
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;

23 5. Shall be conducted with [*Robert's Rules of Order*](#) as a guide.

24 Article II.

25 Section A. Powers

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

28 Section B. Responsibilities/Duties

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

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

43 Section C. Administrative Acknowledgement

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

Article III.

50

51 Section A. Staff Council Membership

52 1. Staff representation

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

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

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

64 2. Additional members of the Staff Council

- 65 a. One Faculty Representative and one Lecturer Representative as chosen by the Academic
66 Senate; voting
- 67 b. One Undergraduate Student Representative and one Graduate Student Representative as
68 chosen in consultation with the Associated Students, Inc.; voting

69 3. Ex officio members of the Staff Council

- 70 a. University President or Designee; non-voting
- 71 b. President of APC (Unit 4) or Designee; non-voting
- 72 c. President of CSUEU 305 (Units 2, 5, 7, and 9) or Designee; non-voting
- 73 d. President of SUPA (Unit 8) or Designee; non-voting
- 74 e. President of the Teamsters (Unit 6) or Designee; non-voting
- 75 f. President of UAPD (Unit 1) or Designee; non-voting
- 76 g. AVP of Human Resources or Designee; non-voting

77 4. Staff Council member title

78 Staff Council members shall be Councilors.

79 Section B. Organization of the Staff Council

80 1. Officers of the Staff Council

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

85 2. Committee structure of the Staff Council

86 The committees of the Staff Council shall include the Executive Committee and such other standing
87 committees and ad hoc committees as the Staff Council shall determine. The Staff Council also participates
88 in two additional types of committees: committees on which the Staff Council has liaison members or
89 representatives and committees for which the Staff members are recommended for executive appointment.
90 The Executive Committee shall consist of the officers of the Staff Council, two additional members elected
91 for terms of one year (At-large), the outgoing Chair (who shall serve for one year subsequent to the
92 completion of their term of office as Chair), and the Chairs of the Staff Council's Standing Committees.

93 The Staff Council as a whole may form, supervise, and disband any other committees within its membership.
94 The Staff Council may delegate its duties, but not its responsibilities, to its subcommittees or other bodies it
95 may authorize. The Staff Council and its subcommittees may offer reports as needed.

96 3. Record of meetings

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

100 4. Term limits

- 101 a. Elected members of the Council may succeed themselves for one full three-year term.
- 102 b. No elected member of the Staff Council shall serve more than six successive years in that
103 capacity.
- 104 c. The time spent by a Councilor in replacing another Councilor on leave or absent for any reason
105 shall not be included in the limitations of service stated in Article III, Section B, 4, b.
- 106 d. Leave of absence from the Staff Council shall be limited to 12 consecutive months.

Article IV.

107

108 Section A. Adoption

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

112 Section B. Amendments to the Constitution

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

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

SAN FRANCISCO STATE UNIVERSITY STAFF COUNCIL BYLAWS

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. Mission¹

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

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

141 Article II.

142 Section A. Rules

143 1. Rules

144 The rules contained in the latest edition of [Robert's Rules of Order](#) shall govern the Staff Council except
145 where otherwise specified in the Council's Bylaws.

146 2. Open meetings

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

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

151 3. Quorum²

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

154 4. Voting on substantive motions

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

157 e. First Reading: In the first reading, the motion is introduced and seconded. Discussion is in order
158 in the first reading, but not amendments, as the motion in the first reading is still considered to
159 be the property of the mover and can be amended by the mover until the motion is moved to
160 the second reading. The mover may accept suggestions immediately or take them under
161 advisement and present a modified motion for the second reading. A speaker may take the
162 floor and speak to the motion no more than three times unless approved by a majority of the
163 Senators present. No speaker may take the floor more than once until the speaker's list is
164 exhausted. Speakers are limited to an aggregate of five minutes for a single motion unless
165 approved by a majority of the Senators present. The first reading of a motion is concluded if: 1)

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166 there is no one remaining on the speakers' list who wishes to speak, or 2) a motion to close
167 debate is passed (requires a two-thirds vote), or 3) a motion is approved to move the motion to
168 the second reading (requires a three-fourths majority).

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

181 5. Majority defined for voting³

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

187 6. Adoption of motions by general consent

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

196 7. Absences

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

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201 notification, as long as such a waiver does not deprive the Staff or any of its units of adequate representation
202 on the Staff Council.

203 8. Code of conduct

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

- 206 a. Be respectful and collaborative.
- 207 b. Communicate openly with respect for others, critiquing ideas rather than individuals.
- 208 c. Avoid personal attacks directed toward other attendees and participants.
- 209 d. Respect and abide by the Bylaws of the Staff Council of the University.

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

212 Article III.

213 Section A. Officers and At-Large Executive Committee Members

- 214 1. The officers of the Staff Council shall be the Chair, Vice-Chair, Record Keeper, and Counselor.
- 215 2. The Chair of the Staff Council shall:
 - 216 a. Call and preside at meetings of the Staff, the Staff Council, and the Executive Committee;
 - 217 b. Have general supervision of the business of the Staff Council;
 - 218 c. Prepare the agenda for meetings of the Staff and Staff Council with the advice and approval of
219 the Executive Committee;
 - 220 d. Give timely notice of meetings of the Staff Council to Councilors;
 - 221 e. Be the spokesperson for the Staff Council in representing Staff Council decisions or provide a
222 designee when appropriate;
 - 223 f. Exercise general supervision over the Staff Council.
- 224 3. The Vice-Chair of the Staff Council shall:
 - 225 a. Act for the Chair in the Chair's absence or at their request;
 - 226 b. Become Chair in the event the office of the Chair becomes vacant;
 - 227 c. Assist in preparing the agenda for the plenary meetings;
 - 228 d. Acting in a supporting role for the Chair during presentations/functions;
 - 229 e. Keep track of attendance;
 - 230 f. Keep track of speaker time limits and number of times speaking to an issue.
- 231 4. The Record Keeper of the Staff Council shall:
 - 232 a. Exercise general supervision over the taking and keeping of minutes of the Staff Council;

- 233 b. Exercise general supervision over the taking and keeping of minutes of meetings of the Staff
234 and be responsible for records of decisions made by the Staff;
- 235 c. Make the minutes publicly available for all Staff members.
- 236 5. The Counselor of the Staff Council shall:
- 237 a. Research policies and processes that are submitted by a standing committee for possible
238 conflicts and duplications, and communicates the findings to the Executive Committee and the
239 Standing Committee that submits the proposal;
- 240 b. Maintain the order of operations of the Staff Council meetings by implementing Robert's Rules.
- 241 6. The Communications Coordinator shall:⁴
- 242 a. Chair a new Staff Council Communications & Outreach Committee.
- 243 b. Coordinate communications efforts for the Staff Council, including submitting
244 announcements to Campus Memo and other staff media and creating approved emails to
245 all staff.
- 246 c. Develop content for the Staff Council website and update it as necessary.
- 247 d. Manage staff council general email and direct inquiries and comments to appropriate
248 committee chairs.
- 249 e. Monitor website, Qualtrics suggestions, and comments, and forward them to appropriate
250 committee chairs.
- 251 f. Receive and post information provided by Committees as requested.
- 252 7. The Treasurer of the Staff Council Shall:⁵
- 253 c. In conjunction with and approve requests with Executive Committee, create, maintain and
254 track annual budget for Staff Council.
- 255 d. Liaise with Delegation of Authority for all funds.
- 256 e. Update and report status of budget on a monthly basis; including, but not limited to,
257 previous and forthcoming income/expenditures.
- 258 f. Provide a year-end report on all Staff Council fund(s) at the final meeting of the fiscal year.
- 259 g. Work with event leads to ensure appropriate use of fund(s).
- 260 h. Be responsible for management of Staff Council purchasing.
- 261 i. Stay up to date/trained on SF State fiscal practices.
- 262 j. Advise Staff Council on budget allocation for Staff Council activities.
- 263 8. The two At-large members of the Staff Council shall:
- 264 a. At-large Executive Committee members shall support the Executive Committee in its business;
- 265 b. Staff Council website administration. Some website administration experience is preferable;
- 266 c. One beneficial function of this position is to gain experience for a potential Officer role;
- 267 d. Assist in the marketing and communications of the Staff Council and its standing committees.

⁴ Added Fall 2022

⁵ Added Spring 2023

268 Section B. Committees

269 1. Executive Committee

270 **Purpose:**

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

- 273 a. Consider all matters presented by standing committee chairs, Council leadership, the University
274 President or designee, or others, and make recommendations or assign to a standing
275 committee for discussion.
- 276 b. Assist in setting the agenda for Council meetings.
- 277 c. Recommend to Council special committees and ad-hoc committees as it deems necessary.
- 278 d. Complete all administrative responsibilities for the Council.
- 279 e. Review Council Bylaws and committee charges annually, making changes as new issues, needs,
280 or concerns arise.
- 281 f. Create new committees as membership and responsibilities expand.
- 282 g. Coordinates communication for Staff Council.
- 283 h. Consider disagreements and problems otherwise not reconcilable between the Staff Council
284 and University Administration and refer them to a Standing Committee as needed.

285 **Additional membership:**

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

288 2. Policy and Procedure Review Committee

289 **Purpose:**

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

- 291 a. Review policies and executive orders by University units.
- 292 b. Review campus implementation of CSU wide policies.
- 293 c. Review new and existing campus processes.
- 294 d. Serve as a place for all Staff to raise issues regarding campus policies and procedures.

295 3. Equity and Inclusion Committee

296 **Purpose:**

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

- 299 a. Recruit and recommend Staff to serve on the Staff Council, its committees, and other shared
300 governance bodies on-campus and at the system-wide level, focusing on inclusivity and equity.
- 301 b. Maintain a service pool of Staff interested in shared governance activities.
- 302 c. Maintain diversity, equity, and inclusion best practices on committee placements.

303 d. Review and recommend changes to currently existing University committee charges.

304 4. Staff Enrichment Committee

305 **Purpose:**

306 Develop, host, and promote enrichment.

307 a. Host at least two Staff enrichment events each year.

308 b. Develop a set of awards (including nomination and selection processes) for Staff achievement.

309 c. Contribute to communication and promotion of Staff professional development opportunities.

310 d. Recognize and communicate service contributions of Staff.

311 5. Elections Committee

312 **Purpose:**

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

317 a. Membership of the Elections Committee shall be three or five Councilors chosen by the Equity
318 and Inclusion Committee.

319 b. The Elections Committee shall preside over the University-wide elections to the Staff Council.

320 Section C. Rights

321 Staff Council reserves the following rights to:

322 1. Communicate with the entire Staff community on a limited basis and maintain access to a list of all
323 employees who meet the membership criteria.

324 2. Receive accurate and timely communications – including notifications of new policies or existing
325 policy changes.

326 3. Use centrally controlled campus spaces for meetings and events.

327 4. Access email, electronic organizing resources and learning management systems.

328 5. Meet with administrators.

329 6. Publicize Staff events and meetings in university communications.

330 7. Use of University branding.

331 8. Use scheduled work hours for participation in meetings and events.

332 Section D. Procedures and Rules for Committees

333 1. Their status as standing committees under the Staff Council Bylaws entrusts to them the task of
334 evaluating and, in cases that so merit, developing policies and procedures for recommendation to

335 the Council, which will aid the Council in discharging its responsibilities. Members of committees
336 represent the entire University rather than the subdivisions of the University. The committees shall
337 seek to achieve the broadest appropriate distribution of pertinent information to Staff.

- 338 2. Standing committees continue to have the privilege, if not the obligation, of inviting guests and
339 notifying interested parties when matters of mutual concern are under consideration.
- 340 3. The following recommendations may apply to all committees although they do not appear in the
341 individual descriptions or charges.
 - 342 a. Unless otherwise indicated, committees are free to establish their own rules and procedures
343 and are invited to recommend to the Staff Council changes in structure or function. Meetings
344 should normally be open rather than closed (see exceptional circumstances).
 - 345 b. Committees may create their subcommittees or request the assistance of the Executive
346 Committee for such purposes. All decisions and voting privileges, however, will be exercised
347 only by duly appointed committee members.
 - 348 c. On (or shortly after) January 1 of each year, each standing Committee and subcommittee will
349 forward to the Record Keeper of the Council a brief written report of work accomplished, or in
350 progress, since the filing of the previous year's report. The Chair of the Committee shall indicate
351 the results of the vote to adopt the report. A minority report will be accepted if submitted, but
352 the Councilors supporting the report must be identified.
- 353 4. Shortly after the election of the new Staff Council, the outgoing Staff Council Chair and the
354 outgoing Executive Committee, in consultation with the outgoing Equity and Inclusion Committee,
355 will appoint Councilors to standing committees. At a time specified by the outgoing Chair of the
356 Staff Council, all new committees will convene for orientation and organization. At the first
357 meeting of the Staff Council in the spring, the outgoing Executive Committee, in consultation with
358 the outgoing Equity and Inclusion Committee, will recommend its standing committee
359 appointments to the Staff Council for approval.
- 360 5. A majority of a committee shall constitute a quorum except as otherwise stated.
- 361 6. Materials dealing with matters deemed by a designated committee to be of a confidential nature
362 shall be accessible only to current members of the designated Committee.
- 363 7. Committees shall meet regularly (not less than once a month during the academic year) and upon
364 the call of the Chair of the Committee or at the request of the Chair of the Staff Council. If a
365 committee member is absent from three consecutive regularly scheduled meetings of a committee
366 without prior notification of the Chair, the Chair may request that the Executive Committee of the
367 Staff Council declare the seat vacant. A replacement will then be made in accordance with the
368 established procedures governing that Committee.
- 369 8. When a Standing Committee unanimously approves an item, the item may be forwarded to the
370 Staff Council as a consent item if also unanimously approved by the Executive Committee.
371 Consent items once brought to the Staff Council for consideration, may be moved back into first
372 reading for further discussion following Robert's Rules of Order.
- 373 9. If a committee is not carrying out its business (e.g., not meeting, not able to complete its work, not
374 able to fulfill its charge), the Officers of the Staff Council shall work with the Committee to resolve

- 375 the situation. If the situation is not able to be resolved, the Executive Committee shall forward a
376 resolution to the body of the Staff Council calling for the membership to be disbanded or
377 reconstituted. Upon approval of the resolution by the body of the Staff Council, the membership of
378 the Committee will be disbanded, or the Executive Committee will reconstitute the membership
379 using the procedures established in its Bylaws and *Constitution*.
- 380 10. All meetings of Staff Council committees shall be open except when the Committee, by majority
381 vote, shall declare itself to be in executive session, in which event only members of the Committee
382 will be permitted to attend.
- 383 11. Standing Committee Chair/Co-Chairs' Responsibilities⁶
- 384 • Create & provide a meeting agenda to committee members.
 - 385 • Make sure that minutes are being recorded for each standing committee meeting.
 - 386 • Present materials (resolutions, policies, reports, etc.) to the Staff Council.
 - 387 • Represent the Standing Committee on the Executive Committee.
 - 388 • Draft end of year Standing Committee Report.

389 Article IV.

390 Section A. Elections

391 1. Staff Council elections

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

- 394 a. Announcement of Elections: Announcements of elections shall be made in three ways: Directly
395 to the electorate, through appropriate Staff publications, and by communication with
396 appropriate administrators.
- 397 b. Electorate
 - 398 i. In most instances of all-University elections, the electorate is determined by the provisions
399 of the *Constitution*.
 - 400 ii. In any instance for which the *Constitution* would not determine the electorate, the Staff
401 Council shall have this responsibility.
 - 402 iii. The electorate in Staff Council elections shall consist of all employees within the following
403 groups:
 - 404 iv. Unit 1, 2, 4, 5, 6, 7, 8, and 9 with the following exception:

⁶ Added Spring 2023

- 405 a. Unit g shall be distributed into 4 separate categories as distinguished in Affirmative
406 Action Plan ("AAP": General Technical Support, Information Technology, Research &
407 Data Support, and Technical Data Support).
- 408 c. Nominations
- 409 i. Nominations may be made by any member of the electorate so long as the person being
410 nominated agrees to stand as a candidate.
- 411 ii. In some instances, the Staff Council or the Equity and Inclusion Committee might wish to
412 serve as an initial nominating committee, especially for such ad hoc all-University
413 committees, which might be deemed necessary. There shall be a minimum of ten working
414 days' notice between the announcement of an all-University election and the deadline for
415 the receipt of nominations. This deadline shall not be extended as long as there have been
416 nominated twice as many candidates as there are offices but must be extended for only five
417 working days (and publicized) should the number of nominations fall short of this
418 requirement.
- 419 d. Availability of Ballots: Ballots shall be made available to an up-to-date listing of the electorate.
- 420 e. Voting
- 421 i. All ballots must be verified as submitted by qualified electors, with provision made to
422 ensure a maximum of one vote per elector. No votes shall be counted that are received
423 after the deadline listed on the ballot. The deadline shall not be less than five working days
424 nor more than ten working days from when the ballot is made available.
- 425 ii. During the voting period for elections, only the Chair of the Staff Council and the Elections
426 Committee shall have access to any open ballot.
- 427 f. Listing of Names on Ballots: Names will be listed on ballots in random order. The identifying
428 description of the candidate will coincide with the listing of the individual in the University
429 *Bulletin* or other official records.
- 430 g. Voting System
- 431 i. In an election, the voter may vote for the number of candidates as there are seats available
432 but may not cast more than one vote for a candidate.
- 433 ii. Winning candidates are those with the highest number of votes.
- 434 iii. In the event of ties that preclude the determination of a winner or winners, a run-off
435 election presided over by the Elections Committee will be held among the tied candidates.
- 436 h. Void Ballots: Ballots will be considered void if they violate any specific requirements in the
437 election. There shall be no requirement that a voter must vote for the required number of
438 candidates.
- 439 i. Replacements
- 440 i. Should a vacancy develop at the onset or during the academic year in any position selected
441 by an election, the individual receiving the highest number of votes among those not
442 elected in the most recent election for that office may serve as a short-term replacement
443 for the remainder of that academic year.

- 444 ii. Should a representative resign from a seat when there is more than one year remaining in
445 their term, the balance of the representative’s term shall be filled at the next regularly
446 scheduled annual election. Should a vacancy arise, a replacement shall be identified by the
447 Elections Committee through normal election procedures.
- 448 iii. At any election for which both full and partial terms are at stake, individuals will be assigned
449 to the full and partial terms as determined by their rank order in the election.
- 450 iv. Any problem not met by these replacement procedures will be settled by the Elections
451 Committee.
- 452 j. Statements by Candidates
- 453 i. Candidates for elections should be encouraged to file statements reflecting their views that
454 are pertinent to the particular election.
- 455 ii. These statements shall be made available to the electorate at least one week before the
456 election and included with the ballots.
- 457 k. Counting of Ballots:
458 It is the responsibility of the Elections Committee to make decisions on the legitimacy of
459 individual votes and certify the results of Staff elections.
- 460 l. Notification and recordkeeping:
461 After election results are certified, results will be announced in two stages: First, all candidates
462 will be notified of the election results. Then, election results will be announced directly to the
463 electorate through an appropriate campus-wide distribution method and by communication
464 with appropriate administrators. Election records, including vote totals for all offices, will be
465 available upon request and will be maintained for three years following each election.
- 466 m. Contesting Election Results:
467 The Executive Committee, in consultation with the Elections Committee, shall be responsible
468 for settling disputes over election results.
- 469 n. Staff Constitution:
470 Constitutional amendments must be adopted by the Staff Council or initiated by members of
471 the Staff as described in Article IV, section B, of the *Constitution*.
- 472 o. Terms
473 The term of service for any person elected or appointed to a committee shall be a specified
474 duration for that Committee.

475 2. Staff Council internal elections

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

- 480 a. Executive Committee Elections:
481 i. The spring organizational meeting of the Council shall be held as soon after the completion
482 of the election of new Councilors as practicable, but in no case later than the end of

- 483 instruction in the spring semester. At that meeting, the identified members of the Council
484 for the next academic year shall elect their officers. A Councilor on leave for the fall
485 semester shall be deemed eligible to vote for Council officers. In the instance of a Councilor
486 on leave for the entire academic year, the replacement shall be deemed eligible to vote.
487 The new Council will assume its official duties on June 1.
- 488 ii. Offices shall be filled one at a time in order of Chair, Vice-chair, Record Keeper, Counselor,
489 first At-large member, second At-large member.
 - 490 iii. Nominations shall be made by individual Councilors by secret ballot.
 - 491 iv. Councilors shall have the opportunity of withdrawing their names from nominations after
492 the nominations have been announced.
 - 493 v. Voting shall be by written and/or electronic ballots unless there is only one nominee.
 - 494 vi. To be elected, a Councilor must receive the most votes cast. (A written abstention shall not
495 be considered vote cast.) In the event of a tie, there shall be a run-off election.
 - 496 vii. For the purpose of this election, the Chair shall appoint two retiring Councilors as an
497 Elections Committee to handle the voting procedures.
- 498 b. Standing Committees and all-University ad hoc committees to be chosen by the Council:
499 Given the diversity of such elections, procedures that would encompass all such elections would
500 be complex and burdensome. Thus, the procedures suggested below are intended only as
501 guidelines for most elections. The Elections Committee shall either decide on the procedures
502 for specific elections or delegate this final decision to the Council.
- 503 i. The Elections Committee shall serve as a nominating committee for such committees.
504 Councilors may make floor nominations and shall be notified of the elections at least ten
505 working days prior to securing nominees who have agreed to run. Where appropriate, the
506 Council shall attempt to expand the number of Staff involved in shared governance.
 - 507 ii. In instances where there are numerous nominees for a particular position, the majority vote
508 requirement is advisable.
 - 509 iii. The term of service on committees shall be two years unless specified otherwise for an
510 individual committee.

511 Article V.

512 Section A. Amendments

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

514

Article VI.

515 Section A. Adoption

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