

Staff Council Bylaws
The University of Iowa, Iowa City, Iowa

Article I

Name

The name of this organization shall be the University Staff Council of The University of Iowa.

Article II

Mission and Goals

The Council is an elected body which represents the following staff members:

1. Professional and Scientific,
2. Merit Staff who are Supervisory Exempt, and
3. Merit Confidential

The goals of the Council are to:

1. Express the concerns of represented staff,
2. Advocate changes or improvements for represented staff,
3. Advise the University Administration on policies affecting staff members,
4. Inform constituents of the activities of the Council,
5. Promote University relations within the community of Iowa City and the State of Iowa., and
6. Interact and coordinate with Faculty Senate and Student Government.

Article III

Organization

The annual reorganization of the Council begins in November. The following categories of Personnel have membership on Staff Council unless represented by an exclusive bargaining agent. Membership on the Council is on the basis of a minimum of one representative for every 100 employees or major fraction thereof in each category:

- Professional Administrative - representing both Administrative and Academic,
- Professional Health Care - representing both Health Care and Nursing Professional Research,
- Professional Research, and
- Merit Supervisory Exempt/Confidential.

Article IV

Council News

Council information will be available to the Office of University Relations for publication.

Article V

Operational Year

Beginning April 1, 1999, the operational year of this Council shall be from April 1 to the following March 31.

Article VI

Nominations to Staff Council Membership

* SECTION 1. A committee shall be appointed according to Article XIV, which will oversee nominations to the Council. This Committee shall be known as the Elections Committee.

- * SECTION 2. In January, Council shall advertise upcoming nominations for Council membership. Nominations for each category shall be sent to the Elections Committee of the University Staff Council no later than the last business day of January.
- * SECTION 3. Those eligible for nomination shall be permanent employees of the University, either full time or part time, who are classified as Professional and Scientific Staff, or Merit System Staff who are exempt from collective bargaining because of supervisory or confidential status.
- * SECTION 4. Terms of Council membership shall be three years unless a vacated term is being completed, or Vice President/President Elect is in the last year of his or her Council term, in which case this member's term is extended an additional year in order to assume the President's duties.
- * SECTION 5. Council members shall serve no more than two consecutive elected three-year terms. Reelection can be sought after a one-year leave.

Article VII

Elections to Staff Council Membership

- * SECTION 1. The names of all eligible nominees shall be placed on the ballot. Ballots shall be prepared and approved by the Elections Committee. Ballots will be electronically distributed to all employees in represented categories no later than the end of the second week of February. The deadline for election of councilors will be two weeks after the distribution date.
- * SECTION 2. Following the deadline date, election results will be approved and certified by the Elections Committee. In case of a tie, the winner shall be chosen by lot. Results of the election shall be given to the Secretary of the Council who will make the results a part of the permanent Council file.
- * SECTION 3. Any candidate listed on the Council official ballot for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the chair of the Council Elections Committee. An authorized audit of election ballots shall be performed by an impartial third party.
- * SECTION 4. All newly elected Council members will begin their term April 1.
- * SECTION 5. In the event that a member of the Council changes positions within the University, the member continues to serve on the Council as follows:
 1. To the completion of the term if the member's new position with the University is in the same category in which they were elected.
 2. Until the following March 31, if, the member's new position is in a category which is different from the one in which elected.

Article VIII

Officers

- * SECTION 1. The officers of this Council shall be a President, Vice President/President Elect, Past President, Secretary, and Budget Officer.
- * SECTION 2. Nominations for the officers of Staff Council shall be made at the February meeting. The President and Vice President/President Elect must have served the immediately preceding year on the Council prior to the time he or she will hold office. The Officers shall be elected by the council at the March meeting.
- * SECTION 3. All officers of the Council shall assume their duties April 1.
- * SECTION 4. If the office of President becomes vacant, the Vice President/President Elect shall become President for the remainder of that term and assume the office of President the following year. If the office of Vice President/President Elect becomes vacant, a Vice President/President

Elect shall be elected from the Council membership to serve the remainder of the term, and assume the office of President the following year. If there is both an acting President and acting Vice-President, the acting President shall assume office of President the following year. If the Office of Secretary or Budget Officer becomes vacant, the President shall appoint an Acting Secretary or Budget Officer from the Council membership for the remainder of the term.

Article IX

Duties of Officers

The duties of the officers are those implied by their respective titles and as specified in these Bylaws.

* SECTION 1. The President:

1. Perform such duties as usually pertain to the office of President.
2. Preside at all meetings of the Council, Executive Committee and Goals Committee.
3. Convene Goals Committee to appoint Council members to all internal committees. These appointments are subject to the acceptance of the members so appointed.
4. Submit appointments or recommendations for representation on University committees, with Council approval, for University confirmation.
5. Prepare an Agenda for each meeting.
6. Prepare the Annual Report for the President of the University for presentation at the meeting in April.
7. Appoint a President pro tem in the event of the absence of the President and Vice President/President Elect.
8. Submit Council recommendations to appropriate University officials.
9. Serve on the Staff Budgetary Planning & Review Committee.

* SECTION 2. The Vice President/President Elect shall:

1. Perform the duties of the President in the absence of the officer.
2. Perform such duties as the President shall designate.
3. Assume the office of President the following year.
4. Serve on the Staff Budgetary Planning & Review Committee.
5. Maintain a current comprehensive description of each internal committee that details mission, scope, annual projects, terms, and any other information that would be useful to future council members.

* SECTION 3. The Secretary shall:

1. Be responsible for minutes for meetings of the Staff Council, Staff Council Executive Committee, and Staff Council Executive Committee with the University President.
2. Be responsible for the Staff Council meeting attendance roster.
3. Send a note to the elected members congratulating them on their election to the Council and inviting them to attend the next meeting. Eight days following the date of mailing of the vote summarization or resolution of vote challenge, dispose of all ballots appropriately.
4. Assume duties of office manager in that person's absence.
5. Conduct correspondence, as necessary.

* SECTION 4. The Past President. The Past President shall:

1. Chair the Staff Budgetary Planning & Review Committee or shall appoint a designee from the Budget Committee's current membership.
2. Oversee selection of Peer Support/Referral Committee members

* SECTION 5: The Budget Officer shall:

1. Manage all Staff Council budgets
2. Prepare an annual budget for approval.

Article X

Executive Committee

* SECTION 1. Voting members shall include the President, Vice President/President Elect, Past President, Secretary, Budget Officer and four other members elected at the April meeting.

* SECTION 2. Nominations for non-officer Executive Committee positions shall be made at the regular March and April Staff Council meetings. Voting for these Executive Committee positions shall take place at the April meeting.

* SECTION 3. The term of office for elected Executive Committee members shall be one year. After being elected to the Executive Committee for two consecutive years, an individual must remain off the Executive Committee for one year. The time spent on the Executive Committee by individuals who are the officers of the Council does not apply towards the election term restrictions.

* SECTION 4. There shall be no restriction as to length of Council membership to be eligible for Executive Committee.

* SECTION 5. The Executive Committee is charged to formulate goals and direction for Council activities and advises and assists the officers of Council in carrying out the responsibilities of their office.

* SECTION 6. The Secretary shall prepare minutes of all Executive Committee meetings as part of Council records and distribute them to Council members.

* SECTION 7 Executive Committee meetings are called and chaired by the Council President not less frequently than every two months.

Article XI

Meetings

* SECTION 1. Meetings shall be held monthly except August.

* SECTION 2. The meetings of the Council shall be open to the public. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council, the President of the University or a personal representative designated by the President of the University, Vice President of Finance and Operations of the University, Director of Human Resources and Senior Associate Director of Human Resources of the University and/or a personal representative designated by this person, and/or other persons approved by a majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.

* SECTION 3. Special meetings may be called by the President.

* SECTION 4. Council members missing more than three of the regularly scheduled meetings during the year shall be sent a letter reminding them of their obligations to represent their constituents on the Council. Council members missing five or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the Executive Committee. The Secretary shall notify the President of the Council member missing three meetings, and shall notify the Executive Committee of a Council member missing five meetings.

Article XII

Quorum

In order to transact business, a quorum of one more than one-half the Council members must be present. To carry a motion, affirmative votes must be cast by one more than one-half of those voting.

Article XIII

Vacancies

In the event of a Staff Council member vacancy during the year, the Elections Committee will use the current term's election results from which to select the next member by order of votes received as a potential nomination for replacement. Open Nominations will be sought from the floor at the next Staff Council Meeting. After review of all nominated candidates, the Elections Committee will make a recommendation to the Executive Committee of two (2) staff for each vacancy. The Executive Committee will then be responsible to complete final selection of a new member to serve the remainder of the vacant term until it expires.

Article XIV

Staff Council Committees

Council members are expected to actively serve on at least one ad hoc, internal committee or the Executive Committee. The Goals Committee shall appoint Council and non-Council staff members to the internal committees. The Executive Committee shall designate a chairperson for each internal committee with the exception of the Budgetary Planning and Review Committee whose chair is the immediate Past President. At the discretion of the chair, committee members may be removed from the committee for non-attendance.

The internal committees and their respective charge(s) shall be:

Budgetary Planning and Review Committee:

Purpose: To promote overall budget planning and advise the central administration on University resource acquisition and allocation in a manner that is consistent with the institution's strategic plan and the concerns of staff.

Scope of Concern:

1. Gather input from constituency about needs and concerns of staff regarding budget.
2. Meet, as appropriate, with the Vice-President of Finance to discuss budget issues of specific concern to staff.
3. Meet regularly as staff representatives with the joint faculty/staff budget committee to discuss budget planning.

Membership: (As defined by the UI Faculty Senate/Staff Council budget committee document.)—Seven members to be appointed by the Staff Council Executive Committee; consideration shall be given to the appointment of the past-president, current president and president-elect (or vice-president) of Staff Council, as well as persons who have formerly served in those positions. Members of this committee will also be members of the University of Iowa Faculty Senate/Staff Council Budget Committee. At least one member may be a non-Staff Council member. Members shall be appointed for a term not to exceed three years. Reappointment is permitted; however, no person may serve for more than six consecutive years on the committee. SC Executive Committee

will solicit nominations at the June SC meeting. Decisions will be announced at the August Executive Committee meeting. Term of office will be from September to August.

Bylaws Committee:

Purpose: To review, facilitate discussion and make recommendations regarding bylaws.

Scope of Concern:

1. Review bylaws and recommend amendments that are appropriate and consistent with current bylaws, with support from concerned constituency.
2. Send approved bylaw changes to University Relations office to be incorporated into the Operations Manual.
3. Act as parliamentary advisory in order to maintain productive Staff Council meetings.

Membership:

1. Members: No restriction on the number of members.
2. Open to: Current Council members. If available a non-Council member may be included to act as an expert or advisor on bylaws.
3. Term: 1 year

Committee on Committees:

Purpose: To solicit and recommend the best qualified candidates to represent staff on the University of Iowa charter, non-charter committees and other standing committees in conjunction with the University of Iowa Affirmative Action policies. To find and recommend replacements for the various committees as unscheduled openings occur. Candidates shall be recommended without regard to classification except in the case of the Funded Retirement and Insurance Committee whose membership is restricted to those staff members not covered by a bargaining agreement.

Scope of Concern:

1. Act as liaison with staff members serving on University charter committees and non-chartered committees.
2. Report charter and non-charter committee issues of interest to Staff Council
3. Provide Council view to charter and non-charter committee members as needed.

Membership: There is no requirement or term for membership on this committee.

Education Committee:

Purpose: To promote awareness on campus of existing professional development opportunities. To explore options for further educational opportunities and to make recommendations to the Council for making those educational opportunities available to the Staff.

Scope of Concern:

1. Supports the Mary Jo Small Staff Fellowship.
2. Organize and present Staff Council information to new staff members at monthly faculty/staff orientations.
3. Organize and present the orientation for new Staff Council members.

4. Works closely with The University of Iowa Learning and Development Office to provide staff with professional development opportunities.

Membership:

1. Members: The committee consists of a minimum of 4 Council members and the Coordinator of The University of Iowa Learning and Development Office.
2. Open to: Current Council members
3. Term: 1 year.

Elections Committee:

Purpose: To solicit candidates for vacant seats on the Council, Council office of President, Vice President/President Elect, Secretary, and Budget Officer, and Executive Committee. To carry out elections in accordance with Council bylaws.

Scope of Concern: Refer to Article III, VI, VII, X, and XIII.

Membership:

1. Members: 3-5 Council members.
2. Open to: Current Council members not seeking reelection.
3. Term: 1 year.

Goals Committee:

Purpose: To review goals and timetables of internal committees. The Goals Committee will meet at the beginning of each academic year and as determined by the President.

Scope of Concern:

1. Appoint members to internal committees each year.
2. Determine specific yearly goals of the Council.

Membership: The Committee consists of all internal committee chairs and the Council Officers. The Council President serves as Goals committee chair.

Human Resources Committee:

Purpose: To review University of Iowa policy and procedure central to the human resource needs and concerns of Professional and Scientific and Merit Supervisory Exempt/Confidential staff in order that it may advise Central Administration in these matters.

Scope of Concern: The Committee may consider and make recommendations to any human resource policy or practice including but not limited to the following:

- furlough, temporary status
- retraining, professional development, recognition
- reallocation of staff due to organizational change
- job reclassification and review
- workplace safety
- compensation
- performance appraisals

staff benefits
compliance and regulation issues

Membership:

1. **Members:** The number of members is at the discretion of the Council. The chair and vice-chair of the committee will be members of the Council. At least three members of the committee will be non-council members and the majority of the committee members will be Council members. Non-council members should have first-hand experience in working with human resource issues of concern to Professional and Scientific and Merit Supervisory Exempt/Confidential staff.
2. **Open to:** Current Council members. Administrative liaisons and/or their representatives with human resource interests are invited to attend as appropriate and with the Committee's approval.
3. **Term:** Committee membership is a two-year term with a maximum of three back-to-back terms.

Merit Supervisory Exempt/Confidential Committee:

Purpose: To develop, review, facilitate discussion and make recommendations concerning issues of Merit Supervisory Exempt/Confidential (MSE/C) Staff.

Scope of Concern: The issues that may be addressed include but are not limited to the following as they apply to MSE/C personnel:

1. Review policies and practices relative to MSE/C colleagues.
2. Foster inclusion of MSE/C Staff on all recommendations from Council.
3. Meet with MSE/C constituents at least twice per year.
4. Represent The University of Iowa MSE/C membership on the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) which represents non-bargaining Merit Staff of The University of Iowa, Iowa State University, University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School.

Membership:

1. **Members:** Committee consists of all MSE/C staff on Council and at least one non-MSE/C Council member.
2. **Open to:** Current Council members.
3. **Term:** Length of Council term for MSE/C members and 1 year for non-MSE/C Council members.

Staff Council Diversity Committee

Purpose: To promote diversity awareness and recommend ways to increase diversity and inclusion of all staff on campus in conjunction with the University of Iowa "Core Values," Institutional Goal #5 which strives for a "culturally diverse and inclusive university campus."

Scope of Concern:

1. Develop programs throughout the year to promote diversity awareness, including the annual Staff Council Martin Luther King Celebration.

2. Actively solicit information from and interact with the various diversity groups on campus and in the community in support of their goals as well as jointly sponsoring events/programs.
3. Disseminate information to Staff Council concerning diversity programs and current activities and seek active support from Staff Council for promotion of these programs.
4. Request annual updates from the University on the progress made toward increasing diversity and inclusion of staff on campus.

Membership: Open to any Staff Council member and a representative from each diversity committee on campus.

University/Governmental Relations Committee:

Purpose: To foster communication of the Council activities to the University, honor staff members, and promote good relationships between the University and local, state, and national governments.

Scope of Concern:

1. Responsible for coordinating the Board of Regents Staff Excellence Awards, the University Outstanding Staff Awards and the Staff Council Staff Excellence in Service Awards.
2. Works to foster good relationships among local, state, and national officials and the University, alone and in conjunction with Faculty Senate's Governmental Relations Committee.

Membership:

1. Members: No restrictions; however at least one member of the Executive Committee should be a member of the committee.
2. Open to: Current Council members.
3. Term: 1 year.

o. Peer Support/Referral Program [Article XV].

(On advice from the Office of the General Counsel, this section shall remain in its entirety as part of the Staff Council Bylaws for as long as this program is active.)

(1) Purpose: To assist non-bargaining professional and scientific and non-bargaining merit staff in identifying rights and privileges according to University employment-related policies by suggesting appropriate sources for such information.

(2) Organization: It is proposed that Staff Council will amend its bylaws to establish a Peer Support/Referral Committee, composed of five members for the purpose described above. Staff Council officers and members will be encouraged to refer inquiries from employees to any individual member of the committee. Members of the committee are not required to be, but may be, members of Staff Council.

Terms of service for Peer Support/Referral Committee members will be limited to two years, with the option of completing two consecutive terms (four years total). Selection of members shall be by the Staff Council Executive Committee as described below ("How to apply ..."). The Staff Council Executive Committee shall also select one member to serve as chair for a term not to exceed the member's term. The chair of the committee shall maintain a system to track anonymously the type of inquiry or problem involved to assist Staff Council in identifying

problems or trends which might warrant review of University policy by Staff Council. No names or specific cases will be identified or maintained.

A joint letter requesting reasonable release time from departmental duties to carry out duties as a Peer Support/Referral Committee Member will be sent by the Staff Council Executive Committee and a Human Resources administrator to the supervisor of each individual chosen. The committee will meet as a group only at the beginning and end of each year, and otherwise as needed.

(3) Responsibilities of Peer Support/Referral Committee Members:

(a) Assist staff members one-on-one (not as a committee) with problems relating to their employment at The University of Iowa.

(b) Maintain confidentiality of all concerned.

(c) Support staff member by listening carefully, asking clarifying questions, assessing needs for information and guidance, consulting University policies and procedures, and contacting, directing, and/or accompanying staff member to appropriate authorities or offices as necessary.

(d) Provide advice concerning fact-gathering and direct the staff member to relevant documents, appropriate policies and procedures, and offices, e.g., *Operations Manual*, Ombuds Office, Faculty/Staff Services, Family Services, Mediation Service, Affirmative Action, etc.

(4) Qualifications of Peer Support/Referral Committee Members:

(a) Required:

(i) Minimum of two years current employment at The University of Iowa in a non-bargaining professional and scientific or non-bargaining merit position.

(ii) Familiarity with the *Operations Manual*, University policies and procedures, and University administrative and staff assistance offices.

(iii) Experience and/or training in critical listening and communication skills such as may be gained from mediation training or workshops related to verbal communications skills.

(b) Desired: Experience in service to staff and the University by participation on the Staff Council, various University charter and non-charter committees, or in some other capacity directly related to non-bargaining professional and scientific or non-bargaining merit staff or equivalent experience.

(5) How to apply to serve as Peer Support/Referral Committee Member: Potentially qualified committee members will be identified by the Staff Council Executive Committee from a list of volunteers from Staff Council or volunteers suggested by Staff Council members. Those initially identified as qualified who are interested in serving will be asked to submit a letter to the Staff Council immediate Past President stating their qualifications and reasons for wanting to serve as a Peer Support/Referral Committee member. Peer Support/Referral Committee members will be selected based on their letter and a personal interview with representatives from the Staff Council Executive Committee and a representative from the Office of Human Resources.

(6) Campus notification of Peer Support/Referral Program:

- (a) Staff Handbook
- (b) Staff Council web page
- (c) Human Resources web page link
- (d) New Staff and Faculty Orientation
- (e) Referrals from Ombuds Office, Women's Resource and Action Center, and other groups
- (f) Posters displayed around campus
- (g) *News and Views*, the Staff Council newsletter
- (h) *fyi*, the faculty and staff newsletter
- (i) Other sources to be identified

Article XVI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern all proceedings of the Council.

Article XVII

Amendments

These bylaws may be amended at the regular monthly meeting of the Council by a two-thirds vote of those present, provided that the amendment has been introduced to the Council at the previous regular meeting.

Articles IV and XIV revised March 2006

Articles III, VI, VII, VIII, IX, X, XIII, XIV, and XVII revised December 2004 and January 2005

Article IX, Duties of Officers, Secretary duties revised, March 2002

Article IX, Duties of Officers, Past President duties revised, January 2002

Article VIII, Section 3, revised to simplify beginning of term of office, December 2001

“Election Committee” replaced with “Elections Committee” throughout Bylaws, December 2001

Article V, Revised to clarify “operational” year, November 2001

Move Bylaws Revisions to end of Bylaws document, November 2001.

Article XIV, University Relations Committee description revised, December 2000

Article XV: Peer Support Program, created from Article X, Section 7, December, 2000

Articles XV and XVI renumbered to Articles XVI and XVII respectively, December 2000

Article XIV revised to include a Web Page Advisory Committee, December 2000

Article XIV, Committees alphabetized, December 2000

Article I, Name, deleted "hereafter referred to as Council," October, 2000
Article VII, Elections, Section 1 revised October, 2000
Article XIV, Governmental Relations Committee added, October, 2000
Article III, Organization, Section 1, revised October, 2000
Articles VI-XVI, corrections made, October, 2000
Article XIV revised January 21, 1999
Article X. Section 7 Added to UI Staff Council Bylaws 11/15/99
Article XIV revised November 11, 1998
Article III, Section 1 revised December, 1998
Article III Section 2, Article VI Section 1, Article VII Section 10 and Article
VIII Section 3 revised September, 1998
Article V revised May, 1998
Article VI Section 1 revised May, 1998
Article VII Sections 1, 10 revised May, 1998
Article VIII Sections 3 revised May, 1998
Article IX Sections 1, 2, and 3 revised May, 1998
Article X Sections 1 revised 7 deleted May, 1998
Article XIV revised May, 1998
Article VII Section 3 revised Sept. 12, 1997
Revised February 13, 1997