

**BYLAWS OF THE UNIVERSITY STAFF OF THE
UNIVERSITY OF WISCONSIN-EAU CLAIRE
AND
UNIVERSITY OF WISCONSIN-EAU CLAIRE – BARRON COUNTY**

Amendments to the University Staff Bylaws require a two-thirds vote of the University Staff Council. Motions to amend the University Staff Bylaws may be introduced by any member of the University Staff at a scheduled meeting of the University Staff Council. The vote for approval of amendments to the University Staff Bylaws may not take place during the meeting at which the amendment was introduced.

I. DEFINITIONS

The University Staff is composed of four groups of employees who are not faculty or academic staff of the University of Wisconsin-Eau Claire and University of Wisconsin-Eau Claire – Barron County:

- A. Permanent Employees, represented and non-represented, as of June 30, 2015;
- B. Appointments with an expectation to continue, represented and non-represented, hired on or after July 1, 2015;
- C. Temporary Appointments; and
- D. Project Appointments.

II. MEETINGS

- A. Proceedings

University Staff meetings and meetings of its committees will be governed by Robert's Rules of Order.

- B. Quorums

At the regular and special meetings of the University Staff, a quorum is defined as the University staff in attendance eligible to vote.

- C. Minutes

Draft minutes of University Staff meetings will be distributed to all members of the University Staff and reviewed for approval by the University Staff Council members at a University Staff Council meeting. Approved minutes of University Staff meetings and University Staff committee meetings of committees established by these Bylaws will be made available through the Staff Shared Governance office as appropriate.

- D. Secretary

The Secretary of the University Staff is a member of the regular University staff at the University. It is recommended that the secretary also serve as Secretary of the University Staff Council and have a 0.2 assignment to the Office of the Chancellor. It is further suggested that this be a concurrent appointment with the Secretary of the University Senate, Secretary of the University Faculty, and Secretary of the University Academic Staff.

III. ELECTIONS

- A. Ballots

Ballots will be prepared by and returned to the University Staff Secretary and shall be retained in accordance with the Wisconsin Open Meeting Law.

B. Determining Election Results

In all University Staff elections, the results will be decided by a plurality of votes cast. In cases of tie votes, the University Staff Council Chair is empowered to determine a means of resolving the tie. When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s).

IV. UNIVERSITY STAFF COMMITTEE ORGANIZATION

A. University Staff committees provided for by the Constitution of the University Staff will arrange for their own organization, officers, and schedule of meetings.

B. Committees Terms

Terms of membership on University Staff committees are for three-years. Committee chairs serve two-year terms.

C. Vacancies on Committees

Vacancies occurring on standing committees of the University Staff for reasons other than expiration of term will be filled by election by the University Staff Council or by selection from names submitted by the University Staff Council to the Chancellor. Members elected to fill such vacancies will hold office until the next regular election.

V. MEETING ATTENDANCE AND RELATED DUTIES

A. Members of the University Staff must attend council and committee meetings and complete related work in paid status. If at all possible, these activities must be completed using release time or flex hours. Arrangements for release time or to schedule flex work hours as necessary to attend meetings or complete related duties should be discussed with and approved by the appropriate supervisor. If release time or flex hours are not possible, overtime compensation for meetings and related work must have prior approval of the division administrator or designee. The Administrative Liaison provides support and assistance toward this end, if needed.

B. University Staff service to the university community should be recognized. (6/16)

C. Individual University Staff commitment to putting into practice the equity, diversity and inclusive goals of the university community and the University Staff Council should be recognized. (6/16)

D. University Staff that must travel to attend council, committee or university meetings shall be compensated for expenses incurred in accordance with the University of Wisconsin-Eau Claire travel expense reimbursement policy.

VI. STANDING UNIVERSITY STAFF COMMITTEES

A. University Staff Compensation Committee

1. Membership – The committee includes five members, elected by and from the University Staff. At least one member must be from the University Staff Council.
2. Function – This committee is responsible for the development and oversight of various policies, procedures and approaches to compensation issues relating to the University Staff. The committee develops a Comprehensive University Staff Pay Plan for each fiscal year in which a pay plan is to be implemented by UW System. The Comprehensive University Staff Pay Plan is forwarded to the University Staff Council by the December prior to the July implementation of the plan.

B. University Staff Personnel Committee

1. Membership – The committee includes five members, elected by and from the University Staff. At least one member must be from the University Staff Council. The University Staff Representative shall be an ex officio and voting member. (6/16)
2. Function – This committee will fully participate in the development and application of various policies, procedures and approaches to personnel issues relating to the University Staff. Any recommendations from the committee are forwarded to the University Staff Council.

- C. University of Wisconsin-Eau Claire – Barron County University Staff Personnel Committee
 - 1. Membership – The committee includes 3 members of the University of Wisconsin-Eau Claire – Barron County University Staff elected by and from the University of Wisconsin-Eau Claire – Barron County University Staff. At least one member must be from the University Staff Council.
 - 2. Function – This committee will fully participate in the development and application of various policies, procedures and approaches to personnel issues relating to the University of Wisconsin-Eau Claire – Barron County University Staff. Any recommendations from the committee are forwarded to the University Staff Council.
- D. University Staff Grievance Committee
 - 1. Membership – The committee includes 9 members of the University Staff elected by and from the University Staff.
 - 2. Function – This committee will be responsible for local implementation of the grievance procedures outlined by UW System.

VII. UNIVERSITY SENATE COMMITTEES WITH UNIVERSITY STAFF MEMBERS

University Staff members on University Senate Committees report at least annually to the University Staff Council.

- A. University Senate Budget Committee
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Four, Section A (4), for complete Membership and Function of the committee) (FASRP 7/18)
 - 1. One University Staff member will be selected by the University Staff Council to serve on this committee for a three-year term.
- B. University Senate Physical Plant Planning Committee
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Four, Section A (6), for complete Membership and Function of the committee) (FASRP 7/18)
 - 2. Two University Staff members will be selected by the University Staff Council to serve on this committee for a three-year term.
- C. University Senate Technology Committee
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Four, Section A (7), for complete Membership and Function of the committee) (FASRP 7/18)
 - 3. One University Staff member will be selected by the University Staff Council to serve on this committee for a three-year term.

VIII. UNIVERSITY-WIDE COMMITTEES WITH UNIVERSITY STAFF MEMBERS

- A. University Planning Committee
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Four, Section B (9), for complete Membership and Function of the committee) (FASRP 7/18)
 - 1. The University Staff Council Executive Committee will nominate two University Staff members. The Chancellor appoints one of those nominees or consults with the University Staff Council Chair.
- B. Committees for the Selection of Administrators
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Five, Section D for complete committee membership and procedures.) (FASRP 7/18)
 - 1. Chancellor Search and Screen Committee
Until UW System procedures are officially changed, it is recommended that the President of UW System or designee appoint two University Staff members to the search committee from four nominated by the University Staff Council.
 - 2. Academic Affairs Administrators with University-Wide Authority
The Chancellor or designee appoints one University Staff member to the search committee from two nominated by the University Staff Council or consults with the University Staff Council Chair.

3. Other Administrators with University-Wide Authority
The Chancellor or designee appoints one University Staff member to the search committee from two nominated by the University Staff Council or consults with the University Staff Council Chair.
 4. Academic Deans
The Chancellor or designee appoints one University Staff member from the College to the search committee from two nominated by the University Staff Council or consults with the University Staff Council Chair.
 5. Associate/Assistant Deans
The Chancellor or designee, in consultation with the Faculty Personnel Committee, appoints a committee made up of at least two faculty members from the College, one academic staff member from any area, one University Staff member and one student.
 6. Chairs and Library Director
It is recommended that the search committee include a University Staff member from the department or library.
 7. Directors
The Chancellor or designee, in consultation with the Academic Staff Personnel Committee and the Faculty Personnel Committee and the University Staff Council, as appropriate, appoints a committee made up of at least one university academic staff member and one University Staff member from the unit or division, one university faculty member, and one student.
- C. University-wide Administrator Review Committee
(See *Faculty and Academic Staff Rules and Procedures*, Part III, Article Four, Section B (10), for complete committee membership and procedures.) (FASRP 7/18)
1. The University Staff Executive Committee nominates University Staff members. The University Staff Council elects two University Staff members to the committee.
- D. Liaison to the Committee on Women
1. One University Staff member to be elected by and from the University Staff Council. (USC 5/17, 7/18)
- E. University Staff Excellence in Performance Committee
1. The University Staff Council will select and provide names of University Staff members to be submitted to the Chancellors office for consideration. (USC 5/17)
- F. Committees
1. University Staff Council, with assistance from the Nominating and/or Executive Committees, will select and provide names for any new and/or existing University committees or organizations seeking University Staff participation. (USC 5/17)

IX. TEMPORARY POSITIONS (LIMITED-TERM AND PROJECT EMPLOYEES)

It is expected that temporary University Staff appointments will normally not last more than two years, or the duration of the project being completed. If such positions do not become permanent University Staff positions or end appropriately, the University Staff Council reserves the right to examine such positions and make recommendations to ensure fair consideration for the employees in such positions.

X. ACTING AND INTERIM POSITIONS

It is expected that interim appointments will normally not last more than two years. If a successful search has not been completed within two years of a position being filled with an interim administrator, the supervisor to whom the administrator is responsible will formally consult with the University Senate Executive Committee and will continue to consult with the committee annually until a successful search is completed. When the University Senate Executive Committee is consulted, a representative from the University Staff Council will be invited to the meeting.

XI. ADMINISTRATIVE AND OTHER CHANGES

When administrative changes of such scope and significance as to have multiple Departmental, School, College, or University-wide effects are contemplated (such as changes in administrative titles, creation or abolition of administrative positions, modifications in administrative line and staff responsibilities, or modifications in the administrative structure of the University), the administration will consult with the Executive Committee of the University Senate prior to the implementation of such changes. When the University Senate Executive Committee is consulted, a representative from the University Staff Council will be invited to the meeting.

XII. REVIEW OF UNIVERSITY STAFF COUNCIL ACTION

At University Staff meetings called by petition of the University Staff according to the University Staff Constitution, Article One, Section H (Relationship of the University Staff to the University Staff Council), the motion under consideration by the University Staff must be the motion acted on by the University Staff Council (rather than a resolution made at the University Staff meeting or a substitute motion). Once presented, the motion will be handled by normal University Staff Meeting procedures.