

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

The University Staff Council is committed to diversity and as such will develop policies, processes and procedures that are accessible, equitable and inclusive to meet the needs of a diverse university community.

Amendments to the University Staff Council Bylaws require a two-thirds vote of the University Staff Council. Motions to amend the University Staff Council 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. MEMBERS

A. University Staff Council Members

1. Any University Staff member who is employed by the beginning of the election process (first working day of April of each year) and has been employed at least one year is eligible for University Staff Council membership.
2. The number of University Staff Council members shall be determined as follows: (USC 5/18)
 - a. At-large representation is 17
 - b. University of Wisconsin-Eau Claire – Barron County representation is 2, elected by and from University of Wisconsin-Eau Claire – Barron County University Staff
 - i. One additional member will be elected by and from University of Wisconsin-Eau Claire – Barron County University Staff for each additional 20 employees
 - ii. First election will select a 3-year term and a 2-year term
3. University Staff Council members are elected at large by members of the University Staff at the University of Wisconsin-Eau Claire and University of Wisconsin-Eau Claire – Barron County
 - a. University of Wisconsin-Eau Claire – Barron County University Staff will be eligible for any open positions after July 1, 2018 (USC 5/18)
4. The Secretary of the University Staff is an ex officio voting member of the University Staff Council.

B. Administrative Liaison

1. A non-voting administrative liaison is appointed by the Chancellor. In making this selection, the Chancellor identifies an individual with the background training, experience, commitment and current work responsibilities that provide orientation and perspective to the broad array of issues impacting the University and the University Staff.
2. The Liaison will be chosen from among the ranks of the faculty, academic staff, or limited staff. The Liaison is expected to have regular and recurring access to the Chancellor and to the University's administrative leadership. The Liaison is expected to be familiar with the University's system of shared governance and have understandings and sensitivities that will ensure that the work of the University Staff Council operates in accord with these other formally-recognized governance structures and processes.

C. Terms of Service

Members are elected to serve terms of three years, beginning July 1 of the year in which they were elected. Terms of service are staggered so that approximately one-third of the University Staff Council is elected each year.

D. University Staff Council Vacancies

Seats on the University Staff Council are considered vacant if the member resigns, is absent or anticipates being absent from meetings for more than one semester or leaves the University Staff permanently. In case a University Staff Council member cannot complete a term, the University Staff Council elects a replacement from names of University Staff submitted by the University Staff Nominating Committee. The newly elected member serves until the next regular election.

E. Member Expectations

University Staff Council members are expected to serve as representatives of the University Staff as a whole. Each member is expected to serve on at least one standing or ad hoc University Governance Committee and to keep the University Staff Council apprised of actions of those committees as appropriate.

II. OFFICERS, REPRESENTATIVES, SECRETARY AND COORDINATORS

- Chair

1. Duties:

- Presides over meetings
- Serves on Chancellor's Cabinet, serves as liaison to University Senate and Student Senate and serves as the point of contact for other campuses
- Chairs the University Staff Council Executive Committee
- Attends meetings where concerns of governance are discussed and reports information relevant to shared governance to the University Staff
- Reports Executive Committee actions and other information relevant to shared governance to the University Staff Council
- Act as immediate supervisor of University Staff Council Secretary (USC 5/18)

2. Assignment:

- When a University Staff member, exempt or non-exempt, is elected to the Chair position, discussion with the Director of Human Resources must take place to determine how the work of the Chair will be compensated. (USC 4/19)

- Vice-chair (USC 4/19)

1. Duties:

- Assumes duties of the Chair when the Chair is unavailable
- Serves on the University Staff Council Executive Committee (USC 5/17)
- Coordinates the Annual University Staff Council Retreat

- Council Advisor (USC 4/19)

1. Duties:

- Provides consultation to the Chair and the Vice-chair (USC 4/19)
- Serves as an ex officio voting member on the University Staff Council Executive Committee

2. Selection

- Chair or Vice-chair may request the position be filled. The council is empowered to elect position as needed.
- Term of office is one year.
- Position must be filled by a University Staff member with prior experience on the University Staff Council.

- University Staff Representative to UW System (6/16)
 1. Duties:
 - Is a member of the University Staff Council and the University Staff Personnel Committee (USC 5/17)
 - Represents University of Wisconsin-Eau Claire and University of Wisconsin-Eau Claire – Barron County University Staff at UW System meetings of University Staff Representatives (USC 5/18)
 - Serves on the University Staff Council Executive Committee

- Secretary of the University Staff Council

The secretary of the University Staff Council is a member of the regular University Staff at the University. (See position description for complete details.)

 1. Duties:
 - Schedules meetings, drafts and distributes agendas
 - Manages University Staff Office, including the University Staff budget
 - Prepares and distributes minutes of the University Staff, University Staff Council, and University Staff Council Executive Committee meetings
 - Maintains University Staff, University Staff Council, and University Staff governance committee records
 - Coordinates and facilitates elections
 - Serves as the webmaster for the University Staff website
 - Serves on the University Staff Council Executive Committee

- Professional Development Coordinator
 1. Duties:
 - Serves as the liaison to University Staff Council Professional Development Committee

- Funding Coordinator
 1. Duties:
 - Serves as the liaison to University Staff Council Funding Committee
 - Oversees payment of all funds appropriated by the University Staff Council Funding Committee

- Communications Coordinator
 1. Duties:
 - Serves as liaison to the Communications Committee

- Membership Nominating Coordinator
 1. Duties:
 - Serves as the liaison to the University Staff Council Nominating Committee (USC 5/17)
 - Consults with the University Staff Council Executive Committee on nominees for University Staff openings on University-wide committees

- Employee Appreciation Coordinator
 1. Duties:
 - Serves as the liaison to the University Staff Council Employee Appreciation Committee
 - Coordinates the Employee Appreciation Program

III. TERMS OF OFFICE

- A. The Chair and Vice-chair serve one-year terms. (USC 4/19)
- B. Representatives and coordinators serve two-year terms. The representative and coordinator terms expire with the expiration of the University Staff Council term.

IV. NOMINATION AND ELECTION OF OFFICERS, REPRESENTATIVES AND COORDINATORS

- A. Vacancies due to expiration of term are filled at the July meeting of the University Staff Council by nomination and election by and from the current University Staff Council membership. Vacancies, other than for expiration of term, are filled by the University Staff Council as soon as possible.
- B. A majority of the votes cast is required for election. In the case of a tie, a run-off election is held. If this does not resolve the tie the University Staff Council Chair is empowered to determine a means of resolving the tie.

V. MEETINGS

- A. Proceedings

Meetings are conducted using Robert's Rules of Order. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure. The parliamentarian must be a member of the University Staff. Meetings will be held monthly at a time of day most convenient for second and/or third shift members to attend. Special meetings of the University Staff Council may be held as necessary and will be called by the Chair. Notice of meetings must be provided to all members with a minimum of a 48-hour notice.
- B. Quorums

At meetings of the University Staff Council or its committees, a quorum consists of a majority of the members eligible to vote.
- C. Roll-Call Votes

A roll-call vote may be ordered by any member of the body except for the election of officers (WI Statute 19.88(2)).
- D. Official Minutes and Agendas
 1. Those present at University Staff Council meetings are recorded in the minutes of the meetings.
 2. Draft minutes of University Staff Council meetings are distributed with the agenda of the next meeting to members of the University Staff Council.
 3. Approved minutes of University Staff Council meetings are made available through the University Staff Shared Governance Office in a timely manner.
- E. Non-Member Attendance

Non-members of the University Staff Council may request to speak on any item of business before the University Staff Council, provided sufficient time is given to include the item on the agenda. The University Senate Chair and the Student Body President are granted the same speaking rights as those of members of the University Staff Council.

VI. UNIVERSITY STAFF COUNCIL ELECTIONS

- A. Elections will be held each spring to replace those University Staff Council members whose terms expire on June 30 of each year, in addition to those University Staff Council seats which have been temporarily filled. Nominations will be solicited by the University Staff Nominating Committee. Individuals can nominate themselves or other members of the University Staff. Nominations to fill these University Staff Council vacant seats, and the subsequent voting is done in spring, with those elected beginning their term on July 1.

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

VII. ACTIONS DIRECTED TO THE CHANCELLOR

For those University Staff Council actions that are directed to the Chancellor, the following procedures apply:

- A. The Chair of the University Staff Council transmits the recommendations of the University Staff Council to the Chancellor who will act on them or refer them to the appropriate administrative body.
- B. The University Staff Council will expect the Chancellor, or designee, to respond to the University Staff Council without unnecessary delay the action taken on University Staff Council recommendations. If no action is reported to the University Staff Council within 60 days of receipt of the recommendation, the recommendation will be considered approved.
- C. In the event the Chancellor finds a University Staff Council recommendation unacceptable in whole or in part, the following procedures apply:
 - 1. The University Staff Council Executive Committee consults with the Chancellor concerning those aspects of the recommendation which are unacceptable.
 - 2. If the University Staff Council Executive Committee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Staff Council, they may work with the Chancellor in an attempt to modify the recommendation.
 - 3. If the parties agree on the modification, it is presented to the University Staff Council for action.
 - 4. If the University Staff Council Executive Committee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation are reported to the University Staff Council along with the Executive Committee's position.
 - 5. If the University Staff Council does not agree to a modification of its original recommendation, the original recommendation is returned to the Chancellor for final action.

VIII. COMMITTEE ORGANIZATION

University Staff Council committees serve as advisory bodies to the University Staff Council. Committee liaisons are responsible for reporting the status of their committees' programs and initiatives to the University Staff Council. They are not authorized to make decisions without University Staff Council approval unless they received specific, issue-related authority from the University Staff Council.

- A. University Staff Council committees arrange for their own organization, officers and schedule of meetings. The Chair of each committee schedules regular meetings of the committee, prepares meeting agendas and takes and distributes meeting minutes, as appropriate.
- B. Committee Terms
Terms of membership on University Staff Council committees are for three-years. Committee chairs serve two-year terms. The term of the chair expires with the expiration of the term as a member of the committee.
- C. Vacancies on Committees
Vacancies occurring on standing committees of the University Staff Council are filled by University Staff Council elections as soon as possible.

IX. MEETING ATTENDANCE AND RELATED DUTIES

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.

X. UNIVERSITY STAFF COUNCIL COMMITTEES

A. University Staff Council Executive Committee

1. Membership - The committee consists of seven members: Chair, Vice-chair, University Staff Representative, Secretary, Council Advisor, a University Staff Council member selected by the University Staff Personnel Committee, and additional members elected by and from the University Staff Council as needed to reach seven members. (USC 6/16, 5/17, 4/19)
2. The chair will call the meetings as necessary and presides over them.
In extraordinary circumstances, and when necessary due to deadlines or timelines imposed by external parties or requirements, the executive committee is authorized to exercise the powers of the University Staff Council in the event that a quorum of the University Staff Council cannot be convened. All such actions are to be reported in writing to the University Staff Council.
3. The Executive Committee, in consultation with the Membership Nominating Coordinator, will solicit nominees for openings on University-wide and University Senate Committees with University Staff Members.

B. University Staff Council Nominating Committee

1. Membership – The committee consists of four University Staff members elected by the University Staff Council. At least one of those members must be a member of, and liaison to, the University Staff Council. (USC 4/19)
2. Function -- The committee solicits and presents nominations for all positions or vacancies to be filled by University Staff. The committee will seek to provide more nominees than there are positions to be filled. The nominating committee report of nominations for these positions will be made during a regularly scheduled University Staff Council meeting. Any University Staff member may nominate from the floor at that meeting. (USC 5/17)

C. University Staff Council Professional Development Committee

1. Membership – The committee consists of ten University Staff members elected by the University Staff Council. At least one of those members must be a member of, and liaison to, the University Staff Council. (USC 4/19)
2. Function – The committee, in conjunction with the University Staff Council, plans and executes University Staff professional development activities. The committee is also responsible for publicity and promotion of such events.

D. University Staff Council Funding Committee

1. Membership – The committee consists of five University Staff members elected by the University Staff Council. At least one of those members must be a member of, and liaison to, the University Staff Council. (USC 4/19)
2. Function – The committee is responsible for decisions regarding applications submitted for funding from the University Staff Professional Development Fund, the Grant Fund to Assist University Staff, and the University Staff Scholarship Fund.

E. University Staff Council Communications Committee

1. Membership - The committee consists of three University Staff members elected by the University Staff Council. At least one of those members must be a member of, and liaison to, the University Staff Council. (USC 4/19)
2. Function – The committee is responsible for the content on the University Staff website, in the University Staff newsletter and in communications with the University Staff and the University community as deemed necessary, and for soliciting feedback from University Staff when warranted.

F. University Staff Council Employee Appreciation Committee

1. Membership - The committee consists of five University Staff members elected by the University Staff Council. At least one of those members must be a member of, and liaison to, the University Staff Council. (USC 4/19)
2. Function – The committee is responsible for soliciting nominations and coordinating the various recognitions and incentives of the Employee Appreciation Program.

G. University Staff Council Bylaws Committee

1. Membership – The committee consists of four University Staff members elected by and from the University Staff Council.
2. Function – The committee is responsible for developing and then recommending amendments to the Constitution of the University Staff, the University Staff Bylaws, and the University Staff Council Bylaws to the University Staff Council.

XI. THANKS OF THE UNIVERSITY STAFF COUNCIL

A commendation to be known as the *Thanks of the University Staff Council* may be awarded to members of the University family for accomplishments above that called for in their typical job and which are not normally recognized by other means.