

## University of Missouri—Kansas City Staff Council Bylaws

### **ARTICLE I. Name and Purpose**

#### **Section 1. Name**

The name of this organization shall be the University of Missouri—Kansas City Staff Council.

#### **Section 2. Mission and Purpose**

The mission of the UMKC Staff Council is to provide a forum of advocacy and outreach for all UMKC staff employees, to represent staff interests to the UMKC and UM System community and leadership, and to provide opportunities for recognition and professional development.

### **ARTICLE II. Membership**

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

The UMKC Staff Council shall be composed of 32—40 voting members, each serving two—year terms and rotating one--half of the membership each year. Representation shall be calculated based on the number of employees per unit or division as defined by Human Resources, and it shall be the responsibility of the Executive Committee to ensure that the membership of the UMKC Staff Council is representative of the University Staff.

#### **Section 2. Leadership**

The Executive Board shall oversee the implementation of the staggered terms for Council membership. Regular term of office for Executive Board members will be two years and commences at the end of the May meeting.

#### **Section 3. Elections**

Membership shall be by a nomination process coordinated by the Vice Chair of Membership. Any University staff person may make a nomination upon permission of the nominee; staff may also self--nominate.

The Vice Chair of Membership will confirm with all nominees their awareness of the duties of being a Council member and their acceptance of that commitment, if elected. Nominations are due before the last working day of February. Elections will be held before the April meeting. All newly elected members will be required to attend the May meeting for orientation purposes and will be introduced to the Council at that time but will not begin their term on Staff Council until the beginning of the June meeting.

The Vice Chair of Membership will oversee the election process. The elections will follow the election guidelines as defined by the Executive Committee. The Nomination Committee will tally the results and notify the UMKC Staff Council Chair of the results, which will be kept on record with the Vice Chair of Membership in the event that a vacancy occurs before the next election. First runners--up will replace appropriate vacancies and will serve for the rest of the year as temporary members. When a vacancy cannot be filled from the most recent election, the Vice Chair of Membership may appoint temporary members to serve the rest of the term. Temporary members shall be eligible for election for a two--year term during the next election.

Members in the second--year of their first term shall be eligible for immediate reelection for a second term during the elections that year. Members seeking reelection for a second term and temporary members seeking election for a regular term shall be listed on the ballot as incumbents. Members rotating off the Council from their second term shall only be eligible for reelection after one year has passed. Members are allowed to serve two consecutive terms before a forced break of one year.

#### **Section 4. Review of Membership**

Every three years, beginning fall 2014, the UMKC Staff Council shall, through the Executive Committee, review the representation among the various parts of the University community and recommend changes in the composition of the UMKC Staff Council to the extent necessary. The committee may use the office of Human Resources as a resource for the review. The Bylaws shall be officially revised to reflect any change in the total membership.

#### **Section 5. Attendance**

The Vice Chair of Membership shall inform the Executive Committee if any member of the UMKC Staff Council is excessively absent from Staff Council meetings. Excessive absence shall be three missed meetings in an academic year and shall generate an immediate review by the Executive Committee. After review, a vacancy may exist and shall be filled by the first runner--up for that position in the last election. When a vacancy cannot be filled from the most recent election, the Executive Committee may appoint a temporary member to serve the rest of the year.

#### **Section 6. Vacancies**

Other vacancies in the Council shall occur whenever a UMKC Staff Council member resigns from the Council, terminates employment with the University. The Vice Chair of Membership of the Staff Council must be notified and, in turn, must inform the Staff Council Chair so that a replacement can be named from the most recent election of members or appointed by Executive Committee. UMKC Staff Council members transferring within the same division may remain on the Council the remainder of their term but must notify the Vice Chair of Membership of their change in department/office.

### **ARTICLE III. Organization**

#### **Section 1. Council Meetings**

The UMKC Staff Council shall meet at least monthly during the year, except for the months of July and August. The Chair may call a special meeting of the Staff Council whenever the Chair deems it necessary, and a special meeting of the Staff Council may also be called upon the receipt of a petition by the Chair signed by at least ten members of the Staff Council. A majority of the voting members of the Staff Council shall constitute a quorum.

#### **Section 2. Executive Board Elections**

Biannually, at the February meeting, The Staff Council shall elect from its members a Chair (only if the current Vice Chair is unable to fill the Chair position) Vice Chair, Secretary, Treasurer, Vice Chair of Communications, and Vice Chair of Membership. These offices shall be elected by secret

ballot with the order of election being Chair, Vice Chair, Secretary, Treasurer, Vice Chair of Communications, and Vice Chair of Membership.

The Council has the authority to fill vacancies in these offices and to resolve questions of eligibility. The Council membership shall be notified as soon as possible of any vacancies and pending elections. The vacancies must be filled at the first meeting following notification of a vacancy; a called meeting may be necessary depending on the timing of notification of the vacancy.

### **Section 3. Committees and Chairs**

The Staff Council may establish such Staff Council Committees and/or Task Forces as it deems appropriate and may determine the procedures for appointing chairpersons and committee members.

## **ARTICLE IV. Jurisdiction, Duties and Powers**

### **Section 1. Jurisdiction**

The Staff Council shall study, consider, and exchange ideas concerning matters affecting UMKC staff.

### **Section 2. Duties and Powers**

The Staff Council shall seek, devise, and propose to either the Staff Council Executive Committee or the Administration, as appropriate, new programs, modifications to current programs, or solutions to problems.

The Staff Council shall provide a communication channel to the University Administration for proposals and recommendations.

The Staff Council shall provide a communication channel that distributes information to UMKC Staff.

The Staff Council shall provide a forum for matters of concern brought before it by any staff member.

## **ARTICLE V. Adoption and Ratification**

### **Section 1. Adoption**

The Bylaws will come into effect when adopted by a two-thirds majority of the membership of the Staff Council then present and voting at a regularly scheduled meeting of the Staff Council.

### **Section 2. Ratification**

These Bylaws may be amended by a two-thirds majority of the membership of the Staff Council present and voting at a regular or called meeting of the Staff Council, provided that advance notice of the proposed amendment was given at least two weeks prior to the regular or called meeting when the voting is to take place.

## **ARTICLE VI. Officers, Election, Duties**

### **Section 1. Officer**

The elected officers of the Staff Council shall be the Chair, Vice Chair, Secretary, Treasurer, Vice Chair of Communications, and Vice Chair of Membership, who shall each be elected biannually by the Staff Council membership.

### **Section 2. Officer Elections**

The Vice Chair of Membership and Secretary shall solicit nominations and recommendations from members of the Council at the January meeting, they shall determine whether nominees consent to serve if elected, and shall prepare a slate of candidates with at least one nominee for each position. Members of the Council shall be advised by the Secretary of such slate of candidates at least two weeks prior to the February meeting.

The annual election shall be held at the February meeting. Each member may vote for one candidate only for each office. Candidates receiving a majority vote from those members present and voting shall be elected to the office. If no candidate receives a majority vote, the top two candidates shall be placed in a run--off. When a tie exists for the run--off positions, the tie shall be promptly determined by the Chair vote. Newly elected officers shall meet with the prior officers immediately following the February meeting and shall take office following June meeting and officers' meeting.

### **Section 3. Officer Responsibilities**

The duties of the offices shall be as follows:

The Chair shall preside at all UMKC Staff Council meetings, manage Council business, and carry into effect all resolutions of the Staff Council. The Chair will also serve as a representative to Intercampus Staff Advisory Council (whose 3 year term of office is September 1– August 31) and appoint representatives to other relevant campus committees. Representatives can be either from the Staff Council or the staff population. The Chair may only vote to break a tie.

The Vice Chair shall serve as Chair in the event of the Chair's death, resignation, or removal from office. The Chair may delegate to the Vice Chair such duties as the Chair may prescribe. The Vice Chair shall preside at the meetings of the Staff Council in the absence of the Chair. The Vice Chair shall preside at all Staff Council Committee Chairs meetings and oversee communication with the Staff council Committee Chairs. The Vice Chair will also serve as a representative to Intercampus Staff Advisory Council (whose 3 year term of office is September 1– August 31).

The Secretary shall keep minutes and records of all the proceedings of the Staff Council and shall receive and keep all reports and correspondence from committees of the Staff Council, University committees, University officials, and others having business with the Staff Council. The Secretary shall regularly prepare minutes of each meeting of the Staff Council and shall distribute such minutes to the members of the Staff Council.

The Treasurer will be responsible for the arrangements of paying all invoices and depositing all donations for the Staff Council Account. All purchases must receive prior approval from the

Treasurer before completion. The Treasurer will attend University training in order to be able to process the deposits and payments. The Treasurer shall post budget updates electronically before each monthly meeting and shall advise the Staff Council when creating the next yearly budget. Procedures shall change according to the acting Treasurer's needs.

The Vice Chair of Communications shall coordinate and continually improve the communications and methods of communication from the Staff Council to UMKC staff and leadership regarding the Staff Council mission, activities, efforts, achievements, and all matters that concern UMKC staff. The Vice Chair of Communications shall implement and coordinate marketing for events and opportunities concerning staff and the Staff Council.

The Vice Chair of Membership shall coordinate the membership nomination process, oversee the election process, and notify the Staff Council Chair of the election results. The Vice Chair of Membership shall also monitor the Staff Council meeting attendance of Staff Council members and notify the Executive Committee of any excessive absences. The Vice Chair shall be responsible for filling in-term member vacancies and for recruiting of Staff Council members. The Vice Chair of Membership shall be responsible for welcoming and providing information to new staff about the Staff Council purpose, goals, representation, and membership including creation and distribution of informative materials and gathering of new staff information from HR on a quarterly basis.

## **ARTICLE VII. Executive Committee**

### **Section 1. Purpose and Authority**

The Executive Committee of the Staff Council shall consist of all Staff Council officers. The Chair of the Staff Council shall serve as Chair of the Executive Committee. The Executive Committee shall assist and advise with the Staff Council Chair and shall exercise those powers delegated to it by the Staff Council. In case of an emergency, it shall have the power to act for the Staff Council or call an emergency meeting of the Staff Council. Except as otherwise provided, it shall be responsible for appointing members to such Staff Council Committees as are established.

### **Section 2. Communication**

All actions taken by the Executive Committee shall be reported to the Staff Council at its next meeting and all such actions may be rescinded at that time by a majority vote of the Staff Council.

## **ARTICLE VIII. Committees**

### **Section 1. Purpose**

The Staff Council may establish such standing and ad hoc committees as it deems appropriate. Except as may otherwise be provided, the Executive Committee shall appoint the members and the Chair shall designate the chair of any such committee. Such members and chairs shall serve during the Staff Council Chair's term of office unless the committee is earlier dissolved or the Chair acts to remove a member or a committee chair.

Committees shall be organized as "long-term" and "on-going." Task forces shall be formed for "short-term" needs and then be dissolved once the need has passed. Each committee will have the tasks of fundraising and communication (in cooperation with the Vice Chair of

Communications) in addition to committee--specific tasks and responsibilities. Reports from standing committees shall be submitted and posted electronically before each monthly meeting. Only committee report items that raise questions for discussion or solicit assistance or feedback shall be included in meeting agendas. All elected Staff Council members shall to serve on at least one Staff Council committee.

Long Term Committees shall be as follows:

The Outreach Committee will be responsible for the promotion of, participation in or development of community service projects and the review of funding requests from outside the staff council.

The Engagement Committee shall be responsible for the nominations and awarding of Staff Council scholarships and development of programs towards the recognition of staff achievements.

The Professional Development Committee shall liaise with and assist Human Resources, on the promotion and development of existing programs in career advancement, as well as development of tracks not within the purview of Human Resources.

The Events Committee shall coordinate and plan large scale activities for the Appreciation and Morale of UMKC Staff and assist other committees as possible or when needed.

The Communications Committee shall be chaired by the Vice Chair of Communications. The Committee will support all other standing committees by distributing information to staff members, primarily through the Staff Council Newsletter and Website. Each committee member will serve as a correspondent for another standing committee. Committee members will collaborate with the committee chairs to ensure that the newsletter will have newsletter pieces from each committee. Communications Committee will also be responsible for initiating marketing strategies and supplying branded materials to staff. The Committee will make reasonable provisions as needed if another standing committee requests extra funding for communications-related purchases previously not allotted in the budget.

## **ARTICLE VIX. Meeting Agenda and Procedures**

### **Section 1. Meeting Requirements**

The Staff Council shall meet according to the schedule and requirements as stated in these bylaws.

### **Section 2. Quorum**

No business shall be transacted at a meeting unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified members constitutes a quorum. In the absence of a quorum, the Chair may only make announcements of an

informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

### **Section 3. Agenda**

The Chair shall prepare an agenda for each meeting in conjunction with the Executive Committee and the Secretary shall distribute it to each member on or before the Friday preceding the meeting. The Chair may allot a time period for agenda items and if so, the duration of discussion of such items at the meeting shall be restricted unless altered by a majority vote of the Staff Council. Any staff member of the University may bring a matter of University concern to the attention or through a member of the Staff Council. The Chair shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. Substantive propositions calling for formal action, such as recommendations or reports on the part of the Staff Council, must be included in the agenda for the meeting if final action is to be taken at the meeting. If an item that was not placed on the agenda prior to the meeting is introduced, it may be placed upon the agenda for final action at the meeting only if a three-fourths majority vote of the members is in favor of adding it to the agenda.

### **Section 4. Voting Procedures**

Voting on matters before the Staff Council shall normally be by yeas or nays (voice vote or show of hands). A secret ballot will be held if requested by any five voting members either in advance of the meeting or at the time of the vote. Electronic voting or vote by mail may be authorized by the Chair on urgent or important matters as long as the method of voting is consistent for all members. Electronic or mail votes may not be counted along with in-person votes and shall not be treated as absentee votes. Robert's Rules of Order shall be used for voting purposes only and shall not be used in other areas of the Staff Council.

### **Section 5. Meeting Availability and Timing**

Meetings of the Staff Council shall be open to the general public unless the Chair directs otherwise and a majority of the Staff Council concurs. Meetings of the Staff Council shall not exceed ninety minutes in duration unless extended by majority vote of the members present and voting.