

CALIFORNIA STATE UNIVERSITY
STAFF COUNCIL BYLAWS
(adopted June 2005)
(revised 12-06)

ARTICLE I

Membership, Geographical Area, and the Right of Proxy

Staff Council shall serve as one medium of communication for and between staff administration, faculty, and students of the university on matters outside the scope of Collective Bargaining.

Section 1: Members of Staff Council

- A. The voting members of Staff Council shall consist of the elected members from the areas listed below. Areas shall have one member per 32 staff employees plus an additional member if the fraction is 18 or more staff employees.
1. Kendall Hall
 2. Aymer Jay Hamilton and Modoc Hall
 3. Butte and Tehama Halls
 4. Physical Science, Ayres Hall, Holt Hall, Greenhouse, and Laxson Auditorium
 5. Continuing Education, Glenn Hall, and Trinity Hall
 6. Performing Arts Center, Yuba, and Taylor Hall
 7. Library West (excludes East wing 1st floor)
 8. Langdon Engineering Building, Siskiyou Hall, and O'Connell Technology Center
 9. Acker Gym, Shurmer Gym, Student Health Center, Yolo Hall, and Brice Avenue.
 10. University Housing and Food Services Complex (Lassen, Shasta, Whitney)
 11. Colusa Hall, Buildings D and E and University Center
 12. Library East Wing-1st Floor (CCP, EES, Advising, Testing, Records, Placement, Financial Aid)
 13. Plumas Hall and University Agriculture Teaching and Research Center
 14. Facilities Management and Services—Custodial
 15. Facilities Management and Services—Maintenance and Clerical, Reynolds and Stiles Buildings, Boiler-Chiller Plant, and Facilities Management Services-Grounds
 16. Bell Memorial Union
 17. Sierra Hall, Sierra Hall Annex, Deen House, Sapp Hall, and 310 Salem Street
 18. 25 and 35 Main Street and Passages—Adult Resource Center
- B. Any member who, either through administrative realignment or through voluntary position change, is no longer affiliated with the area they were selected to serve will be allowed to serve until June 30 as a member at-large.
- C. If there is a vacancy on the Council due to a resignation, realignment, or lack of a candidate, that vacancy may be filled by an interim member. The appointment may be filled for a term of one year or until the next selection process. Any member of

the staff of CSU, Chico may request appointment to the interim position. A "Nomination and Willingness to Serve" form must be completed by the candidate with final appointment being made by the Staff Council Executive Committee.

- D. Staff Council will add one seat on the Council to be selected from the retired staff of CSU, Chico. This will be a full voting position. Selection will be made by the Staff Council Executive Committee for a one-year term.
- E. Staff Council shall include the following members with proxy privilege, less the following privilege of holding office, except at the invitation of the Executive Committee.
- The president of the university (nonvoting)
 - Vice provost for human resources (nonvoting)
 - Personnel director (nonvoting)
 - Immediate past chair of Staff Council
 - Chair of Academic Senate
 - President of the Associated Students
 - Retired staff

Section 2: Constituency of Staff Council

A staff member for the purpose of constituency shall be defined as a nonacademic employee working at least half time at CSU, Chico, Foundation or Associated Students. Questions concerning constituency shall be ruled upon by majority vote of the Council; final appeal to be a review by the president of the university.

Section 3: Voting by Members of the Staff

A staff member for the purpose of voting shall be defined as a nonacademic employee working at least half-time at CSU, Chico, Foundation, or Associated Students. Exceptions and appeals shall be as noted in Section 2.

Section 4: The Right of Proxy

Staff Council members may appoint any constituent of their area or group as their proxy. Notification must be conveyed to the chair of Staff Council prior to the opening of the meeting in order that the proxy may be duly seated.

ARTICLE II

Officers and Their Duties

Section 1: Officers

The officers of the Council shall consist of three: chair, vice-chair, secretary/treasurer. The past chair will serve as an ex-officio officer for one year. Only members of Staff Council may serve as officers. Officers and standing committee chairs shall serve as the Executive Committee.

Section 2: Duties

A. The chair shall:

1. Preside at all meetings of Staff Council and the Executive committee.
2. Furnish the university president and staff with a written report of activities, accomplishments, and concerns of the Council as needed.
3. Serve as the liaison with the administration on issues pertaining to Staff Council and its projects.
4. At the invitation of the president of the university, sit as a member of the Academic Senate, Campus Planning Committee, and other committees.
5. Coordinate staff membership on other campus committees.
6. Appoint, with the recommendation of the Executive Committee and the approval of Staff Council, as necessary, ad hoc committees, members of the Service Projects Committee; Ways and Means Committee; Governance Committee; university-wide committees, and serve as ex-officio member on these committees.
7. With the Executive Committee, provide an agenda to be distributed to Staff Council members and instruct the secretary to request the presence of others as may be needed to accomplish the regular business of Staff Council.
8. Have other powers and perform other duties as necessary and assigned by Staff Council.
9. Shall serve on the executive committee for no more than one year subsequent to being chair of Staff Council, in the capacity of immediate past chair.

B. The Vice Chair shall:

1. Serve as chair in the absence of the chair.
2. Serve on university-wide committees as chair's designee, in chair's absence.
3. Execute grant application and writing proposals to benefit Staff Council programs.
4. Review reports, petitions, proposals, referred to Staff Council for possible action; determine upon consultation with the Executive Committee whether or not they fall within the jurisdiction of Staff Council and refer to the appropriate committee who shall then make recommendations to Staff Council; e.g. Operation Wildcat Care—packages for military.
5. Perform other duties as necessary and assigned by Staff Council.

C. The Secretary/Treasurer shall:

1. Serve as chair in the absence of the chair and the vice chair.
2. Serve on university-wide committees as chair's designee, in chair's absence.
3. Prepare minutes of all regular and special meetings of Staff Council and its Executive Committee and appropriately distribute.
4. Receive nominations of Staff Council officers to ensure they are handled as specified in Article IV, Section 1.
5. Be responsible for all monies acquired by Staff Council.
6. Furnish a yearly financial statement to Staff Council in June. Such statements are to be placed on file in the Staff Council Office.
7. Perform other duties as necessary and assigned by Staff Council.
8. Serve as Parliamentarian.

D. The Past Chair shall:

1. Serve on the Executive Committee for no more than one year subsequent to being chair of Staff Council. If a vacancy in the position occurs, no replacement shall be made.
2. Serve in an advisory capacity to the Executive Committee and Staff Council.
3. Serve on university-wide committees as the chair's designee, in chair's absence.
4. Perform other duties as necessary and assigned by Staff Council.

ARTICLE III

Committees and Their Duties

Section 1: Standing Committees

- A. There shall be four standing committees within Staff Council: Executive; Service Projects; Ways and Means; and Governance. Committee chairs will be selected from the Staff Council membership each spring during the designated selection period. Committee chairs shall serve on the Executive Committee. Each committees shall consist of not less than five (5) members and business shall not be conducted with less than three (3) members.
- B. Members of the Service Projects; Ways and Means; and Governance Committees shall be appointed by the chair and the Executive Committee with the approval of Staff Council. It is recommended that at the first scheduled meeting, a committee vice chair is selected to serve in the event of the committee chair's absence.

Section 2: The Executive Committee shall:

- A. Consist of the three officers: chair, vice chair, secretary/treasurer; and the three committee chairs: chair of the Service Projects Committee, chair of the Ways and Means Committee, chair of the Governance Committee, and the past chair, as an ex-officio member.
- B. The Executive Committee shall have such responsibilities as delegated to it in Article II, Section 2 A, (6) and (7), and may also act for Staff Council in emergency matters arising between meetings. They must report any such action at the subsequent meeting of the Council.
- C. Have such responsibilities as may be delegated to it by Staff Council.
- D. The Executive Committee shall meet monthly, or as needed, during normal duty hours (Article V, Section 1).

Section 3: The Service Projects Committee shall:

- A. The chair of this committee shall serve on the Executive Committee.
- B. Consist of not less than five (5) members, to be selected from the membership of Staff Council as designated in Article I, Section 1A.
- C. Be responsible for:
 - 1. Coordinating all aspects of personal interest training programs where appropriate.
 - 2. Staff suggestions pertaining to Staff Council itself.
 - 3. Conducting all service activities such as Blood Drives, Staff Suggestion Awards, Staff Scholarship, the University Needy Children's Program, Staff and Faculty Art Exhibit and Distinguished Retired Staff Award.
 - 4. Conducting fundraising for the University Needy Children's Program
 - 5. Other matters referred to it by the Executive Committee or Staff Council.

Section 4: The Ways and Means Committee shall:

- A. The chair of this committee shall serve on the Executive Committee.
- B. Consist of not less than five (5) members to be selected from the membership of Staff Council as designated in Article I, Section 1A.

- C. Be responsible for:
 - 1. Coordinating fund raising activities to support programs and projects sponsored by Staff Council (excluding the University Needy Children's Program).
 - 2. Coordinating all aspects of Spring Awards Luncheon.
 - 3. Other matters as may be referred to it by the Executive Committee or Staff Council.

Section 5: The Governance Committee shall:

- A. The chair of this committee shall serve on the Executive Committee.
- B. Consist of not less than five (5) members to be selected from the membership of Staff Council as designated in Article I, Section 1.
- C. Be responsible for:
 - 1. Publicizing, supervising, tallying ballots, and announcing the selection of members and officers of Staff Council.
 - 2. Publicizing, supervising, tallying ballots, and announcing the selection of members on the Dean Selection and Review Committees.
 - 3. Ruling on any selection disputes.
 - 4. Initially reviewing and making recommendations to Staff Council regarding all proposed Constitution and Bylaws amendments.
 - 5. Information and correspondence to other Councils and other public relations activities as needed; i.e. monthly newsletters, brochures, and press releases to University Public Affairs.

ARTICLE IV

Selection Procedures, Terms of Office, Recall, and Replacement

Section 1: Election of Officers

- A. The officers and committee chairs of Staff Council shall be elected by and from the eligible members of Staff Council and serve for a term of one year, beginning July 1 and ending June 30.
- B. Only duly selected area members of Staff Council shall be eligible to serve as an officer and/or committee chair of Staff Council.
- C. Officers and committee chairs shall be nominated and elected at the June meeting of the Staff Council. Consent of a candidate must be obtained before or at the time of placing his or her name in nomination.
- D. All selections shall be by secret ballot with a majority vote of Staff Council members present necessary to select.
- E. With the exception of Staff Council chair, an unexpired term shall be filled by nomination and election at the next scheduled Staff Council meeting unless there are less than 30 days left to serve. Nomination, election, and remaining unexpired terms of office or the committee chair position shall be governed by Section 1, A-D.
- F. Only incoming and continuing members of Staff Council eligible to vote shall vote in the election of officers and committee chairs.
- G. The distribution and counting of ballots shall be the responsibility of at least three members of the Governance Committee.
- H. Any disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by twenty-five percent of the member's area, and submitted to the Staff Council chair for review by Staff Council. Final appeal shall be reviewed by the president of the university.
- I. An officer or committee chair may be recalled by a two-thirds vote of Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.

Section 2: Selection of Members

- A. Selection procedures shall be used when vacancies occur in Staff Council due to expiration of terms. The selection shall be held during the month of May. The terms of Staff Council members shall be for three years, beginning July 1 and ending June 30.
- B. To be eligible to run for a vacancy on the Council, the candidate must be located in the building where the vacancy exists. This may or may not be the same location as their home department. If a vacancy is not filled, the position will be considered at large and governed by Article 1, Section 1.C.
- C. Nominations of candidates for Staff Council shall be made in writing on a form approved by the Governance Committee. This form must be countersigned by the nominee indicating his or her willingness to hold and perform the duties of that office.
- D. Nominations for Staff Council seats shall be open for a two-week period and shall be closed prior to the distribution of ballots.

- E. Balloting for Staff Council seats shall be by secret written ballot which may be cast by mail. Five duty days shall be allocated for the casting of ballots.
- F. Failure of a candidate to receive a majority will result in a runoff between the two candidates receiving the greatest number of legal ballots cast.
- G. The distribution and counting of ballots shall be the responsibility of at least three members of the Governance Committee of Staff Council.
- H. Disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by twenty-five percent of the constituent's area, and submitted to the Staff Council chair for review by Staff Council. Final appeal shall be reviewed by the president of the university.
- I. A Staff Council member may be recalled by a majority vote of his/her constituents. The initiative for recall vote shall be by signed petition of not less than twenty-five percent of his/her constituents.
- J. A Staff Council member upon three consecutive absences within one academic year from full Council and/or standing committee meeting shall be deemed to have resigned from Staff Council. To obtain an excused absence, the member must notify the Staff Council office or the appropriate standing committee chair prior to the meeting.
- K. Upon completion of the selection process, recommendations shall be forwarded to the president for final approval and appointment of membership on the Council.
- L. Unexpired terms on Staff Council shall be filled within 60 days by a special selection process. Unexpired terms of office shall be governed by Section 2, A through K. A seat may be left vacant when 90 days or less remain in the unexpired term.

ARTICLE V

Meetings, Order of Business, Quorum, Voting

Section 1: Meetings

- A. Regular meetings of Staff Council shall be held monthly during normal duty hours. Staff Council members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.
- B.
 - 1. Special meetings shall be called by Staff Council chair or upon written petition to Staff Council chair by ten percent of the staff constituency (as defined by Article I, Section 2). Petitioned meetings shall be held within five duty days. Special meetings may be called upon the request of the president of the university or his/her representatives.
 - 2. The Staff Council chair shall consult Staff Council members in setting the time and date of special meetings to assure a quorum can be present.
- C. Committee meetings of the Staff Council shall be held as called by the chair of the committees and shall be held during normal duty hours. Committee members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.

Section 2: Order of Business

- A. Staff Council shall establish its own order of business for regular or special meetings.
- B. The Standing Committees of Staff Council shall establish the order of business for their meetings.

Section 3: Quorum

A quorum shall be two-thirds of the total Staff Council members eligible to vote.

Section 4: Voting

- A. Except for "Setting Aside of the Rules" and changes in the Constitution or Bylaws, any matter before Staff Council may be enacted by a majority vote of those present and voting provided the matter under consideration has been introduced at a prior meeting Staff Council during the current Staff Council year.
- B. The requirement of an introductory presentation as required in Section 4A above may be waived by a two-thirds vote of Staff Council members present, eligible, and voting.
- C. Matters brought before Staff Council under Section 4B above may be enacted by a majority of eligible Staff Council members present and voting.

ARTICLE VI

Parliamentary Authority

The parliamentary authority of the governing body shall be Sturgis' Standard Code of Parliamentary Procedure (latest edition) on matters not covered by the Constitution and Bylaws of Staff Council, California State University, Chico.

ARTICLE VII

Section 1: Initiation of Amendments

- A. Amendments to these Bylaws may be initiated and proposed by Staff Council members.
- B. Amendments shall be submitted in writing to the Governance Committee at least two weeks prior to their introduction which shall be at the next regularly scheduled Staff Council meeting.

Section 2. Approval of Amendments

Passage of amendments shall require a two-third majority vote of Staff Council members present, eligible, and voting.