

Staff Council Bylaws

Revised: 9/21/23

Section I: Name

The name of the organization shall be the College of Communication and Information Staff Council. It is referred to in the Bylaws as Staff Council.

Section II: Purpose

The Staff Council serves as an advocate of the staff of the College of Communication and Information (College). 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 serves 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 full-time, part-time, regular and temporary employees shall be eligible for membership in the Staff Council. Employees with faculty rank are not eligible for membership on the Staff Council.

The Staff Council shall include a minimum of five members. Every attempt should be made so that the Staff Council includes at least one staff member from the following units:

- Dean's Office
- Department of Communication
- Department of Integrated Strategic Communication
- School of Information Science
- School of Journalism and Media
- Intercollegiate Debate
- Office of Student Media

In addition, members should be selected so there is at least one representative on the CI Staff Council from each functional area:

- Business Office
- IT
- Student Services

A staff member may represent both an academic unit and a functional area.

At the discretion of the Dean, a liaison to the Staff Council may be appointed to serve in an ex-officio role.

The duties of the Staff Council members are to attend Staff Council meetings, communicate information about 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.

Section IV: Term of Office

Members of the Staff Council are elected to two-year terms. Efforts should be made so that terms begin and end in conjunction with the College's fiscal year calendar (July 1 – June 30). Council members can serve multiple terms.

There shall be no permanent members on the Staff Council.

Section V: Nominating Procedures

Each March, a call for nominations of new Staff Council members shall go out to all College staff and each College Unit Head (Listed in Section III). Outgoing Staff Council members may also nominate new members. College staff may self-nominate.

Each April, new Staff Council nominees shall be contacted and asked if they are willing accept the nomination. In the event there are more accepting nominees than open positions on the Staff Council, the sitting Staff Council shall hold an election ahead of the June meeting. The top vote receivers shall be elected to the new Staff Council. Efforts should be made to invite newly elected Staff Council members to the June Meeting.

Calls for nominations of new Staff Council members and elections on accepting nominees may be conducted more frequently when necessary to fill vacancies on the Staff Council.

Section VI: Organization

Meetings shall be held monthly. Special meetings may be called more often when deemed necessary.

The agenda for Staff Council meetings should include the call to order, recording of attendance, approval of prior meeting minutes, unfinished business, new business, and open discussion.

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

A simple majority of the Staff Council members shall constitute a quorum and is authorized to conduct the business of the Staff Council at any regular or special meeting. Members may send an alternate from the unit or functional area 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.

Section VII: Officers

The officers of the Staff Council shall include a Chair, Vice Chair and Secretary. Officers will hold their positions for a one-year term. A member must serve on the Staff Council for one 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

The duties of the Vice Chair are as follows:

- Execute the duties of the Chair in their absence

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

Section VIII: Amendments

The Staff Council shall review the Bylaws annually in order to ensure adequate representation throughout the College and in order to adapt to the needs of College staff. Changes to the Bylaws shall be accomplished through an amendment proposed by a Staff Council member. Amendments will be ratified by a majority vote of the Staff Council. 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. Properly proposed amendments shall be discussed at next scheduled Staff Council meeting after they are received. Staff Council members can modify amendments before voting. Any modifications shall be recorded by the Secretary.

Amendments to the Bylaws shall become effective upon an affirmative majority vote by the Staff Council.