Section A – Membership of Classified Staff Council

All members of the classified staff (including represented and non-represented, limited term, and project appointment employees) are eligible to be members of the Classified Staff Council (CSC). The council shall consist of at least 13 members who shall represent a broad cross section of classified staff employees. The Events Coordinator in the Chancellor’s and Foundation Office will be an ex officio and voting member of the council. In addition, a non-voting administrative liaison shall be appointed by the Chancellor. Membership on the council shall be for three-year terms.

Section B – Officers and Coordinators

The following officers and coordinators shall be elected by the CSC as provided in Section I below. The Chair and Vice Chair shall serve one-year terms. All other officers and coordinators shall serve two-year terms. Positions and duties are as follows:

Chair
- Schedules meetings
- Drafts and distributes agenda
- Presides over meetings
- Serves on Chancellor’s Cabinet
- Serves as liaison with University Senate and Student Senate
- Serves as point of contact for other campuses (4/13)

Chair-Elect
- Assumes duties of the Chair when the Chair is unavailable
- Assumes duties of the Chair when the Chair’s term ends
- Serves as liaison to the Commission on the Status of Women
- Coordinates Annual Classified Staff Council Retreat (CSC 4/13)

Secretary
- Prepares and distributes minutes to CSC members
- Maintains committee records, including a permanent record of agendas, minutes, and membership
- Coordinates and facilitates elections

Treasurer/Funding Coordinator
- Serves as point of contact for classified staff with issues to take to the Council
- Conducts surveys as necessary to obtain opinions from classified staff
- Serves as webmaster for Classified Staff Website
- Serves as liaison to Communications Committee

Communications Coordinator
- Serves as point of contact for classified staff with issues to take to the Council
- Conducts surveys as necessary to obtain opinions from classified staff
- Serves as webmaster for Classified Staff Website
- Serves as liaison to Communications Committee

Membership Nominating Coordinator
- Maintains a current listing of council and committee membership
- Develops a listing of vacancies
- Serves as liaison to the Nominating Committee

Employee Appreciation Coordinator
- Serves as liaison to the Employee Appreciation Committee
• Coordinates the Employee Appreciation Program

Section C – Meetings
Meetings shall be conducted using the most recent Robert’s Rules of Order. Meetings will be held monthly at a time of day most convenient for second and/or third shift members to attend. Additional meetings may be held as necessary. Notice of meetings shall be provided to all members with a minimum of a two-day notice and will typically be provided one week in advance.

Members of the CSC will be allowed to attend meetings in paid status. Any employee serving as a member of the Council and working second or third shift will be allowed to use flex work hours to attend Council meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor. The Administrative Liaison shall provide support and assistance toward this end, if needed. (CSC 4/13)

Section D – Official Minutes
The secretary shall distribute draft minutes of each meeting to members. Approved minutes shall be published.

Section E – Committees
CSC committees may be established by a majority vote of the CSC with membership elected or appointed from a broad cross-section of classified staff employees. Committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of the CSC.

Membership on the committees shall be for three-year terms. Committee chairs shall serve two-year terms. Committees shall arrange their own organization, officers, and schedule of meetings. For those committees which do not have a CSC liaison assigned, the committee chair will report to the CSC as necessary.

Committee meetings will be held during paid work hours. Any employee serving on a committee of the classified staff and working second or third shift will be allowed to flex work hours to attend committee meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor. The Administrative Liaison shall provide support and assistance toward this end, if needed. (CSC 4/13)

The following standing committees shall be established:

1. The Classified Staff Professional Development Committee
   Membership – The committee includes six classified staff members elected by the members of the CSC. In addition, the Events Coordinator shall be an ex officio voting member and the CSC liaison to the committee.
   Function – The committee, in conjunction with the CSC, is responsible for planning and execution of classified staff professional development activities. The committee is also responsible for publicity and promotion of such events.

2. The Classified Staff Funding Committee
   Membership – The committee includes four classified staff members elected by the members of the CSC. In addition, the Treasurer shall be an ex officio voting member and the CSC liaison to the committee.
   Function – The committee is responsible for decisions regarding applications submitted for funding from the Classified Staff Professional Development Fund, the Grant Fund to Assist Classified Staff, and the Classified Staff Scholarship Fund.

3. The Classified Staff Communications Committee (4/13)
Membership – The committee includes two classified staff members elected for three-year terms by the members of the CSC. These members shall be proficient in web development and maintenance. In addition, the Communications Coordinator shall be an ex officio voting member and the CSC liaison to the committee.

Function – The committee is responsible for development, maintenance, and updating of the Classified Staff Website. The committee is also responsible for communication with the classified staff and the university community as a whole as deemed necessary, and for soliciting feedback from classified staff when warranted.

4. The Classified Staff Employee Appreciation Committee
   Membership - The committee includes four classified staff members elected by the members of the CSC. In addition, the Employee Appreciation Coordinator shall be an ex officio voting member and the CSC liaison to the committee.
   Function – The committee is responsible for soliciting nominations and/or making recommendations to the CSC for recipients of the various recognitions and incentives as part of the Employee Appreciation Program.

5. The Classified Staff Nominating Committee
   Membership – The committee includes two classified staff members elected by the members of the CSC. In addition, the Membership Nominating Coordinator shall be an ex officio voting member and the CSC liaison to the committee. Members are not eligible for consecutive terms.
   Function – The committee shall solicit and present nominations for membership on the CSC and the Classified Staff Excellence in Performance Committee and for all committee positions to be filled by CSC elections. The committee shall also present nominations to fill any vacancies that occur in such positions.

6. The Classified Staff Excellence in Performance Committee
   Membership - The committee includes five classified staff members appointed by the Chancellor from nominations submitted by the Classified Staff Nominating Committee through the CSC. In addition, the Events Coordinator in the Chancellor’s and Foundation Office shall be an ex officio non-voting member and the CSC liaison to the committee.
   Function – The committee is responsible for soliciting nominations and making recommendations to the Chancellor for the Classified Staff Excellence in Performance Award.

7. The Classified Staff Bylaws Committee
   Membership – The committee includes four CSC members elected by the members of the CSC.
   Function – The committee is responsible for developing and then recommending amendments to the Classified Staff Council Bylaws to the CSC. As indicated in Section J of these bylaws, all amendments to the bylaws must be approved by a two-thirds vote of the CSC. (CSC 4/13)

Section F – Classified Staff Council Quorum
   At meetings of the Classified Staff Council, a quorum shall consist of a majority of the members of the CSC eligible to vote. (CSC 4/13)

Section G – Nomination and Appointment of Council Members and Classified Staff Representatives
   Nominations for membership on the CSC shall be solicited by the Nominating Committee and presented to the CSC at the second to last meeting of the fiscal year. Additional nominations will be taken from the floor. The CSC may modify the list of nominees as deemed necessary. There shall always be more persons nominated than there are positions to be filled. Nominees recommended by the CSC shall be forwarded to the Chancellor for appointment to the CSC prior to the end of the fiscal year. The Chancellor may consult with the CSC about nominations. When terms of different lengths are being filled, the length of term of each individual appointee will be determined by lot.
Recommendations for classified staff representatives on various university committees or other entities shall be made by consensus of the membership of the CSC and forwarded to the requesting administrator. Classified staff representatives may either be a member of the CSC or another classified staff individual with knowledge, training, or experience deemed appropriate for the appointment.

Section H – Election of Standing Committee Members

Nominations for membership on standing committees shall be solicited by the Nominating Committee and be presented to the CSC at the first meeting of the fiscal year. Additional nominations will be taken from the floor. Elections shall take place during the second CSC meeting of the fiscal year. The vote shall be by secret ballot of the members of the CSC in attendance at the meeting at which the election takes place. The results shall be decided by a plurality of votes cast. In the case of a tie, a run-off election shall be held. If this does not resolve the tie, the CSC Chair shall be 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).

Section I – Nomination and Election of Officers and Coordinators

Nominations for officers and coordinators shall be made by and from the members of the CSC at the first meeting of the fiscal year. Elections for officers and coordinators shall be held at the next scheduled meeting. The vote shall be by secret ballot of the members of the CSC in attendance at the meeting at which the election takes place. A majority of the votes cast is required for election. In the case of a tie, a run-off election shall be held. If this does not resolve the tie, the CSC Chair shall be empowered to determine a means of resolving the tie.

Section J – Vacancies

Seats on the CSC and committees shall be considered vacant if the member resigns, is absent or anticipates being absent from meetings for more than one semester, or leaves the classified staff permanently. Vacancies on the CSC and standing committees shall be filled by CSC election or appointment by the Chancellor as soon as possible using the procedures in Section G, Section H, and Section I above.

Section J – Amending Bylaws

Amendments to these bylaws may be enacted by two-thirds vote.

Section K – Transition to University Staff Shared Governance

These Classified Staff Council Bylaws shall remain in effect until such time as the University Personnel System is fully in place and University Staff Constitution and Bylaws are in force. At that time, these Bylaws shall be superseded by the University Staff Constitution and Bylaws. (CSC 4/13)

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