

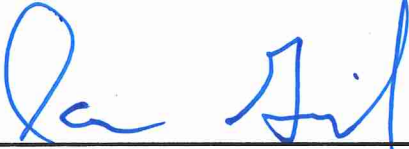


BYLAWS OF THE STAFF COUNCIL

University of Alaska Anchorage

Updated April 5, 2018

<small>DocuSigned by:</small>  <small>7A27C08F540C40F</small>	April 5, 2018
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Brenda Levesque, Staff Council Co-President	Date
	5/4/2018
Sam Gingerich, Interim Chancellor	Date

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 hourly or salaried employee to fill any Council seat that becomes vacant.
- Section 2.** The Council shall approve any new appointment made by the Council Co-Presidents by majority vote via an online vote prior to the candidate taking office.
- Section 3.** The Council Co-Presidents may appoint a salaried employee to fill an hourly seat for the remainder of the vacated term if there is no hourly candidate interested in the seat. The Council Co-Presidents may appoint an hourly employee to fill a salaried employee seat for the remainder of the vacated term if there is no salaried candidate interested in the seat.
- Section 4.** The Council Co-Presidents may appoint a candidate, hourly or salaried, from any campus to fill a community campus seat for the remainder of the vacated term if there is no candidate from that community campus interested in the seat.

Section 5. 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 vacated term. A special election will then be held to fill the vacated Vice President position.

ARTICLE III: REMOVAL FROM OFFICE

Section 1. Any member missing three regular Council meetings in a fiscal year shall be removed from the Council as determined by Council action. The Staff Council Co-Presidents may choose to excuse absences in circumstances deemed reasonable or outside of the member's control. The attendance requirement will be limited to the meetings that occur during the regular fall and spring semesters.

Section 2. Attendance at the annual retreat at the beginning of the fiscal year is strongly encouraged.

Section 3. 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 4. 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 to the Staff Alliance.
- 1.6 Collect information that is disseminated by the Governance Office to UAA Staff Council members.
- 1.7 At the end of their term, act as Past President in an advisory capacity to Staff Council leadership and participate in leadership meetings as needed for the following fiscal year.

Section 2. Co-Vice President shall:

- 2.1 Serve a staggered two-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 fiscal year. At least one of the five representatives to University Assembly should represent a community campus.

ARTICLE V: ELECTIONS

Section 1. Elections for the voting membership will be held each year in May. Following elections, the direct supervisor of each new Council member will be notified and asked to provide support to the new Council member. Council members will take office July 1.

Section 2. Each eligible hourly or salaried 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.

Section 4. Elections for officers will be held in June with officers taking office July 1. Only current voting members will be allowed to vote in officer elections; newly elected members will not be permitted to vote in officer elections.

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. Council members who serve on other institutional, advisory, or governance committees may make reports at regular council meetings.

Section 4. Council members must serve on an internal committee each year of their term.

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.

ARTICLE VIII: RESOLUTIONS

Section 1. Any voting member of the Council may submit a resolution for the Council Leadership to consider. Resolutions approved by a simple majority of Council Leadership will be brought to the voting members of the Council for consideration.

Section 2. Resolutions shall be used to formally express the Council's consensus or opinion on matters pertinent to the function of the body.

Section 3. Resolutions must be approved by a simple majority of members present in order to pass.