, create awareness for staff opportunities, and assist staff in understanding how they can contribute to the well-being of the College and its employees.

Section III: Members
All staff employees, including full-time, part-time, regular and temporary, shall be eligible for membership in the Staff Council.

The Staff Council shall include 7 members with open nominations from the entire college. There must be at least one staff member on the CI Staff Council from the Dean’s office and each major academic unit of the college to include: (1) Dean’s office, (2) Department of Communication, (3) School of Journalism and Telecommunications, and (4) School of Library and Information Science. In addition, members should be selected so there is at least one representative on the CI Staff Council from each functional area: (1) Business Officers, (2) Technology, and (3) Student Services. A staff member may represent both an academic unit and a functional area.

The duties of the Staff Council members will be to attend all meetings, communicate to other staff information on Staff Council activities and programs, communicate to the Staff Council concerns and ideas of staff members, communicate to the Dean and College leadership, serve on committees, and fully participate in Staff Council activities.

Employees with faculty rank are not eligible for membership on the Staff Council.
Section IV: Term of Office
Members of the Staff Council will be elected to serve 2-year terms beginning July 1 and ending June 30. Council members can serve multiple terms. When deemed necessary by the Staff Council, the outgoing chairperson may remain on the Staff Council for one additional year as an ex-officio member.

There shall be no permanent members or representatives on the Staff Council in any capacity.

Section V: Nominating Procedures
In May, staff representatives for the Dean’s office and each major academic unit will oversee the call for nominations in their areas. Every unit listed in Section III of the bylaws must nominate at least 1 staff member for the council. Outgoing staff representatives may also nominate a new representative from any unit within the college, and staff may self-nominate. If more than 7 people are nominated for the board, an election will be held in June.

Section VI: Organization
Meetings shall be held once per month during the calendar year at a day, time and location determined by the Staff Council. Special meetings may be called more often when deemed necessary.

The agenda for all Staff Council meetings will include the call to order, recording of attendance, approval of the minutes of the prior meeting, unfinished business, new business, committee reports, discussion and recommendations of any concerns.

Items for the agenda should be submitted to the chair or secretary prior to the meeting.

A simple majority of the members in attendance shall constitute a quorum and is authorized to conduct the business of the Staff Council at any regular or called meeting. Member should send an alternate from the academic unit/service unit they represent when necessary. A majority vote by the Staff Council members present shall carry a motion. Voting of the membership shall be by show of hands or voice vote.

The officers of the Staff Council may form sub-committees to assist with events and special projects.
Section VIII: Officers
The officers of the Staff Council shall include a chair, vice-chair, and secretary. Officers will hold their positions for a full 1-year term. A member must serve on the Staff Council for 1 year before being elected chair of the Staff Council.

The duties of the chair are as follows:
• Preside over all meetings of the Staff Council
• Organize the agenda for each meeting
• Act as official spokesperson for the Staff Council in dealing with other offices in the college or the University Staff Senate
• Appoint committees as deemed necessary

The duties of the vice-chair are as follows:
• Execute the duties of the chair in their absence
• Head committee(s) as assigned by the chair

The duties of the secretary are as follows:
• Prepare minutes of each meeting and supervise their distribution to Staff Council members
• Maintain a record of attendance at Staff Council meetings
• Assist in the preparation and distribution of correspondence and other Staff Council business to representatives, staff members and others as specified by the chair
• Assist in posting information on Webpage

Ex-officio duties are as follows:
• Act as an advisory capacity to the elected officers

Section VIII: Amendments
The Staff Council shall review its bylaws as necessary, but at least every two years in order to ensure adequate representation. Changes in the bylaws will be accomplished by a majority vote of the entire Staff Council membership. Voting shall be by voice or show of hands.

Proposals for amendments to these bylaws shall be submitted in writing to the chair of the Staff Council.

Amendments to the bylaws shall become effective as soon as the affirmative vote of the Staff Council has been certified.