

# Joint Council Consolidation and Bylaw Review Committee Recommendation Report



## Committee Membership

Kathleen McCoy, APT Council President  
Elizabeth Winfree, Classified Council President  
Danielle Dixon, Classified Council  
Ryan J. Hill, APT Council

Harley Hedlund, Administrative Support

**Presented at the joint council meeting on December 4, 2014**

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## Committee Charge

The committee has been charged with the development of a comprehensive report on the benefits and challenges of consolidating the Administrative, Professional, & Technical (APT) Council and the Classified Council. The committee is also charged with updating the bylaws and constitution of the two councils.

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## Research Findings

1. There is currently 1,015 staff members employed at UAA as of November 11, 2014 according to Human Resource Services. Of that total number, 592 (or 58.33%) are non-exempt employees and 423 (or 41.67%) are exempt employees. *See Appendix A.*
2. The following chart outlines the distribution of grades of UAA staff members. The chart is split between exempt and non-exempt employees. Human Resource Services Director Ronald C. Kamahale confirmed that classification as exempt or non-exempt does not imply supervision of full-time staff members. *See Appendix B.*

Employee Class	Grade	Total
Non-Exempt	74	20
	75	59
	76	155
	77	139
	78	169
	79	41
	80	6
	81	3
<b>Non-Exempt Total</b>		<b>592</b>
Exempt	77	5
	78	15
	79	125
	80	114
	81	82
	82	48
	83	26
	84	8
<b>Exempt Total</b>		<b>423</b>
<b>Grand Total</b>		<b>1015</b>

3. The Governance Office looked at staff governance councils at seven different institutions, including the University of Alaska Fairbanks (UAF), the University of

Alaska Southeast, the University of Colorado Boulder, Eastern Oregon University, American University-Washington, D.C., Seattle Pacific University, and Idaho State University. Council sizes ranged from 6 members to 40 members depending on the institution. The average council size is 21 members and the median council size is 19 of benchmarked institutions. Data was not collected for the number of staff at each institution. *See Appendix C.*

4. Below are the committee's findings on systems of representation.
    - a. **Distributed Representation.** Using data from the University of Alaska Fairbanks, representation based on department, division, unit, or area seems problematic. 15 seats out of 40 on staff council at UAF are currently unfilled. It is also difficult and complicated to decide how to distribute seats and to whom. The consensus of the committee it is not a good practice to deny someone involvement in governance simply because of where they work, especially if there are unfilled seats.
    - b. **At-Large Representation.** This system would be the least restrictive and would be more likely to ensure that willing participants fills council seats. The committee believes a consolidated council could help unite staff at UAA, but does recognize that the University and the UA System do distinguish between the two at times. For example, personal leave was distributed differently to exempt and non-exempt employees in FY15. The committee also believes it is possible that exempt and non-exempt employees may view and experience the University differently so having a balanced number of both would be beneficial. In an analysis of meeting minutes and agendas for the APT and Classified Councils last year, it was discovered that agenda topics were overwhelmingly identical, but the questions asked and comments made were different depending on the council.
    - c. **Classification Representation.** This system is a middle ground between distributed representation and at-large representation. This system would distribute representation on the consolidated council by employee classification.
  5. An analysis of the constitutions and bylaws of both the APT Council and the Classified Council yielded no information on the process for adopting a new constitution and/or bylaws. The governing documents also did not have provisions against or a process outlined for dissolving the council or consolidating. Both councils require a 2/3 majority vote for amendments and state amendments to the constitution must sit for at least thirty calendar days before being voted on. Amendments to the constitution must also be sent to the Chancellor. A review of Robert's Rules of Order also yielded no clear guidelines on consolidation or the adoption of a new constitution and/or bylaws.
  6. There are six current APT Council members whose terms are set for 2014 – 2016. There are eleven current Classified Council members whose terms are set for 2014 – 2016. One of the Classified Council members is from a community campus.
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## Recommendations

1. Based on the research findings, as well as the challenges and benefits reported by the committee (*see Appendix D*), the committee recommends that the councils consolidate.
2. The committee recommends that the consolidated council be named “Staff Council”.
3. The committee recommends that the committee consists of 21 members based on the following criteria:
  - a. 10 representatives classified as non-exempt
  - b. 7 representatives classified as exempt
  - c. 1 representative from Prince William Sound Community College\*
  - d. 1 representative from Kodiak College\*
  - e. 1 representative from Kenai Peninsula College\*
  - f. 1 representative from Matanuska-Susitna College\*

21 members would be in line with the average council size of benchmarked institutions. The committee also believes this is a representative size while still being manageable. The distribution also represents the fact that there are approximately 170 more non-exempt staff members at UAA than exempt employees. The committee also believes it is important to maintain the voice of the community campuses on the council.
4. The committee recommends the adoption of a new Staff Council Constitution. *See Appendix E.*
5. The committee recommends the adoption of a new Staff Council Bylaws. *See Appendix F.*
6. There are currently six APT Council members and eleven Classified Council members whose terms are set to expire in 2016. The committee recommends taking volunteers or drawing lots among that group to extend half of their terms one year in order to maintain balance. This would ensure that half of the membership had terms that expired each year. Vacant seats would then be filled for the open spots in 2015.

\*Representatives from the community campuses would not be restricted by classification. They could be either exempt or non-exempt.

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## Process & Timeline

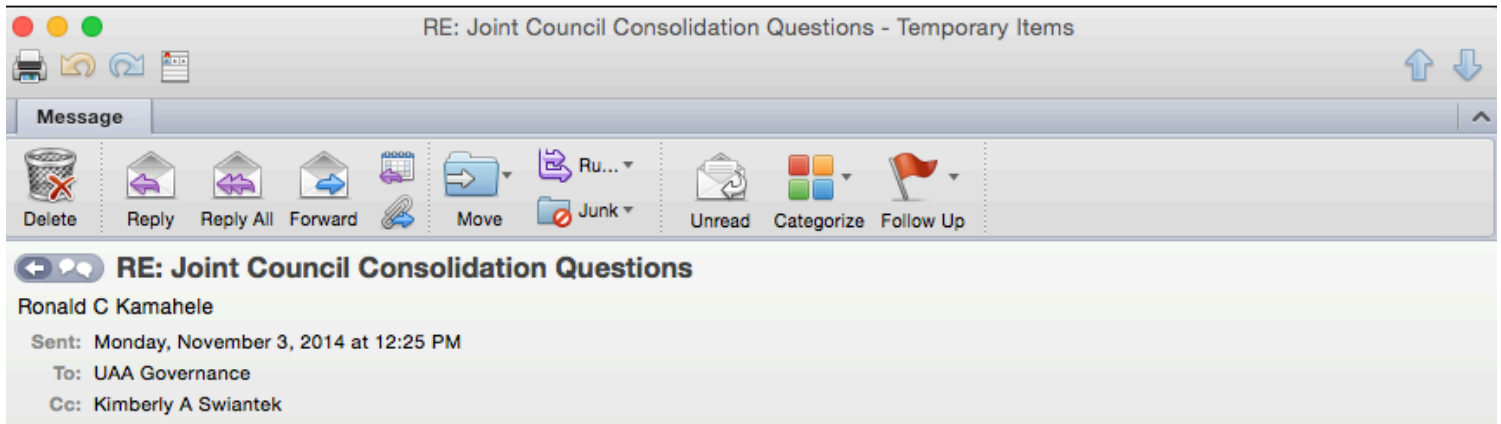
1. Given the lack of guidelines in the governing documents and Robert's Rules of Order, the committee recommends that the councils vote separately on the Motion to Consolidate (*see Appendix G*). The motion will be treated as an amendment, which means it will require a 2/3 majority vote to pass. The committee's report will be presented as information only on **December 4, 2014**. The committee will take feedback and suggestions from current council members until **January 21, 2015**.
2. The motion will then be presented for a first reading on **February 5, 2015** at the joint meeting. The councils will then discuss the motion at their **March 5, 2015 meetings**. The Governance Office will then call for an email vote **by March 12, 2015**. If both councils vote to approve the Motion to Consolidate, including the Constitution and Bylaws, by a 2/3 majority, the motion will be considered to have passed.
3. Upon approval, the Motion to Consolidate will be sent to the Chancellor.
4. Robert's Rules of Order state that approved amendments are immediately incorporated in the governing documents. The motions will therefore be written to go into effect immediately following the last council meeting of FY15.

## Appendix A: Human Resource Services Data

Count of EMPLOYEE_ID	
Employee Class	Total
Non-Exempt	592
Exempt	423
Grand Total	1015

Count of EMPLOYEE_ID	Employee Class			
	Division	Non-Exempt	Exempt	Grand Total
	Chancellor's Office	3	6	9
	College of Arts & Science	47	36	83
	College of Business & Public Policy	29	38	67
	College of Education	6	8	14
	College of Health	64	57	121
	Community & Technical College	42	22	64
	Consortium Library	23	3	26
	Kenai Peninsula College	47	14	61
	Kodiak College	19	5	24
	Mat-Su College	30	6	36
	Office of Academic Affairs	18	29	47
	Prince William Sound Community College	14	11	25
	School of Engineering	9	6	15
	Student Affairs	84	60	144
	University Advancement	13	12	25
	VC Administrative Services	144	110	254

## Appendix B: Email from the Director of Human Resource Services



Hi Harley,

I'm happy to pull the numbers of the exempt & non-exempt staff, but would you also want to see a breakdown by campus?

Regarding the quest on supervision; supervision is only one of several factors in making a determination as to whether a position is exempt or not; it is by no means a deciding factor. There are non-exempt positions which have supervisory responsibilities. Just as there are exempt positions which supervise other exempt positions. So, the possibility already exists that a supervisor and supervisee could be on one or the other council at the same time. If it hasn't been a problem so far, I wouldn't think it would be a problem if the councils combine.

Ron

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**From:** UAA Governance  
**Sent:** Monday, November 03, 2014 11:58 AM  
**To:** Ronald C Kamahele  
**Cc:** Kimberly A Swiantek  
**Subject:** Joint Council Consolidation Questions

Good Morning Ron,

I am working with the Joint APT/Classified Council Consolidation and Bylaw Review Committee to research the possibility of merging the councils into one united Staff Council. Currently, UAA is the only university operating with a split-staff council, so consolidation would bring us in line with all other universities in the UA system.

The committee members had a few questions that at your convenience, it would be great to have your insight on:

1. How many staff members are currently employed at UAA?
2. Of these staff members, how many are exempt and non-exempt?
3. Of the exempt and non-exempt, what is the perception that exempt staff are supervisors and non-exempt are not? – Concerns raised regarding supervisors and supervisees serving at the same time should consolidation move forward
4. On these councils, is there significance in the distribution of pay grades?



## Appendix C: Benchmarking Data

### **Joint Council Consolidation and Bylaw Review Committee Research**

1. *Look to see how UAF/UAS and other universities model their staff councils in relation to exempt/non-exempt representation and number of members*

**A. UAF Staff Council: potentially 40 representatives, currently 25 positions are filled**

<http://www.uaf.edu/uafgov/staff-council/> Each “unit” has one vote per 50 staff members within the unit.

Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff’s ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.

**B. UAS Staff Council Association : 6 representatives**

<http://www.uas.alaska.edu/staffcouncil/index.html>

The Association will provide an important communication link between the University of Alaska Southeast (UAS) non-represented staff, the UAS Administration, the Chancellor, and specific UA assemblies, Staff Alliance and/or committees, per BOR 03.01.01.

The UAS Staff Council Association is the communications link between UAS non-represented staff, the University administration, the Chancellor and the specific University assemblies, councils and/or committees. The association is represented by an elected body of officials comprised of non-represented staff members from the Juneau, Ketchikan and Sitka campuses.

The membership of the association includes all non-represented staff including half-time employees currently employed with the exception of work study students. Those employed on a temporary basis for thirty (30) days or less are not eligible for membership in the Association. All eligible members of the association are eligible to seek a Staff Council elected position and vote in Staff Council elections.

**C. University of Colorado Boulder: 36 members, including 8 At-large**

<http://www.cu.edu/ucsc>

The University of Colorado Staff Council (UCSC) serves as the university-wide representative body for communicating matters of interest to classified staff and

university employees to CU administration and the CU Board of Regents. UCSC comprises representatives from the staff councils on each of the four campuses:

- [Boulder](#)
- Colorado Springs ([Professional Exempt Staff Association](#) / [UCCS Staff Council](#))
- Denver|Anschutz Medical Campus ( [Exempt Professional Assembly](#) / [Staff Council](#))
- [System Administration](#)

**D. Eastern Oregon University Council: 13 members**

<https://www.eou.edu/council/>

The University Council shall consist of thirteen (13) voting members and one (1) non-voting member, including three (3) EOU students, three (3) administrative faculty, three (3) classified staff, one (1) member of the administration and three (3) academic faculty, one from each college. In addition, one member of the Faculty Senate shall serve as a non-voting member to ensure communication and cooperation between the Faculty Senate and University Council.

**E. American University – Washington, D.C.: 20 members**

<http://www.american.edu/staffcouncil/Members.cfm>

Staff Council's mission is to serve the interests and needs of the American University staff pertaining to their daily activities and work conditions as they strive to support the university's goal of quality education. Toward this effort, the Staff Council promotes understanding and cooperation by facilitating communication among campus constituencies, and by serving as an advocate for staff issues which affect them. In our efforts to enhance the quality of the American University work environment, Staff Council provides leadership and support to work together with all members of the university to enrich community spirit.

**F. Seattle Pacific University: 12 members**

<http://spu.edu/orgs/staff-council/mission.asp>

Staff Council was established in 1993 and was one of numerous efforts Seattle Pacific made at that time to promote unity among, and to lessen disparities between, the two groups of staff – “classified” (today referred to as non-exempt), and “professional” (exempt). Other efforts included utilizing one designation for all staff members, combining all staff into one compensation system, eliminating some of the differences in vacation leave policies, and combining the staff handbooks. Staff Council replaced a board made up solely of “classified” staff and today includes both non-exempt and exempt employees. Throughout the years, the goals of Staff Council have remained the same: to provide a centering place

for all staff, to create a sense of community across department lines, and to provide a convenient way for the Administration to get advice from staff on a variety of issues.

Staff Council is a representative body through which members of the Seattle Pacific University staff may be informed, give input, receive recognition and grow professionally. The Council serves as a liaison between the staff and administration, and seeks opportunities for open communication with the SPU Community.

**G. Idaho State University: Currently 19 members**

<http://www.isu.edu/staffcouncil/minutes.shtml>

Staff Council is an organization at Idaho State University representing all Classified and Non-classified employees, independent of other organizations. As representatives elected by staff employees, Staff Council represents staff interests at ISU and is the voice for staff when called on. Staff Council remains committed to working together with the administration, faculty and students for the betterment of Idaho State University. The staff Council Executive committee consists of a President, President-Elect and Past-President

2. *Decide on how many seats a UAA consolidated staff council would encompass*
3. *Highlighted the current terms that end in 2016 (attached) if consolidated, these will not be renewed. If there is a greater number of seats than the consolidated council would have then they should be left until the next election period. As discussed, no one's term should be cut short.*
4. *It is logical to have representation by exempt/non-exempt status rather than by department and college*
5. *It is easier to fill Classified positions than APT, may need to consider having 5 less APT positions than Classified in relation to overall council seats – will vary pending overall decided consolidated council number*
6. *In advocating for a smaller council size, it is important that 1 seat still be held for the community campus representatives. Additionally, in the bylaws it may be necessary to note that no more than 1-2 people may represent from an area. It is also important to have all representatives serving on a committee*
7. *There does not seem to be any direct significance in the distribution of pay grades*
8. *Ballpark savings – the Governance office provides a buyout for the Presidents, with one President, we could offer a larger buyout while still saving significant resources. May*

*be able to consider ability to maximize buyout and provide a student worker*

9. *Procedure:*

- a. February 5, 2015: Committee to present finding at the February joint council meeting. Potentially vote jointly?
- b. March 5, 2015: Councils vote individually on the consolidation question – will need a motion memo, this can be done individually or jointly. This memo will proceed to Chancellor Case, Vice-Chancellor Spindle and the Provost
- c. Directly following outcome of the vote, Governance will incorporate this information in the opening for the council elections in March

## Appendix D: Committee Report 10/31/2014

### Joint Council Consolidation and Bylaw Review Committee Report

**Date:** October 31, 2014

**Time:** 1:00 pm

**Location** Admin 236

**Attendees:** Kathleen McCoy, Elizabeth Winfree, Ryan J. Hill, Danielle Dixon, Harley Hedlund

**Charge:** the committee has been charged with the development of a comprehensive report on the benefits and challenges of consolidating the Administrative, Professional, & Technical (APT) Council and the Classified Council. The committee is also charged with updating the bylaws and constitution of the two councils.

**Consolidation Challenges:** the committee discussed the following concerns that have been expressed in regards to consolidation. These will be discussed in the committee's report:

1. Concerns have been raised regarding the potential for supervisors and supervisees to serve on the council together should consolidation move forward.
2. Concerns have been raised regarding a reduction in staff representation on committees and boards should the councils consolidate.

**Consolidation Benefits:** the committee discussed the following benefits that have been identified in regards to consolidation. These will be discussed in the committee's report:

1. Consolidation could lead to increased efficiency amongst staff governance given that APT and Classified Councils discuss nearly identical agenda items throughout the year.
2. Consolidation was identified as a cost-saving opportunity for the Governance Office in their prioritization report since efforts would not have to be duplicated amongst staff in that office between the two councils.
  - a. Consolidation could free up time for Governance Office staff members to devote to other projects, such as an aggressive social media campaign.
3. Consolidation could also be a time and cost-saving measure for individual council members if the consolidated council were smaller than 39 representatives. Staff Governance would be less of a drain on staff time and effort, especially given that Governance is voluntary at UAA for staff.
4. Consolidation would bring UAA in line with all other universities within the UA system. UAA is currently the only university operating with a split staff council.
5. Consolidation could help mend perceived divisions between exempt and non-exempt staff members. The consolidation could help unite staff more at UAA.
6. Consolidation has the potential to strengthen the voice of staff members since the consolidated council would offer a united voice to all staff members at UAA.

7. It has been historically difficult to fill all the seats on each council, especially the seats held for the community campuses. Attendance has also historically been a challenge at council meetings. A consolidated council may ensure that the seats are filled by a dedicated, smaller group of staff.

**Research:** the following are questions that the committee will be discussing over the next few months in order to provide the councils with all the information they will need to make a decision regarding consolidation:

1. How many staff members are currently employed at UAA? Of those staff members, how many are exempt and how many are non-exempt?
2. The committee will work with Human Resources to understand the distribution of grades amongst exempt and non-exempt employees.
3. The committee will be discussing an appropriate number of seats should the councils decide to consolidate.
4. The committee will be discussing necessary bylaw and constitutional changes should the councils choose to consolidate. The committee will submit suggested bylaw changes as part of their report. Regardless of the decision to consolidate, the committee will submit other suggested updates to the governing documents.
5. The committee will research an appropriate system for representation should the councils choose to consolidate. Options include representation based on college/department/division, representation strictly at-large, or representation based on classification as either exempt or non-exempt. The committee is open to any other suggestions in this area.
6. The committee will research the process for approving a council consolidation.
  - a. The committee will present a plan to fill open seats on the new council should consolidation move forward. Implementation would likely last two years as member terms phased out.

**Timeline:** the following is a suggested timeline for the committee:

*October – February:* the committee will meet and develop a report for the councils to review.

*February 5, 2014:* the committee will present its findings at the February joint council meeting. The councils will discuss the report at this meeting.

*March 5, 2014:* the individual councils will vote on the consolidation question.

*March – May:* consolidation implementation should the vote pass.

**Next Meeting:**

Tuesday, November 18, 2014

4:00 pm

Admin 201

## Appendix E: Proposed Staff Council Constitution

### **CONSTITUTION OF THE STAFF COUNCIL UNIVERSITY OF ALASKA ANCHORAGE**

#### **ARTICLE I: NAME**

The name of this organization shall be known as the Staff Council and will hereinafter be referred to as the Council.

#### **ARTICLE II: PURPOSE**

The Council represents all administrative, classified, professional, and technical employees of the University of Alaska Anchorage, exclusive of the Chancellor. The purpose of the Council is to provide a forum through which common concerns and opinions regarding University matters may be voiced. The Council offers representative participation towards the solution of problems, formulation and/or revision of policies affecting these employees, their salaries and benefits, working conditions, general services, and services performed, to the extent that these matters are not covered by collective bargaining agreements. The Council will act as a resource, support, and advocate for administrative, classified, professional, and technical employees. The Council serves as an advisory body to the Chancellor in matters concerning administrative, classified, professional, and technical employees.

#### **ARTICLE III: MEMBERSHIP**

- Section 1.** All administrative, classified, professional, and technical employees of the University of Alaska Anchorage, including the community campuses, shall be considered non-voting members of the Staff Council and shall hereafter be referred to as the general membership.
- Section 2.** The Council shall consist of twenty-one (21) voting members.
- Section 3.** Elections of Council members shall be held each April from the general membership.
- Section 4.** Any voting member of the Council may be recalled according to the provisions of the Bylaws of the Council.

**Section 5.** The executive powers of the Staff Council shall be vested in the voting members of the Council, and shall be headed by Council Co-Presidents or Acting President.

#### **ARTICLE IV: OFFICERS**

**Section 1.** Officers of the Council shall be two (2) Co-Presidents and two (2) Co-Vice Presidents. One (1) Co-President and one (1) Co-Vice President shall be exempt and the other non-exempt representatives.

**Section 2.** Election of officers shall be held in May of each year.

**Section 3.** Officers shall be elected from the Council voting membership.

**Section 4.** The officers shall take office at the last regularly scheduled meeting of the academic year.

**Section 5.** The Staff Council Co-Presidents shall have the power to break all tie votes, and resolve all questions of procedure not specified in the governing documents or Robert's Rules of Order. The Staff Council Co-Presidents shall have the power to interpret the governing documents of Staff Council.

#### **ARTICLE V: MEETINGS**

**Section 1.** Meetings of the Council shall be held monthly during the academic year (not including the summer months), or more often if needed.

**Section 2.** Meetings of the general membership may be called annually.

**Section 3.** All meetings are open to the general membership.

#### **ARTICLE VI: QUORUM**

A quorum for Council meetings shall be at least fifty percent (50%) of the Council members. General business shall be approved by a simple majority vote of the Council members present.

#### **ARTICLE VII: COMMITTEES**

**Section 1.** Standing committees of the Council shall be those specified by the Bylaws of the Council.



- Section 2.** The Council Co-Presidents shall appoint and conclude once their purpose is accomplished, ad hoc committees and their membership.
- Section 3.** Standing committee memberships shall be appointed by a majority vote of the Council.
- Section 4.** All committees shall report to the Council through the Co-Presidents.

#### **ARTICLE VIII: AMENDMENTS**

- Section 1.** Amendments to the Constitution shall be proposed by voting members of the Council. Copies of the proposed amendment(s) shall be sent to all voting Council members prior to a first reading of the amendment.
- Section 2.** A first reading and discussion of the proposed amendment(s) shall be held at the first meeting of the Council after distribution of the proposed amendment(s).
- Section 3.** Approval of amendments to the Constitution requires a two-thirds vote of all ballots returned by the voting membership. The proposed amendment shall be subject to a final vote no sooner than thirty (30) calendar days and not later than sixty (60) calendar days after the first reading.
- Section 4.** All amendments to the Constitution approved by the Council shall be transmitted to the Chancellor. Amendments will become effective upon approval by the Chancellor.

#### **ARTICLE IX: ESTABLISHMENT OF THIS CONSITUTION**

Upon acceptance by a two-thirds majority of the voting representatives in attendance at the time of the submission of this document, the Constitution shall be considered ratified and used to govern all activities of the organization. Any document written before the proposed Constitution shall be superseded with the revised and newly ratified one.

#### **ARTICLE X: PARLIAMENTARY AUTHORITY**

The parliamentary authority of the Staff Council shall be the latest edition of Roberts Rules of Order.

## Appendix F: Proposed Staff Council Bylaws

### **BYLAWS OF THE STAFF COUNCIL UNIVERSITY OF ALASKA ANCHORAGE**

#### **ARTICLE I: MEMBERSHIP**

- Section 1.** The Staff Council shall consist of twenty-one (21) employees elected by the general membership. Of the twenty-one (21) council members, ten (10) seats shall be reserved for non-exempt staff members, seven (7) seats shall be reserved for exempt staff members, one (1) seat shall be reserved for each of the extended campuses (Kenai Peninsula College, Kodiak College, Mat-Su College, and Prince William Sound Community College) in the UAA system. Either exempt or non-exempt staff members may fill the seats for the extended campuses.
- Section 2.** Division of seats between exempt and non-exempt staff members from the main campus will be evaluated every five years to ensure the ratios are consistent with the current workforce.
- Section 3.** All Council members will hold two year/staggered terms. Terms will be set to keep specified ratios of exempt and non-exempt employees.
- Section 4.** Any member may resign by filing a written resignation with the Council Co-Presidents.

#### **ARTICLE II: VACANCIES**

- Section 1.** The Council Co-Presidents may appoint an administrative, classified, professional, or technical employee to fill any Council seat that becomes vacant.
- Section 2.** An administrative, classified, professional, or technical employee from that campus shall fill seats vacated by a community campus representative, if there is an administrative, classified, professional, or technical employee available and agreeable to the appointment. If no one is found to represent that extended campus, the Council Co-Presidents may then appoint an administrative, classified, professional, or technical employee at large to fill the vacancy for the remainder of the vacated term.
- Section 3.** In the event that one of the Co-President positions becomes vacant, the Co-Vice President of the same classification as the vacant position shall take over the presidency for the remainder of the academic year.

**Section 4.** The Council shall approve any new appointment made by the Council Co-Presidents by majority vote.

### **ARTICLE III: REMOVAL FROM OFFICE**

**Section 1.** Any member missing three regular Council meetings in an academic year without good cause shall be removed from the Council as determined by Council action.

**Section 2.** Any member may be recalled by the Council for gross misrepresentation or failure to uphold expectations. After discussion, a 2/3 majority of the votes cast by present members of the Council shall cause the recall of that member.

**Section 3.** Voting members of the Council shall be removed from office if the University no longer employs the member.

### **ARTICLE IV: OFFICERS**

**Section 1.** Co-Presidents shall:

- 1.1 Serve a staggered two-year term.
- 1.2 Jointly preside at meetings.
- 1.3 Appoint ad hoc committees and their officers, as needed.
- 1.4 Act jointly as spokespersons for the Council and have powers and authority as delegated by the same.
- 1.5 Be Staff Council representatives or appoint a voting member to the Staff Alliance.
- 1.6 Be a Staff Council representative or appoint a voting member to Staff Health Care.
- 1.7 Collect information for a monthly newsletter to be disseminated by the Governance Office.

**Section 2.** Co-Vice President shall:

- 2.1 Serve a one-year term.
- 2.2 Perform the duties of the Co-President of their respective classification in the event that Co-President is absent.

- 2.3 Be jointly responsible for the organization of the annual meeting, if held.
- 2.4 Serve as the Staff Council parliamentarians following Robert's Rules of Order.

#### **ARTICLE V: UNIVERSITY ASSEMBLY REPRESENTATION**

**Section 1.** The Co-Presidents, Co-Vice Presidents, and one other appointed voting member, will act as spokespersons for the Council to the UAA University Assembly. Any Co-President or Co-Vice President may delegate this responsibility to another Council member on a permanent basis at the beginning of the academic year. At least one of the five representatives to University Assembly should represent a community campus.

#### **ARTICLE V: ELECTIONS**

**Section 1.** Elections will be held each year in April and Council members will take office May 1.

**Section 2.** Each eligible administrative, classified, professional, and technical employee will cast a number of ballots equal to the number of seats being elected. The winner for the vacant seats will be determined by taking the candidate with the greatest number of votes and moving downward until all seats are filled. In case of ties for the final remaining seat, there will be a run-off election.

**Section 3.** The methods of nominating and voting for Council members will be as follows:

- 3.1 Nominations. A ballot will be circulated to the general membership, which lists the positions to be filled. The name of the person may be written in for each office.
- 3.2 Voting. A ballot will be circulated to the general membership, which lists the candidates nominated for each position. The membership will be asked to vote for one candidate for each position.
- 3.3 Members will be asked to submit secret ballots.

#### **ARTICLE VI: COMMITTEES**

**Section 1.** Committees may be formed at any time by action of the Co-Presidents.

**Section 2.** Committee memberships will be appointed by a majority vote of the Council.

- Section 3.** Committee chairpersons will be elected by and from the Council.
- Section 4.** All committees will report to the body through the Co-Presidents.
- Section 5.** Council members who serve on other institutional, advisory, or governance committees may make reports at regular council meetings.
- Section 6.** Members may serve on a committee in the first year of their term. Members must serve on a committee in the second year of their term. Qualifying committees shall include committees of the Council or committees external to the Council (e.g. Diversity Action Council, University Assembly) on which the member serves as a representative of the Council.

#### **ARTICLE VII: PROCEDURES FOR AMENDMENTS**

- Section 1.** The Council Bylaws may be amended by a two-thirds vote of the Council members by written ballot.

# Appendix G: Motion to Consolidate



## **MOTION 2014-01**

### **Motion to Consolidate the APT Council and the Classified Council**

**MOTION:** The Administrative, Professional and Technical Council and the Classified Council at the University of Alaska Anchorage approve the following motion to consolidate the two councils and create the Staff Council. The Staff Council shall be the voice of all exempt and non-exempt staff members within governance at the University of Alaska Anchorage, including the community campuses.

The council presidents shall present this motion to their councils for consideration and approval at their next regularly scheduled meeting. This motion will become effective on May 8, 2015.

**RATIONALE:** the University of Alaska Anchorage is the only institution within the University of Alaska system that has chosen to split their staff councils within governance between exempt and non-exempt employees. No clear rationale has ever been presented for this split other than concerns regarding supervisors and employees serving on governance together. Through research and discussion, this has not proven to be a valid argument against the myriad benefits consolidation would present. A consolidated council would be a more efficient use of time and resources within the Governance Office as well as for individual staff members. A consolidated council would bring UAA in line with other UA institutions and has the potential to unify staff at UAA more. Participation in staff governance has also been a challenge in the past. A consolidated council would decrease the number of seats on the council and would therefore make it more likely that dedicated individuals will fill those positions.

#### **PROPOSED MOTION FOR APPROVAL BY APT AND CLASSIFIED COUNCILS**

The \_\_\_\_\_ Council at the University of Alaska Anchorage approves the motion to consolidate the APT and Classified Councils and create the Staff Council. The Staff Council shall consist of exempt employees, non-exempt employees, and representatives from the UAA community campuses. The Staff Council shall be the staff arm of governance at UAA.

Furthermore, the \_\_\_\_\_ Council at the University of Alaska Anchorage approves the proposed Staff Council Constitution and Staff Council Bylaws included as appendixes to this motion. These pieces shall be considered the governing documents of Staff Council.

This motion shall be effective at 12:01 am on May 8, 2015.

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APT Council voted on: (Date)

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Classified Council voted on: (Date)

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Kathleen McCoy, APT Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elizabeth Winfree, Classified Council President

\_\_\_\_\_  
Date