SAN FRANCISCO STATE UNIVERSITY STAFF CONSTITUTION

Article I.

Section A. Name
The name of the organization shall be the Staff of San Francisco State University.

Section B. Electorate
In line with our Mission – as stated in Article I, Section C, of the Bylaws – for the purpose of electorate constituency, a Staff Member, also referred to in this document as Staff, shall be defined as a person employed at least half-time by the San Francisco State or its auxiliaries in a non-faculty, non-managerial (MPP) and non-executive capacity, and whose primary role is providing supporting services. Staff designation shall not lapse because of a leave of absence. The majority vote of the Council shall rule upon questions concerning constituency.

Section C. Meetings
Meetings of the Staff of the University:

1. May be called by the Chair of the Staff Council who then presides; if the Chair is not available, their designee may preside;
2. May be called by the President of the University who may then preside;
3. May be called by one-third of the Staff Council, whose Chair or their designee shall preside;
4. May be called in response to a petition signed by at least ten percent voting members of the Staff at the time of the last election, and shall be presided over by the Chair of the Staff Council or their designee;

## Article II.

### Section A. Powers

The Staff delegates its powers to the Staff Council as a principal representative body in matters of shared governance.

### Section B. Responsibilities/Duties

Staff Council, acting as a representative body at the University in alignment with the mission and purpose of the organization, has the ability to:

1. Maintain, create and propose resolutions that formally express perspectives of the body.
2. Review current and, in situations that so merit, draft and propose new policy on items affecting Staff and falling outside of contracts, executive orders, the scope of representation, Collective Bargaining Agreements and in compliance with HEERA.
3. Hold events relevant to Staff.
4. Recognize Staff achievement and service.
5. Hold two-way communication with Staff (provide information to and receive information/feedback from).
6. Maintain a staff service pool and recommend Staff appointees for committee seats and advocate for representation on committees.
7. Liaise with HR regarding employee membership information for electorate and Staff Council representation apportionment purposes.

### Section C. Administrative Acknowledgement

Staff council reserves the right to propose policies and procedures in consultation with administrator and union review in compliance with HEERA. Upon passage by the Staff Council, proposed policies and procedures will be submitted to the appropriate Vice President or the University President, referred to as the appropriate administrator for the rest of this section, for consideration and action. Administration should publicize their decision on recommendations from the Staff Council with a rationale in the spirit of transparency.
Article III.

Section A. Staff Council Membership

1. Staff representation

There shall be one Staff Council seat for every 35 eligible employees, as defined in Article I, Section B: Electorate, rounding to the nearest whole number (minimum of one). Employees will be grouped according to their Bargaining Unit (1, 2, 4, 5, 6, 7, 8, and 9) - including the C99 Confidential Employees as an additional unit for the purpose of allocating Staff Council representation and voting - with the following exception:

   a. Unit 9 shall be distributed into four separate categories as distinguished in Affirmative Action Plan (“AAP”: General Technical Support, Information Technology, Research & Data Support, and Technical Data Support).

Apportionment should be reviewed after the completion of the first year of the Staff Council. After the first review of apportionment, it shall be determined what changes – if any – need to be made and whether a further study should take place the following year or on a three-to-five-year cycle by the Equity and Inclusion committee.

2. Additional members of the Staff Council

   a. One Faculty Representative and one Lecturer Representative as chosen by the Academic Senate; voting

   b. One Undergraduate Student Representative and one Graduate Student Representative as chosen in consultation with the Associated Students, Inc.; voting

3. Ex officio members of the Staff Council

   a. University President or Designee; non-voting

   b. President of APC (Unit 4) or Designee; non-voting

   c. President of CSUEU 305 (Units 2, 5, 7, and 9) or Designee; non-voting

   d. President of SUPA (Unit 8) or Designee; non-voting

   e. President of the Teamsters (Unit 6) or Designee; non-voting

   f. President of UAPD (Unit 1) or Designee; non-voting

   g. AVP of Human Resources or Designee; non-voting

4. Staff Council member title

Staff Council members shall be Councilors.
Section B. Organization of the Staff Council

1. Officers of the Staff Council

The officers of the Staff Council shall include, at a minimum but may not be limited to, a Chair, Vice-Chair, Record Keeper, and Counselor. They shall be elected from the incoming and continuing membership of the Staff Council to serve a one-year term. As the Staff Council progresses, there may be a need to add a Treasurer.

2. Committee structure of the Staff Council

The committees of the Staff Council shall include the Executive Committee and such other standing committees and ad hoc committees as the Staff Council shall determine. The Staff Council also participates in two additional types of committees: committees on which the Staff Council has liaison members or representatives and committees for which the Staff members are recommended for executive appointment.

The Executive Committee shall consist of the officers of the Staff Council, two additional members elected for terms of one year (At-large), the outgoing Chair (who shall serve for one year subsequent to the completion of their term of office as Chair), and the Chairs of the Staff Council's Standing Committees.

The Staff Council as a whole may form, supervise, and disband any other committees within its membership.

The Staff Council may delegate its duties, but not its responsibilities, to its subcommittees or other bodies it may authorize. The Staff Council and its subcommittees may offer reports as needed.

3. Record of meetings

The Staff Council shall keep, and make available to the Staff, a record of its meetings. After adoption by the Staff Council, summary minutes shall be posted and in an electronic format in accordance with current University accessibility standards for Staff to view.

4. Term limits

a. Elected members of the Council may succeed themselves for one full three-year term.

b. No elected member of the Staff Council shall serve more than six successive years in that capacity.

c. The time spent by a Councilor in replacing another Councilor on leave or absent for any reason shall not be included in the limitations of service stated in Article III, Section B, 4, b.

d. Leave of absence from the Staff Council shall be limited to 12 consecutive months.
Article IV.

Section A. Adoption

This Constitution shall be adopted by a favorable vote of the majority of the Staff of the University, as defined in Article I, Section B, who participate during the voting period. A minimum threshold of 15% participation from the electorate is needed.

Section B. Amendments to the Constitution

Amendments to this Constitution may be initiated in the same way that any other motions are initiated by the Staff Council or may be initiated by members of Staff, as provided for in Article I, Section C, 4, calling for a general meeting of the Staff.

Proposed amendments adopted by the Staff Council following its usual rules for the adoption of motions, shall be presented to the voting members of the Staff, as elsewhere defined in Article I, Section B, and shall be adopted by a favorable majority vote by the members of the Staff who vote but shall not be amended if fewer ballots are cast than the number comprising 10% of the electorate.
SAN FRANCISCO STATE UNIVERSITY STAFF COUNCIL BY LAWS

Article I.

Section A. General Provisions
The Bylaws of the Staff Council are subordinate to the provisions of the Constitution adopted on (date the Constitution is adopted) 2022 and to any subsequent amendments of the Constitution.

Section B. Name
The name of the body of people employed as Staff, as described in this Constitution Article I, Section B: Electorate, representing Staff in matters of shared governance at the University, shall be named the San Francisco State University Staff Council, hereinafter referred to in this document as the Staff Council or Council.

Section C. Mission
The Staff Council is an inclusive shared governance organization that proposes and advocates for policies that support San Francisco State University’s mission, improves Staff morale & recognition, and highlights opportunities for career and personal enrichment. The Staff Council is considered an employee advisory group, not an employee organization as defined in the Higher Education Employer Relations Act (HEERA); Staff Council will not address matters within the scope of representation for those exclusively represented. The Staff Council serves in an advisory role to the President on all matters outside of the scope of

¹ Updated Spring 2023
representation and/or collective bargaining while remaining in compliance with HEERA. The Staff Council strives to empower Staff to create innovative solutions that benefit the entire campus community.

Article II.

Section A. Rules

1. Rules

The rules contained in the latest edition of Robert's Rules of Order shall govern the Staff Council except where otherwise specified in the Council's Bylaws.

2. Open meetings

All meetings of the Staff Council, including committee meetings, shall be open except when the Council, by majority vote, shall declare itself to be in executive session. In this event, only members of the Staff Council will be permitted to attend.

All meetings must have minutes recorded and should be made available one week after the meeting occurs.

3. Quorum

A majority of the authorized membership, defined as 50% + 1, must be present to constitute a quorum. A quorum must be present at all times for the Staff Council to conduct business.

4. Voting on substantive motions

Voting on substantive motions (i.e., those in which the Council takes a position on an issue, and the like) takes place in two stages: first reading and second reading.

e. First Reading: In the first reading, the motion is introduced and seconded. Discussion is in order in the first reading, but not amendments, as the motion in the first reading is still considered to be the property of the mover and can be amended by the mover until the motion is moved to the second reading. The mover may accept suggestions immediately or take them under advisement and present a modified motion for the second reading. A speaker may take the floor and speak to the motion no more than three times unless approved by a majority of the Senators present. No speaker may take the floor more than once until the speaker's list is exhausted. Speakers are limited to an aggregate of five minutes for a single motion unless approved by a majority of the Senators present. The first reading of a motion is concluded if: 1)
there is no one remaining on the speakers' list who wishes to speak, or 2) a motion to close 
debate is passed (requires a two-thirds vote), or 3) a motion is approved to move the motion to 
the second reading (requires a three-fourths majority).

f. Second Reading: Voting on substantive motions shall take place only after a second reading of 
the motion. This will typically take place at a meeting after the meeting at which it was first 
introduced but can be moved to a second reading in the same meeting. The Executive 
Committee is charged with determining whether a motion should be brought to the floor at a 
subsequent meeting in the first or second reading. Discussion is limited to speaking in support 
or opposition to the motion and to proposing an amendment to the motion. Once a motion is in 
the second reading, it is no longer the property of the mover and it can only be altered by 
amendment during deliberations. During the second reading, amendments may be presented 
for action by the Council, and a vote of the body must resolve all amendments. Voting on 
substantive motions shall take place only after a second reading of the motion at a meeting 
after the meeting at which it was first introduced or after the motion has been moved to the 
second reading.

5. Majority defined for voting

A majority of those eligible to vote must be present. A minimum of 25% participation of eligible voting 
members is necessary to constitute an official action of the Staff Council. An abstention shall not be counted 
as a vote cast. If the vote at a second reading should constitute a majority of those voting, but fewer than 
the required 25%, the motion under consideration shall be placed on the agenda for the next Staff Council 
meeting for one, and only one, further consideration.

6. Adoption of motions by general consent

A motion may be adopted by "General Consent" if the motion has been placed on the agenda as a "consent 
item" by unanimous agreement of the initiating committee and the Executive Committee. If the initiating 
committee and the Executive Committee are in unanimous agreement, a motion can be forwarded as a 
"consent item" and goes to the body immediately in a second reading. The Chair shall indicate that such a 
motion is brought as a "consent item" and ask if there is any request for a debate. If there is no request for a 
debate, the Chair may declare the debate closed and may declare the motion adopted by "General 
Consent." An objection to either declaration by any Councilor shall return the motion to the Executive 
Committee or, at the Chair's discretion, it may be moved into first reading so that discussion can take place.

7. Absences

In the event a Councilor is absent for two successive meetings without written notification to the Executive 
Committee, that Councilor shall be deemed to have resigned, and the seat shall be filled as specified in the 
University Staff Elections and Referenda Procedures. Should illness or emergency prevent a Councilor from 
providing written notification, the Executive Committee is empowered to waive the requirement for written

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3 Updated Spring 2023
notification, as long as such a waiver does not deprive the Staff or any of its units of adequate representation on the Staff Council.

8. Code of conduct

All Staff Council Representatives and visitors are to be treated with respect and consideration, valuing a diversity of views and opinions. All Representatives should:

a. Be respectful and collaborative.

b. Communicate openly with respect for others, critiquing ideas rather than individuals.

c. Avoid personal attacks directed toward other attendees and participants.

d. Respect and abide by the Bylaws of the Staff Council of the University.

Violations of the Staff Council Code of Conduct may have the following repercussions: censure, educational training, and possible removal from the Staff Council.

Article III.

Section A. Officers and At-Large Executive Committee Members

1. The officers of the Staff Council shall be the Chair, Vice-Chair, Record Keeper, and Counselor.

2. The Chair of the Staff Council shall:
   a. Call and preside at meetings of the Staff, the Staff Council, and the Executive Committee;
   b. Have general supervision of the business of the Staff Council;
   c. Prepare the agenda for meetings of the Staff and Staff Council with the advice and approval of the Executive Committee;
   d. Give timely notice of meetings of the Staff Council to Councilors;
   e. Be the spokesperson for the Staff Council in representing Staff Council decisions or provide a designee when appropriate;
   f. Exercise general supervision over the Staff Council.

3. The Vice-Chair of the Staff Council shall:
   a. Act for the Chair in the Chair’s absence or at their request;
   b. Become Chair in the event the office of the Chair becomes vacant;
   c. Assist in preparing the agenda for the plenary meetings;
   d. Acting in a supporting role for the Chair during presentations/functions;
   e. Keep track of attendance;
   f. Keep track of speaker time limits and number of times speaking to an issue.

4. The Record Keeper of the Staff Council shall:
   a. Exercise general supervision over the taking and keeping of minutes of the Staff Council;
b. Exercise general supervision over the taking and keeping of minutes of meetings of the Staff and be responsible for records of decisions made by the Staff;
c. Make the minutes publicly available for all Staff members.

5. The Counselor of the Staff Council shall:
a. Research policies and processes that are submitted by a standing committee for possible conflicts and duplications, and communicates the findings to the Executive Committee and the Standing Committee that submits the proposal;
b. Maintain the order of operations of the Staff Council meetings by implementing Robert’s Rules.

6. The Communications Coordinator shall:
   a. Chair a new Staff Council Communications & Outreach Committee.
   b. Coordinate communications efforts for the Staff Council, including submitting announcements to Campus Memo and other staff media and creating approved emails to all staff.
   c. Develop content for the Staff Council website and update it as necessary.
   d. Manage staff council general email and direct inquiries and comments to appropriate committee chairs.
   e. Monitor website, Qualtrics suggestions, and comments, and forward them to appropriate committee chairs.
   f. Receive and post information provided by Committees as requested.

7. The Treasurer of the Staff Council Shall:
   c. In conjunction with and approve requests with Executive Committee, create, maintain and track annual budget for Staff Council.
   d. Liaise with Delegation of Authority for all funds.
   e. Update and report status of budget on a monthly basis; including, but not limited to, previous and forthcoming income/expenditures.
   f. Provide a year-end report on all Staff Council fund(s) at the final meeting of the fiscal year.
   g. Work with event leads to ensure appropriate use of fund(s).
   h. Be responsible for management of Staff Council purchasing.
   i. Stay up to date/trained on SF State fiscal practices.
   j. Advise Staff Council on budget allocation for Staff Council activities.

8. The two At-large members of the Staff Council shall:
   a. At-large Executive Committee members shall support the Executive Committee in its business;
   b. Staff Council website administration. Some website administration experience is preferable;
   c. One beneficial function of this position is to gain experience for a potential Officer role;
   d. Assist in the marketing and communications of the Staff Council and its standing committees.

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4 Added Fall 2022
5 Added Spring 2023
Section B. Committees

1. Executive Committee

Purpose:
The Executive Committee serves as the primary contact for the Staff Council, interacting with all University units. Responsibilities include:

a. Consider all matters presented by standing committee chairs, Council leadership, the University President or designee, or others, and make recommendations or assign to a standing committee for discussion.

b. Assist in setting the agenda for Council meetings.

c. Recommend to Council special committees and ad-hoc committees as it deems necessary.

d. Complete all administrative responsibilities for the Council.

e. Review Council Bylaws and committee charges annually, making changes as new issues, needs, or concerns arise.

f. Create new committees as membership and responsibilities expand.

g. Coordinates communication for Staff Council.

h. Consider disagreements and problems otherwise not reconcilable between the Staff Council and University Administration and refer them to a Standing Committee as needed.

Additional membership:
In addition to the Officers and At-large members, the Executive Committee shall also include the Chairs of the Staff Council Standing Committees.

2. Policy and Procedure Review Committee

Purpose:
Help inform Staff of changes to University policy, procedures, and new and updated forms.

a. Review policies and executive orders by University units.

b. Review campus implementation of CSU wide policies.

c. Review new and existing campus processes.

d. Serve as a place for all Staff to raise issues regarding campus policies and procedures.

3. Equity and Inclusion Committee

Purpose:
Analyze causes of and propose solutions to the disproportionate representation of Staff across campus committees, focusing on inclusivity and equity.

a. Recruit and recommend Staff to serve on the Staff Council, its committees, and other shared governance bodies on-campus and at the system-wide level, focusing on inclusivity and equity.

b. Maintain a service pool of Staff interested in shared governance activities.

c. Maintain diversity, equity, and inclusion best practices on committee placements.
d. Review and recommend changes to currently existing University committee charges.

4. Staff Enrichment Committee

Purpose:
Develop, host, and promote enrichment.

a. Host at least two Staff enrichment events each year.
b. Develop a set of awards (including nomination and selection processes) for Staff achievement.
c. Contribute to communication and promotion of Staff professional development opportunities.
d. Recognize and communicate service contributions of Staff.

5. Elections Committee

Purpose:
It shall be the responsibility of this Committee to review, as needed, the election procedures of the Staff Council to recommend any appropriate revisions. In any instance of disputed Staff Council elections, the Executive Committee shall serve as final arbitrator (unless the dispute is about the Executive Committee which the Staff Council would handle).

a. Membership of the Elections Committee shall be three or five Councilors chosen by the Equity and Inclusion Committee.
b. The Elections Committee shall preside over the University-wide elections to the Staff Council.

Section C. Rights
Staff Council reserves the following rights to:

1. Communicate with the entire Staff community on a limited basis and maintain access to a list of all employees who meet the membership criteria.
2. Receive accurate and timely communications – including notifications of new policies or existing policy changes.
3. Use centrally controlled campus spaces for meetings and events.
4. Access email, electronic organizing resources and learning management systems.
5. Meet with administrators.
6. Publicize Staff events and meetings in university communications.
7. Use of University branding.
8. Use scheduled work hours for participation in meetings and events.

Section D. Procedures and Rules for Committees

1. Their status as standing committees under the Staff Council Bylaws entrusts to them the task of evaluating and, in cases that so merit, developing policies and procedures for recommendation to
the Council, which will aid the Council in discharging its responsibilities. Members of committees represent the entire University rather than the subdivisions of the University. The committees shall seek to achieve the broadest appropriate distribution of pertinent information to Staff.

2. Standing committees continue to have the privilege, if not the obligation, of inviting guests and notifying interested parties when matters of mutual concern are under consideration.

3. The following recommendations may apply to all committees although they do not appear in the individual descriptions or charges.
   a. Unless otherwise indicated, committees are free to establish their own rules and procedures and are invited to recommend to the Staff Council changes in structure or function. Meetings should normally be open rather than closed (see exceptional circumstances).
   b. Committees may create their subcommittees or request the assistance of the Executive Committee for such purposes. All decisions and voting privileges, however, will be exercised only by duly appointed committee members.
   c. On (or shortly after) January 1 of each year, each standing Committee and subcommittee will forward to the Record Keeper of the Council a brief written report of work accomplished, or in progress, since the filing of the previous year's report. The Chair of the Committee shall indicate the results of the vote to adopt the report. A minority report will be accepted if submitted, but the Councilors supporting the report must be identified.

4. Shortly after the election of the new Staff Council, the outgoing Staff Council Chair and the outgoing Executive Committee, in consultation with the outgoing Equity and Inclusion Committee, will appoint Councilors to standing committees. At a time specified by the outgoing Chair of the Staff Council, all new committees will convene for orientation and organization. At the first meeting of the Staff Council in the spring, the outgoing Executive Committee, in consultation with the outgoing Equity and Inclusion Committee, will recommend its standing committee appointments to the Staff Council for approval.

5. A majority of a committee shall constitute a quorum except as otherwise stated.

6. Materials dealing with matters deemed by a designated committee to be of a confidential nature shall be accessible only to current members of the designated Committee.

7. Committees shall meet regularly (not less than once a month during the academic year) and upon the call of the Chair of the Committee or at the request of the Chair of the Staff Council. If a committee member is absent from three consecutive regularly scheduled meetings of a committee without prior notification of the Chair, the Chair may request that the Executive Committee of the Staff Council declare the seat vacant. A replacement will then be made in accordance with the established procedures governing that Committee.

8. When a Standing Committee unanimously approves an item, the item may be forwarded to the Staff Council as a consent item if also unanimously approved by the Executive Committee. Consent items once brought to the Staff Council for consideration, may be moved back into first reading for further discussion following Robert's Rules of Order.

9. If a committee is not carrying out its business (e.g., not meeting, not able to complete its work, not able to fulfill its charge), the Officers of the Staff Council shall work with the Committee to resolve
the situation. If the situation is not able to be resolved, the Executive Committee shall forward a resolution to the body of the Staff Council calling for the membership to be disbanded or reconstituted. Upon approval of the resolution by the body of the Staff Council, the membership of the Committee will be disbanded, or the Executive Committee will reconstitute the membership using the procedures established in its Bylaws and Constitution.

10. All meetings of Staff Council committees shall be open except when the Committee, by majority vote, shall declare itself to be in executive session, in which event only members of the Committee will be permitted to attend.

11. Standing Committee Chair/Co-Chairs’ Responsibilities

• Create & provide a meeting agenda to committee members.
• Make sure that minutes are being recorded for each standing committee meeting.
• Present materials (resolutions, policies, reports, etc.) to the Staff Council.
• Represent the Standing Committee on the Executive Committee.
• Draft end of year Standing Committee Report.

Article IV.

Section A. Elections

1. Staff Council elections

The Elections Committee (a subcommittee of the Equity and Inclusion Committee), in consultation with the Chair of the Staff Council, will oversee the conduct of elections, with support from Staff Council.

a. Announcement of Elections: Announcements of elections shall be made in three ways: Directly to the electorate, through appropriate Staff publications, and by communication with appropriate administrators.

b. Electorate

i. In most instances of all-University elections, the electorate is determined by the provisions of the Constitution.

ii. In any instance for which the Constitution would not determine the electorate, the Staff Council shall have this responsibility.

iii. The electorate in Staff Council elections shall consist of all employees within the following groups:

iv. Unit 1, 2, 4, 5, 6, 7, 8, and 9 with the following exception:

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6 Added Spring 2023
a. Unit 9 shall be distributed into 4 separate categories as distinguished in Affirmative Action Plan ("AAP": General Technical Support, Information Technology, Research & Data Support, and Technical Data Support).

c. Nominations
   i. Nominations may be made by any member of the electorate so long as the person being nominated agrees to stand as a candidate.
   ii. In some instances, the Staff Council or the Equity and Inclusion Committee might wish to serve as an initial nominating committee, especially for such ad hoc all-University committees, which might be deemed necessary. There shall be a minimum of ten working days' notice between the announcement of an all-University election and the deadline for the receipt of nominations. This deadline shall not be extended as long as there have been nominated twice as many candidates as there are offices but must be extended for only five working days (and publicized) should the number of nominations fall short of this requirement.

d. Availability of Ballots: Ballots shall be made available to an up-to-date listing of the electorate.

e. Voting
   i. All ballots must be verified as submitted by qualified electors, with provision made to ensure a maximum of one vote per elector. No votes shall be counted that are received after the deadline listed on the ballot. The deadline shall not be less than five working days nor more than ten working days from when the ballot is made available.
   ii. During the voting period for elections, only the Chair of the Staff Council and the Elections Committee shall have access to any open ballot.

f. Listing of Names on Ballots: Names will be listed on ballots in random order. The identifying description of the candidate will coincide with the listing of the individual in the University Bulletin or other official records.

g. Voting System
   i. In an election, the voter may vote for the number of candidates as there are seats available but may not cast more than one vote for a candidate.
   ii. Winning candidates are those with the highest number of votes.
   iii. In the event of ties that preclude the determination of a winner or winners, a run-off election presided over by the Elections Committee will be held among the tied candidates.

h. Void Ballots: Ballots will be considered void if they violate any specific requirements in the election. There shall be no requirement that a voter must vote for the required number of candidates.

i. Replacements
   i. Should a vacancy develop at the onset or during the academic year in any position selected by an election, the individual receiving the highest number of votes among those not elected in the most recent election for that office may serve as a short-term replacement for the remainder of that academic year.
ii. Should a representative resign from a seat when there is more than one year remaining in their term, the balance of the representative’s term shall be filled at the next regularly scheduled annual election. Should a vacancy arise, a replacement shall be identified by the Elections Committee through normal election procedures.

iii. At any election for which both full and partial terms are at stake, individuals will be assigned to the full and partial terms as determined by their rank order in the election.

iv. Any problem not met by these replacement procedures will be settled by the Elections Committee.

j. Statements by Candidates
i. Candidates for elections should be encouraged to file statements reflecting their views that are pertinent to the particular election.

ii. These statements shall be made available to the electorate at least one week before the election and included with the ballots.

k. Counting of Ballots:
   It is the responsibility of the Elections Committee to make decisions on the legitimacy of individual votes and certify the results of Staff elections.

l. Notification and recordkeeping:
   After election results are certified, results will be announced in two stages: First, all candidates will be notified of the election results. Then, election results will be announced directly to the electorate through an appropriate campus-wide distribution method and by communication with appropriate administrators. Election records, including vote totals for all offices, will be available upon request and will be maintained for three years following each election.

m. Contesting Election Results:
   The Executive Committee, in consultation with the Elections Committee, shall be responsible for settling disputes over election results.

n. Staff Constitution:
   Constitutional amendments must be adopted by the Staff Council or initiated by members of the Staff as described in Article IV, section B, of the Constitution.

o. Terms
   The term of service for any person elected or appointed to a committee shall be a specified duration for that Committee.

2. Staff Council internal elections
Elections in which only the Staff Council membership votes include the Council's election of the Executive Committee, the Standing Committees for Council business, and some ad hoc all-University committees. It shall be the responsibility of the Equity and Inclusion committee to determine which ad hoc all-University committees are to be chosen by the Staff Council and which are to be determined by the total Staff.

a. Executive Committee Elections:
   i. The spring organizational meeting of the Council shall be held as soon after the completion of the election of new Councilors as practicable, but in no case later than the end of
instruction in the spring semester. At that meeting, the identified members of the Council for the next academic year shall elect their officers. A Councilor on leave for the fall semester shall be deemed eligible to vote for Council officers. In the instance of a Councilor on leave for the entire academic year, the replacement shall be deemed eligible to vote. The new Council will assume its official duties on June 1.

ii. Offices shall be filled one at a time in order of Chair, Vice-chair, Record Keeper, Counselor, first At-large member, second At-large member.

iii. Nominations shall be made by individual Councilors by secret ballot.

iv. Councilors shall have the opportunity of withdrawing their names from nominations after the nominations have been announced.

v. Voting shall be by written and/or electronic ballots unless there is only one nominee.

vi. To be elected, a Councilor must receive the most votes cast. (A written abstention shall not be considered vote cast.) In the event of a tie, there shall be a run-off election.

vii. For the purpose of this election, the Chair shall appoint two retiring Councilors as an Elections Committee to handle the voting procedures.

b. Standing Committees and all-University ad hoc committees to be chosen by the Council:

Given the diversity of such elections, procedures that would encompass all such elections would be complex and burdensome. Thus, the procedures suggested below are intended only as guidelines for most elections. The Elections Committee shall either decide on the procedures for specific elections or delegate this final decision to the Council.

i. The Elections Committee shall serve as a nominating committee for such committees. Councilors may make floor nominations and shall be notified of the elections at least ten working days prior to securing nominees who have agreed to run. Where appropriate, the Council shall attempt to expand the number of Staff involved in shared governance.

ii. In instances where there are numerous nominees for a particular position, the majority vote requirement is advisable.

iii. The term of service on committees shall be two years unless specified otherwise for an individual committee.

Article V.

Section A. Amendments

These Bylaws of the Staff Council may be added to or amended by a two-thirds vote of the Staff Council.
Section A. Adoption

These Bylaws of the Staff Council must be adopted by the Staff as described in Article IV, Section A, of the Constitution.