

(Amended March 2021)

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The name of the organization shall be "University of Colorado Boulder (CU Boulder) Staff Council," hereinafter referred to as "Staff Council," to be located at the University of Colorado Boulder. Staff Council is affiliated with but operationally separate from the University of Colorado Staff Council.

### A. Purpose and Mission Statement

The purpose of Staff Council shall be to represent, inform and educate staff employees of the Boulder campus by serving as a liaison to the CU Boulder administration, the University system and State administration. Staff Council represents, informs and educates staff employees by serving as a liaison between employees and Boulder campus, University system and State administration. Staff Council also recommends proposals to the administration that are designed to improve morale and advocate for the rights of staff employees. Staff Council is committed to



1. Appointed Delegates

- a. Appointed delegates shall be designated as needed by the chair with the approval of the majority of the Executive Committee for terms designated by the requesting organization. In the event no Staff Council representative seeks the appointment, any individual from among the staff employees may be appointed.
  - I. The delegate to Boulder Faculty Assembly shall be appointed to a term consistent with its bylaws.
  - II. Delegates to other bodies shall be appointed as necessary.
  - III. Appointed delegates shall report to Staff Council at full council meetings or as needed regarding the activities of the organization.

2. Elected Delegates

- a. Delegates are elected by Staff Council representatives.
- b. University of Colorado Staff Council (UCSC). Three delegates shall be elected to staggered terms of three years each to serve on the UCSC.
- c. Statewide Liaison Council (SLC). Up to two delegates shall be elected by the full Council to staggered terms of two years each for the SLC, with terms beginning on the first day of July, according to the procedures set forth in the Elections Code. Representatives may self-nominate for this role.
- d. Delegates and alternates may serve unlimited successive terms in the same roles.
- e. General Duties of Elected Delegate
  - i. Meet with the other delegates to UCSC or SLC by the first day of July to choose one delegate to serve on the Staff Council Executive Committee and/or to be a voting delegate to the organization.
  - ii. Attend and participate in all meetings, activities, and committees in accordance with the bylaws of the organization to which a delegate is elected.
  - iii. Report to Staff Council on the activities of the organization and alert Staff Council to issues of importance to staff employees.



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3. Secretary

- a. Review and ensure distr

- a. Rule upon procedures according to parliamentary authority when so requested or when in their judgment such is necessary during and between meetings.
- b. Monitor speaking time limits during debate, when requested.

#### E. Removal from office

1. An officer may be removed from an elected office in the event of displaying behaviors which violate the rules of the university, laws of the State of Colorado or the United States, or in the event of behaviors deemed unethical or unprofessional by members of the council.
2. Such removal shall occur when all of the following conditions have been satisfied:
  - a. A written proposal for removal of an officer, with details as to the cause, has been signed by a current member in good standing, and presented to the office of Staff Council by electronic means (email) or in paper copy. Such proposal shall set forth the reasons for the request in factual detail.
  - b. The Elections Committee has sent a written notice detailing the proposal to all representatives no later than one week prior to the next regularly scheduled meeting of Staff Council, at which the proposal will be initially discussed. If the chair is the officer in question, the vice chair shall preside during the discussion.
  - c. The proposal is again discussed at the following regular meeting of Staff Council and a vote by secret ballot is conducted under the supervision of the Elections Committee. The proposal shall be passed if it receives a 2/3 vote of all eligible voters.
3. Removal from office shall take effect immediately upon a successful vote.
4. Staff Council membership and the officer in question shall be notified in writing of the outcome of the vote.

A. Regular Meetings of Staff Council shall be held once a month.

B. A special meeting may be called by the written request of three Staff Council representatives or by request of the Executive Committee.

C. A quorum of Staff Council for Regular and Special Meetings shall consist of one-half plus one of the current voting representatives in good standing.

D. Regular meetings of Staff Council shall be open. Special meetings of Staff Council shall be closed, which means only current representatives in good standing and the Administrator may attend the Special meeting.

E. The Chair shall establish time limits for speakers as required, and ask the Parliamentarian, or another member in their absence, to keep time.

A. The Executive Committee shall be composed of Staff Council officers, current committee



- C. Two people constitute a quorum for each committee.
- D. Committee chairs are to be elected from the Staff Council membership by the individual committee members, to serve a renewable one year terms.
- E. Each committee chair (in consultation with committee members) shall be responsible for working within the budget designated annually for their respective committees.
- F. Each committee shall be authorized by Staff Council to do what is necessary to accomplish committee goals but shall be constrained from committee action needing Staff Council approval.
- G. Each committee shall maintain a written record of its activities (meetings, letters, surveys, telephone calls, etc.). Such records shall be open to all staff employees. Upon a committee's dissolution after termination of its responsibilities, or at the end of the fiscal year for standing committees, its records shall be given to the administrator for use as resource material.
- H. Each committee shall update the committee description and guideline packets maintained by the administrator at the start of the new fiscal year and ongoing, as needed.
- I. Committee disputes will be referred to the Executive Committee.
- J. Standing committees shall be ongoing and shall not be dissolved.
- K. The Elections Committee shall conduct elections according to an Elections Code developed by the committee and approved annually by the Executive Committee.
- L. Special committees may be appointed by the chair when deemed necessary, and their creation shall be ratified by a simple majority of Staff Council membership at the next scheduled meeting. Details of special committee membership, purposes and length of existence shall be determined by the chair with advice of the full membership.

Robert's Rules of Order, latest revision, shall govern the proceedings of this organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

- A. An amendment to these bylaws can be proposed in writing by any Staff Council representative by written copy of the proposed amendment, signed and delivered to the Staff Council office.
- B. A copy of the proposed amendment shall then be delivered to each Staff Council representative by electronic means (email) at least one week prior to a regular meeting.
- C. At that next regular meeting the proposed amendment will be discussed and any edits incorporated according to parliamentary procedure. The amendment to the bylaws will be presented for a vote at the next regular meeting of the full council (usually one month later).

D. The amendment shall be adopted if it receives a 2/3 vote of those eligible to vote. Voting by proxy on the bylaws revisions shall not be allowed.

A. Hiring Process

1. The Executive Committee will provide Human Resources with input regarding the hiring of the Staff Council Administrator.
2. The Search Committee for filling the position of Staff Council Administrator shall be constituted with volunteers from Executive Committee and general membership at the discretion of the chair.

B. Duties

1. The administrator shall be a staff employee responsible for the duties in the job description for the position.
2. The administrator may be assigned other related duties by Staff Council to assist in achieving Staff Council goals.

C. Required annual evaluations and performance planning for the administrator shall be conducted by the supervisor with input from the chair, at minimum, and other members of the Executive Committee or full council, if available.

Amended September 7, 1994  
Amended March 1, 1995  
Amended February 4, 1998  
Amended May 10, 2001  
Amended October 3, 2001  
Amended June 4, 2003  
Amended March 3, 2004

Amended April 9, 2008  
Amended May 13, 2009  
Amended February, 2014  
Amended January 18, 2017  
Amended April 11, 2018  
Amended December 11, 2019  
Amended March 10, 2021