

1 **THE BYLAWS OF THE**
2 **UNIVERSITY OF NORTHERN COLORADO CLASSIFIED STAFF COUNCIL**

3
4 **ARTICLE I – REPRESENTATION AND MEMBERSHIP**

5
6 *Section 1 – Membership:*

7 A. In accordance with Classified Staff Council constitution (hereinafter referred to
8 as the constitution) Article IV Section 1 Subsection A, the Council shall consist
9 of a maximum of twenty-five (25) elected members to represent the total
10 number of classified employees.

11 B. The Council may operate with less than twenty-five (25) members.

12 C. Any classified employee may serve on the Council, regardless of University
13 service time (years of service) or FTE.

14 *Section 2 – Determination of Eligibility:*

15 A list of classified employees shall be obtained from the University of Northern
16 Colorado Human Resource Services Office (only if needed) to determine
17 eligibility to nominate, to vote, and to serve as Council members.

18 *Section 3 – Determination of Vacancy:*

19 A. Any council seat unfilled after any regular election shall be declared vacant.

20 B. At any time during a council year, the seat of any member of the Council shall
21 be declared vacant immediately upon any of the following circumstances:

- 22 1. Voluntary or involuntary termination of service with the University;
23 2. Resignation from the Council;
24 3. A change in employment status such that the member is no longer a
25 classified staff member;
26 4. Three (3) unexcused absences from meetings of the Council.
27 a. The Council Chair shall determine whether or not any absence is to be
28 excused.
29 b. The Chair shall have discretion in dismissing any Council member
30 under this provision of non-attendance and shall inform the Council at
31 the next regular or special meeting when any dismissal occurs.
32 c. The Council may choose to retain a member dismissed by the Chair for
33 non-attendance by a majority vote;
34 5. A successful recall of a Council member.
35 a. The initiative for a recall vote of a council member shall be by signed
36 petition of not less than ten percent (10%) of the Classified Employees
37 and shall be submitted to the chair of the Constitution & Elections
38 Committee.

- 39 b. The recall of a council member shall be deemed successful by a
40 majority vote of the voting Classified Employees at a regular or special
41 election.
42

43 *Section 4 – Filling a Vacant Seat:*

44 A. A replacement for a vacated Council seat shall be determined by a majority
45 vote of the Council at any regular or special meeting.

- 46 1. The appointed replacement must be eligible for Council service as
47 outlined in the constitution Article IV Section 1 Subsection B.
48 2. The appointed replacement shall complete the full term of the individual
49 whose leaving created the vacancy.
50

51 *Section 5 – Membership Emergency*

52 A. For the purposes of this section, a “retiring” or “retired” member shall be
53 defined as a Council member who has served two consecutive terms and is
54 subject to the term limits as identified in the constitution Article IV Section 1
55 (B).
56

57 B. The Executive Board may, at its discretion, declare a membership emergency
58 when:

- 59 1. Six (6) or more vacancies on the Council remain unfilled after regular
60 elections, or
61 2. Six (6) or more vacancies occur at any time during the council-year.
62

63 C. When a membership emergency is declared after regular elections, retiring
64 members may be appointed to retain a seat on the Council for one
65 council-year by a majority vote of the incoming Council members present. If
66 membership emergency is declared at the conclusion of the council-year
67 served, retiring members may be appointed to retain a seat on the Council for
68 not more than a second additional council-year during a membership
69 emergency by a majority vote of the incoming Council members present.
70

71 D. When a membership emergency is declared during a council-year, any retired
72 member may be appointed by the Council to serve for the remainder of the
73 council-year by a majority vote of the incoming Council members present.
74

75 E. Once declared, a membership emergency shall remain in effect until the next
76 regular election.
77

78 F. In the case of recurring membership emergencies, retiring members may
79 serve during each period of emergency, but shall not be eligible for any two-

80 year term until the requirements identified in the constitution Article IV Section
81 1 Subsection B have been satisfied.
82

83 **ARTICLE II – OFFICERS AND THEIR DUTIES**

84

85 *Section 1 – Officers:*

86 In accordance with the constitution Article IV Section 2 Subsection A, the elected
87 officers of the Council shall consist of at least a Chair, Vice-Chair, Secretary, and
88 Treasurer, hereinafter referred to as the Executive Board. The Council may, at its
89 discretion choose to elect two Co-Chair positions in lieu of a single Chair. If two
90 Co-Chair positions are elected, they shall herein be referred to as the Chair. This
91 Bylaw Article II Section 1 may not be modified without a concurrent constitutional
92 change to constitution Article IV Section 2 Subsection A.
93

94 *Section 2 – Duties:*

95 The Executive Board members shall comply with all duties and responsibilities as
96 outlined in the constitution Article IV Section 2 Subsection B and Article IV
97 Section 3 Subsection B. Additionally:
98

99 A. The Chair shall:

- 100
- 101 1. Preside at all meetings of the Council and of the Executive Board;
- 102 2. Enforce the obligations imposed by the constitution and these Bylaws
103 relating to the administration of the work of the Council;
- 104 3. Be a non-voting member of the Council; since all council actions require
105 a majority vote (unless otherwise specified), the Chair shall not have a
106 vote in the event of a tie, as a tie vote is not a majority vote;
- 107 4. Provide agenda to be distributed to the Council, and instruct the
108 Secretary to request the presence of others as may be needed to
109 accomplish the regular business of the Council;
- 110 5. A Parliamentarian shall be appointed by the Chair on an as needed
111 basis. If a Parliamentarian is needed, and no parliamentarian is
112 available, then the chair of the Constitution & Elections Committee will
113 be called upon to act as Parliamentarian for the matter at hand.
- 114 6. Appoint members to standing committees (subject to appointee
115 acceptance);
- 116 7. Create ad hoc committees and appoint members to these committees
117 (subject to appointee acceptance);
- 118 8. Conduct official correspondence relating to the Council as authorized by
119 the Council;
- 120 9. Furnish the incoming Executive Council Committee, the Council, and
121 the classified staff with a written report of the activities and
122 accomplishments of the Council for the council-year (this report should

- 123 be provided at the conclusion of the council-year in which the Chair
124 presided).
- 125 10. Have spending and signature authority for all matters pertaining to
126 Council business in accordance with the established Council budget;
127 11. Serve as the CSC Representative on the Student Senate;
- 128 a. *Rationale*: It is important that the leader of the Council represent
129 the classified staff on the Student Senate. The Student Senate
130 places high value on the Council's representation, and potentially
131 relies on the advice and experience offered by the CSC
132 Representative. A strong voice should be present for the benefit
133 of both the Student Senate and the Classified Staff Council.
134 Historically, the CSC representative to the Student Senate has
135 been the most difficult position for the Council to fill, and it is
136 logical to ask the Chair to serve the Student Senate in this
137 capacity.
- 138 b. *Time commitment*: The Student Senate meets every Wednesday
139 at 5:30pm, and meetings typically run 30-90 minutes.
- 140 c. *Service Alternative*: This responsibility may be delegated to the
141 Vice-Chair if the Chair cannot commit to the Student Senate.
142 (Note: co-representation is not recommended, as this would
143 serve as a hindrance to the flow of the Student Senate's
144 operation.)
- 145 12. Serve as one of two CSC representatives on the University Leave
146 Transfer Committee;
- 147 13. Have such other powers and perform such other duties that may be
148 assigned by the Council.
- 149 14. Serve as Council Representative to the Board of Trustees.

150
151 B. The Vice-Chair shall:

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153 1. Serve as a Chair in the absence of the Chair;
- 154 2. Assume the duties of Chair for the unexpired term in the event the Chair
155 is unable to complete the term of office;
- 156 3. Serve as the UNC Representative on the Statewide Liaison Council of
157 Higher Education Classified Employees (SLC);
- 158 a. SLC meets quarterly at various locations throughout the state.
159 b. The Council shall allocate the registration and lodging funding
160 necessary for SLC membership as a part of its annual budget.
- 161 4. Serve as the CSC Representative on the Student Senate if the Chair
162 cannot commit to serving on the Student Senate;
- 163 5. Perform other duties as may be deemed necessary and assigned by
164 the Council.
- 165 6. Serve as a member of the Constitution and Election Committee.

166
167 C. Chair Pro Tempore:

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- 169 1. In the absence of the Chair and Vice-Chair from any official meeting of
170 the Council:
171 a. If the absence is planned, then the Chair shall appoint a Chair
172 Pro Tempore to preside over the meeting.
173 b. If the absence is unplanned, then members of the Council
174 present shall select a Chair Pro Tempore to preside over the
175 meeting.
176 2. The authority of the Chair Pro Tempore shall expire at the conclusion
177 of any meeting over which the Chair Pro Tempore presides.
178

179 D. The Secretary shall:
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- 181 1. Maintain the minutes for all regular and special meetings of the
182 Council;
183 2. Keep the official roll of members of the Council and the attendance
184 record of members at meetings of the Council;
185 3. Secure meeting places for all general and special meetings;
186 4. Advertise (post) all regular and special council meetings in an
187 appropriate campus-wide medium, including the CSC website, the
188 UNC Today, and the UNC Calendar;
189 5. Post (or arrange to have posted) meeting minutes on the CSC website
190 and notify all Council members and the classified staff through an
191 appropriate campus-wide medium;
192 a. Draft minutes shall be provided to the Executive Board within five
193 (5) working days following any regular or special meeting.
194 b. Draft minutes shall be posted to the website upon approval of the
195 Executive Board.
196 c. Approved (final) minutes shall be posted to the website upon
197 approval of the Council.
198 6. Conduct all official correspondence and issue all notices of meetings as
199 directed by the Chair;
200 7. Record the election of Council members and committee appointments;
201 8. Maintain a file of all records and correspondence necessary for the
202 transaction of the official business of the Council;
203 9. Perform other duties as may be deemed necessary and assigned by
204 the Council.
205 10. Serves as member of Public Relations committee.
206

207 E. The Treasurer shall:
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- 209 1. Be responsible, with the Chair and the Executive Board, for all Council
210 fiscal matters;
211 2. Have spending and signature authority for all matters pertaining to
212 Council business in accordance with the established Council budget;

- 213 3. Furnish a financial statement to the Council at each meeting, such
214 statements to be placed on file with the Council Secretary;
215 4. Monitor all CSC funds housed with the UNC Foundation;
216 5. Create an audit committee and provide all records necessary for the
217 annual audit;
218 6. Perform other duties as may be deemed necessary and assigned by the
219 Council.
220 7. Serves as member of Fundraising Committee.
221

222 F. The Parliamentarian:
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- 224 1. The Parliamentarian shall be called upon for parliamentary service as
225 needed by assisting the Chair or presiding officer in questions of
226 parliamentary procedure;
227 2. The Parliamentarian must be well-versed in the constitution, these
228 Bylaws, and parliamentary procedure;
229 3. The Parliamentarian does not necessarily need to be a classified
230 employee, and does not necessarily need to be selected from the current
231 Council membership. However, if the Parliamentarian is selected from the
232 current Council membership, then the Councilor shall forfeit voting rights
233 while filling the parliamentary role.
234 4. The parliamentary authority of the Council on matters not covered by the
235 constitution or these Bylaws shall be the Robert's Rules of Order (latest
236 edition);
237 5. The judgment of the Parliamentarian shall be final in all matters.
238

239 G. All Officers shall:
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- 241 1. Turn over to their successors all records and pertinent data of the
242 Council in their possession at the expiration of their term of office;
243 2. Provide assistance as requested by incoming officers as needed;
244 3. The retiring Chair and Treasurer shall relinquish any instrument or
245 device used to make any purchase using Council funds to the
246 appropriate authority.
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248 **ARTICLE III – COUNCIL AND OFFICER ELECTIONS**
249

250 *Section 1 – Election of Representatives to the Council:*
251

- 252 A. Elections to the Council shall be scheduled to occur annually, according
253 to the following schedule:
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- 255 1. February 15-March 15: Vacancies Declared;
256 2. March 16: Nominations Open;
257 3. March 31: Nominations Close;
258 4. April 1-7: Constitution & Elections Committee shall review
259 nominations to determine eligibility;
260 5. April 15-May 1: Voting by ballot on five (5) consecutive working
261 days to be designated during the period;
262 6. May 1-May 15: Results published in an appropriate campus-wide
263 medium, including the CSC website and the UNC Today;
264 7. June or final meeting of the current Council-year: New Council
265 assumes duties.
266 8. Should any date fall on a weekend or holiday, date will be the
267 next working day.
268
- 269 B. The elections shall be held under the supervision of the Constitution &
270 Elections Committee.
271
- 272 C. The Constitution & Elections Committee (or its delegate) shall notify all
273 classified employees members through an appropriate campus-wide
274 medium for a period of at least two (2) weeks not earlier than February
275 15 and not later than March 15 of any vacancy to be filled at the next
276 regular election.
- 277 D. Nominations of candidates for the Council shall be made in writing on
278 forms authorized by the Constitution & Elections Committee and
279 signed by two (2) or more eligible classified staff members and the
280 nominee's immediate supervisor. Self-nominations are acceptable, but
281 shall be signed by one (1) other eligible classified staff member and
282 the nominee's immediate supervisor.
- 283 E. Nominees shall indicate their willingness to serve if elected by
284 endorsing the nomination form. Only the names of those nominees who
285 have filed such written endorsement with the Constitution & Elections
286 Committee shall be placed on the ballot. Write-in candidates shall not
287 be counted.
- 288 F. When there are vacancies **and** the same or fewer number of qualified
289 nominees have filed consent to serve at the time nominations are
290 closed, the Constitution & Elections Committee shall declare the
291 nominees elected.
- 292 G. Each classified employee at the University of Northern Colorado shall
293 have one (1) vote for each Council vacancy to be filled.
- 294 H. Ballots shall be written by the Constitution & Elections Committee, and
295 electronic voting methods (e.g. www.qualtrics.com,
296 www.zomerang.com) shall be used unless circumstances require the
297 use of paper ballots.

298 1. In the event that paper ballots are necessary, then the
299 Constitution & Elections Committee shall determine an
300 appropriate methodology to ensure that each classified
301 employee receives a ballot, voting instructions, and ballot return
302 instructions.

303
304 I. Voting opportunities shall be made available for all classified
305 employees for five (5) consecutive working days, beginning on the
306 first working day at 7am, and ending on the fifth working day at
307 5pm.

308 J. Ballots shall be counted and certified under the supervision of the
309 Constitution & Elections Committee. Any classified employee may serve
310 as an observer.

311 K. The candidate(s) who receives a majority vote of the eligible voting
312 employees shall be declared elected.

313 L. Whenever there is a tie vote, the Constitution & Elections Committee
314 shall determine if a runoff election is necessary. If so:

315 1. The runoff election shall be held between the candidates within
316 ten (10) business days of the counting and certification of the
317 ballots.

318 2. Voting for the runoff election shall be limited to three (3)
319 consecutive working days, beginning on the first working day at
320 7am, and ending on the third working day at 5pm.

321 3. Results for the runoff election shall be posted in an appropriate
322 campus-wide medium within three (3) working days of the
323 closing of the election.

324 M. If, after elections are held, the incoming Council will not be fully staffed
325 at twenty-five (25) members, then any nominations received after
326 March 31 shall be considered and voted on by the sitting Council at the
327 June or final meeting of the current council-year. If accepted, these
328 nominees shall be considered members at the start of the new council-
329 year.

330

331 *Section 2 – Election of Council Officers (Chair, Vice-Chair, Secretary, and Treasurer):*

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333 A. Officers shall be nominated and elected by the Council at the first
334 meeting of the council-year and shall serve for a term of one (1) council-
335 year.

336 1. In the event of a membership emergency, acceptance of
337 otherwise retiring members shall be resolved before the election
338 of Council officers.

- 339 2. First-year/first-term council members are not eligible to serve as
340 Chair, regardless of previous Council service. This will sustain a
341 continuity of knowledge and rhythm regarding current Council
342 matters.
343 3. No Council member may serve as chair for more than three (3)
344 consecutive terms.
345
- 346 B. Elections shall be by a majority vote of the Council members present.
347
- 348 C. An unexpired term vacancy, except that of the Chair, shall be filled by
349 nomination and election by the Council at the next scheduled Council
350 meeting if there are more than thirty (30) days left to serve.
351

352 *Section 3 – Recall of Council Officers:*
353

- 354 A. An officer may be recalled by a two-thirds vote of the Council members
355 after a hearing by the Council.
356 1. The initiative for recall vote shall be by signed petition of not less
357 than one-third of the Council members, and shall be submitted to
358 the chair of the Constitution & Elections Committee.
359 2. Upon receipt of the signed petition, the chair of the Constitution &
360 Elections Committee shall request an executive session at the
361 next regular or special meeting before introducing the petition.
362
- 363 B. The recalled officer shall remain a member of the Council for the
364 remainder of his/her term of service, unless:
365 1. The Council member chooses to resign from the Council, or
366 2. A successful recall of the Council member is completed by the
367 classified staff.
368
- 369 C. The vacated officer position shall be filled in accordance with these
370 Bylaws Article III Section 2 Subsection C.
371

372 **ARTICLE IV – STANDING COMMITTEES AND THEIR DUTIES**
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374 *Section 1 – Standing Committees:*

375 It is important to stress that membership on any CSC committee is not
376 required for participation, nor is it acceptable to insist that any one
377 committee be solely responsible for carrying out any given Council
378 function. There are a variety of Council activities which may be planned by
379 a given committee, but full Council participation will be expected with the
380 implementation of such activities. For example (and these are only

381 examples), fundraising efforts shall not be limited to the members of the
382 Fundraising Committee, and newsletter preparation and distribution
383 shall not be limited to the members of the Public Relations Committee.
384

385 A. In accordance with the constitution Article IV Section 3 Subsection A,
386 the Council shall maintain four (4) standing committees: an Executive
387 Board, a Public Relations Committee, a Constitution & Elections
388 Committee, and a Fundraising Committee. This Bylaw Article IV
389 Section 1 Subsection A may not be modified without a concurrent
390 constitutional change to constitution Article IV Section 3 Subsection A.
391

392 B. In addition to those standing committees identified in the constitution,
393 the Council shall also maintain a Community Service Committee, an
394 Employee Recognition Committee, a Scholarship & Professional
395 Development Committee, and a Special Events Committee.
396

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398 C. The members of standing committees shall be appointed by the Chair
399 (subject to appointee acceptance), and shall serve for the council-year.
400 Members may volunteer to the Chair the committees they wish to
401 serve on for consideration.

402 1. The Executive Board shall be formed immediately upon election
403 of the Executive Officers.

404 2. The remaining standing committees shall be constituted annually
405 by the conclusion of the second regular meeting of the council-
406 year.
407

408 D. Each standing committee shall elect a chair, and shall notify the Chair
409 and the Secretary of said election.
410

411 E. All standing committee membership shall cease at the conclusion of the
412 council-year, but returning members may choose to renew service on
413 any previously served committee if they wish.
414

415 *Section 2 – Committee Sizes and Duties:*

416 The committee sizes listed herein reflect the minimum ideal number for
417 each committee. The Chair shall ultimately determine the appropriate
418 maximum capacity for each committee. In the event that the Council is not
419 fully staffed at twenty-five (25) members, then the committee minimum
420 sizes may be adjusted at the discretion of the Chair without the need for a
421 Bylaw revision.
422

423 Whether the Council is fully staffed or not, it is recognized that:

- 424 • Some Council members will choose to serve on multiple committees.
- 425 • It is fully expected that each Council member shall serve on at least one
426 of these standing committees.

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- Each Committee is responsible to maintain documentation in the Council SharePoint site that can be viewed by all Council members so that everyone can be up to date on Council activity.

A. The Executive Board shall:

1. Approve agenda and assist in implementing the actions of the Council;
2. Tentatively approve minutes so that they may be distributed to the classified employees prior to final approval of the minutes at the next regular meeting of the Council;
3. Be called together upon recommendation of the Chair or a majority of the Executive Board members;
4. Act on matters on behalf of the Council which
 - a. Arise between regularly scheduled meetings, or
 - b. Do not require the attention of the full Council.
5. Report to the full Council any action made on behalf of the Council.

B. The Constitution & Elections Committee shall:

1. Consist of at least five (5) members including the Vice-Chair (note, in accordance with the constitution Article IV Section 3 Subsection B, the ice-Chair may not chair the Constitution & Elections Committee);
2. Meet monthly or as needed, and the committee chair shall provide a summary of each meeting to the Secretary;
3. Arrange, publicize, and supervise the elections and rule on any election disputes;
4. Accept and verify any petition submitted by any Council member to amend the constitution or these Bylaws, and shall ensure that the process to address any proposed amendments have been properly followed;
5. Assure that nominations and election of Council representatives and officers are handled as specified in these Bylaws Article III – Council and Officer Elections;
6. Accept and verify any petition submitted by the classified staff to recall any Council member, and, if valid, arrange a special election within ten (10) business days of verification;
7. Accept and verify any petition submitted by any Council member to recall any Council Officer, and, if valid, raise the issue in executive session at the next regular or special Council meeting;
8. Annually review these Bylaws to ensure that the contents are up-to-date and reflect current University practices. Any changes to

473 the Bylaws deemed necessary under this review shall be
474 conducted in adherence to the appropriate procedures.
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476

477 C. The Public Relations Committee shall:
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- 479 1. Consist of at least five (5) Council members including the
480 Secretary (note, in accordance with the constitution Article IV
481 Section 3 Subsection B, the Secretary may not chair the Public
482 Relations Committee);
- 483 2. Meet monthly or as needed, and the committee chair shall
484 provide a summary of each meeting to the Secretary;
- 485 3. Be responsible for organizing publications and otherwise
486 disseminating information to the campus community to promote
487 Council activities, including, but not limited to:
 - 488 a. Distribution of a monthly Council newsletter;
 - 489 b. Notifying the classified staff through appropriate
490 communication channels of upcoming special events, topics
491 of interest to classified staff, etc.;
 - 492 c. Maintain the CSC website, including, but not limited to current
493 information, monthly meeting minutes, newsletter, etc.
 - 494 i. The Public Relations Committee may delegate the website
495 management component to a third-party, but shall provide
496 the third- party with all relevant data necessary to maintain
497 the website.
 - 498 ii. A third-party web manager shall not be expected to
499 generate any site content, but shall be expected to manage
500 the website in an acceptable manner with the data
501 provided by the Public Relations Committee.
- 502 4. Publicize community outreach activities and encourage Council
503 participation.
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505 D. The Fundraising Committee shall:

- 506 1. Consist of at least six (6) members including the Treasurer (note,
507 in accordance with the constitution Article IV Section 3 Subsection
508 B, the Treasurer may not chair the Fundraising Committee);
- 509 2. Meet monthly or as needed, and the committee chair shall provide
510 a summary of each meeting to the Secretary;
- 511 3. Be responsible for organizing, publicizing, overseeing, and
512 implementing fundraisers for the Council;
- 513 4. Publicize, organize, solicit donations for, and oversee the annual
514 Silent Auction (with strong participation from the Council at-large);
- 515 5. Publicize and solicit donations for the UNC Foundation CSC
516 Classified Dependent Scholarship.

517 6. Collaborate with the UNC Foundation in any campus-wide
518 campaigns and special events which may serve to benefit the
519 Council.
520

521 E. The Community Service Committee shall:

- 522 1. Consist of at least five (5) members;
- 523 2. Meet monthly or as needed, and the committee chair shall
524 provide a summary of each meeting to the Secretary;
- 525 3. Develop, publicize, and/or promote endeavors which will benefit
526 the UNC campus community, with particular emphasis on
527 activities which will directly benefit the classified staff, students,
528 exempt staff, and/or faculty;
- 529 4. Collaborate and/or participate with other campus and community
530 groups on projects which will benefit the UNC campus
531 community.
532

533 F. The Employee Recognition Committee shall:

- 534
- 535 1. Consist of at least five (5) members;
- 536 2. Meet monthly or as needed, and the committee chair shall provide
537 a summary of each meeting to the Secretary;
- 538 3. Manage a Classified Employee of the Year Program, including, but
539 not limited to:
 - 540 a. development of nomination and evaluation criteria;
 - 541 b. publicizing the call for nominations and identifying submission
542 deadlines;
 - 543 c. evaluating nomination materials and selecting the winner(s);
 - 544 d. presentation of the award, which shall coincide with the annual
545 Employee Recognition & Service Milestone Awards Banquet
546 (note: the committee may ask the Chair or the Banquet Emcee
547 to present the award).
- 548 4. Purchase, or arrange to have purchased, all awards to be
549 presented at the Employee Recognition & Service Milestone
550 Awards Banquet.
- 551 5. Develop, publicize, and implement programs to recognize and/or
552 reward employees and/or groups of employees. Possible ideas
553 include Employee of the Month, Employee of the Term, Department
554 Spotlight, etc.;
- 555 6. Collaborate with other committees and/or University groups to
556 further employee recognition endeavors, including the Special
557 Events Committee for the annual Employee Recognition & Service
558 Milestone Awards Banquet.
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- 561 G. The Scholarship & Professional Development Committee shall:
- 562 1. Consist of at least five (5) members;
 - 563 2. Meet monthly or as needed, and the committee chair shall provide a
 - 564 summary of each meeting to the Secretary;
 - 565 3. Determine evaluation criteria and funding amounts for the CSC
 - 566 Classified Dependent Scholarship;
 - 567 a. The applicant pool shall be pulled from the UNC Universal
 - 568 Scholarship applications;
 - 569 b. Applications shall be reviewed no earlier than June 1;
 - 570 c. Awards for the following academic year shall be determined no later
 - 571 than June council meeting, and awardees shall be notified no later
 - 572 than June 15.
 - 573 4. Determine evaluation criteria, request funding amounts from council,
 - 574 and award schedules for awarding professional development grants
 - 575 to classified employees.
 - 576

577 H. The Special Events Committee shall:

- 578 1. Consist of at least five (5) members;
- 579 2. Meet monthly or as needed, and the committee chair shall provide
- 580 a summary of each meeting to the Secretary;
- 581 3. Plan and execute the annual Employee Recognition Banquet;
- 582 a. The Banquet is a multi-committee endeavor. Assistance shall be
- 583 necessary from other committees both within and beyond the
- 584 Classified Staff Council, and all CSC members are expected to
- 585 participate;
- 586 b. Partnership with the exempt staff council is crucial, and every
- 587 effort to solicit their participation must be made;
- 588 c. Additionally, specific assistance from the following committees
- 589 must be sought:
- 590 i. Employee Recognition Committee (procurement of service
- 591 milestone awards);
- 592 ii. Fundraising Committee (Silent Auction);
- 593 iii. Executive Board (coordination of efforts).
- 594 4. Plan and execute other activities which would promote Classified
- 595 Employee interests, such as social events, brown bag/professional
- 596 development events, yard sale, etc.
- 597
- 598

599 I. Workplace Culture Committee:

- 600 1. Develop support and advocacy for Classified staff
- 601 2. Educate Classified employees in improving workplace
- 602 relationships by
- 603 a. Directing employees to helpful resources, tools, and trainings

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Example: Halfway through a Council Year, the President of the University establishes a committee to establish overall workplace wellness, which is expected to exist for 18 months. A first-year/second-term (third year) Council member is appointed to represent the CSC on this committee. At the start of the next council-year, if the appointed member wishes to continue serving on the wellness committee, then the Council shall reappoint the member to the ad hoc committee. For the purposes of informational continuity and consistency, such service should be encouraged by the Council.

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- C. In the case of a representative appointment which spans beyond a Council member's term, the member may continue service with the specific appointment without continuing Council service, subject to a majority vote of the incoming Council.

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Example: Halfway through a Council Year, the President of the University establishes a committee to develop a Three-Year University Master Plan, which is expected to exist for 24 months. A second-year/second-term (fourth year) Council member is appointed to represent the CSC on this committee. At the conclusion of the Council member's fourth year of CSC service, s/he is term-limited, and must step down for one year in accordance with the CSC constitution. However, the retiring member may wish to continue to serve on the Master Plan Committee. If the Council member is willing, and if the Council approves the continued appointment by majority vote, then the Council member shall be permitted to continue to represent the Council in the specific capacity of the ad hoc committee.

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Section 4 – Recall From Any Committee:

- A. A Council member may be recalled from any committee service not specifically established by the constitution or these Bylaws by a two-thirds vote of the Council members after a hearing by the Council.
 - 1. The initiative for recall vote shall be by signed petition of not less than one-third of the Council members, and shall be submitted to the chair of the Constitution & Elections Committee.
 - 2. Upon receipt of the signed petition, the chair of the Constitution & Elections Committee shall request an executive session at the next regular or special meeting before introducing the petition.

- 690
691 B. The recalled committee member shall remain a member of the Council
692 for the remainder of his/her term of service, unless:
- 693 1. The Council member chooses to resign from the Council, or
 - 694 2. A successful recall of the Council member is completed by the
695 classified staff.
- 696 C. The Chair shall, at his/her discretion, fill the committee assignment with
697 another Council member (subject to appointee approval).

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699 **ARTICLE V – MEETINGS AND QUORUM**

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702 All general and special meetings shall be open to the public
703 (notwithstanding Bylaw Article V Section 2 Subsection C), unless voted
704 into executive session, and opportunity for public comment must be
705 afforded, but no person not a member of the Council may participate in
706 discussion except by invitation from the Council or by consent of the
707 Council members present. This Bylaw Article V Introduction may not be
708 modified without a concurrent constitutional change to constitution Article
709 V Section 3.

710

711 *Section 1 – Regular Meetings:*

712

713 A. Regular meetings of the Council shall be held at least once each month
714 during the council-year.

715

716 B. The Executive Board, with the approval of the Council, shall determine
717 a schedule of regular meetings for the calendar year; such schedule
718 will be published in an appropriate campus-wide medium.

719

720 C. Regular meetings may be cancelled only in accordance with the
721 conditions outlined in the constitution Article V Section 1 Subsection C.

722

723 *Section 2 – Special Meetings:*

724

725 A. Special meetings may be called at any time by the Chair, or may be
726 requested by any Council member.

727 1. If a special meeting is requested by a Council member, then the
728 Executive Board shall review the request to determine whether or
729 not a special meeting is necessary.

730 B. The Chair shall consult Council members when setting the time and
731 date of special meetings to ensure that a quorum can be present.

- 732 C. Under exigent circumstances, special meetings may be held using
733 alternative formats (e.g. teleconference, video conference, e-mail,
734 threaded discussion, etc.).
- 735 1. In such cases, the type of vote needed shall be appropriate to the
736 matter at hand (e.g. majority, two-thirds, etc.); and
- 737 2. If a vote is needed between regularly scheduled Council meetings a
738 vote may be called by the Chair using an University Email message
739 containing voting buttons. 24 hours must elapse from the time the
740 email is sent to the time the votes may be counted, not including
741 weekends or holidays.
- 742 3. The Secretary shall record the votes for the minutes and publish
743 the results in an appropriate campus-wide medium within three (3)
744 business days of the vote.
- 745 4. Opportunity for Public Session to specifically address the special
746 meeting held using alternative formats shall be afforded at the next
747 regular meeting.
- 748 a. If any person speaks in opposition to the business conducted
749 during the special meeting held using alternative formats, then a
750 vote to uphold, modify, or rescind the vote from the special
751 session shall ensue immediately following the Public Session.

752 *Section 3 – Executive Session:*
753

- 754 A. At any regular or special meeting, any Council member may raise a
755 motion to enter into an executive session, which is subject to a majority
756 vote of the Council. Such matters requiring an executive session
757 typically involve (but are not limited to) the removal of Council
758 personnel.
759
- 760 B. Executive sessions are not open to the public, but a person(s) not a
761 member of the Council may remain if invited by a majority vote of the
762 Council.
763
- 764 C. Executive sessions should only be used to discuss sensitive matters
765 that, if discussed openly, may:
- 766 1. Otherwise cause actual or perceived harm to any individual, group
767 of individuals, group, or entity, or
768 2. Violate any Federal laws, state laws, or University policies pertaining
769 to privacy or confidentiality (e.g. FERPA, HIPPA).
770
- 771 D. Council members are expected to hold matters brought up in an
772 executive session as confidential.
773

- 774 E. While in executive session, the Secretary shall keep a record of:
775 1. Motions raised (and related amendments), and
776 2. Results from all votes.
777 a. Meeting minutes shall reflect the outcome of any executive
778 session, but shall not include any details of discussion.
779 b. The Chair shall review meeting minutes from any executive
780 session prior to sharing with the Executive Board, the Council,
781 and the classified staff.
782
783 E. When the business at hand has been resolved, any Council member
784 may raise a motion to exit an executive session, which is subject to a
785 majority vote of the Council.
786

787 *Section 5 – Quorum:*
788

- 789 A. A majority of the voting membership of the Council shall constitute a
790 quorum authorized to transact business at any regular or special
791 meeting of the Council.
792
793 B. A majority vote of the quorum shall be necessary for the transaction of
794 Council business.
795
796 C. If a quorum is called for, but does not exist, then the Council meeting
797 shall automatically adjourn.
798
799 D. If a quorum is not called for, then parliamentary procedure shall govern
800 any occurring Council business.
801

802 **ARTICLE VI – ORDER OF BUSINESS**
803
804

- 805 A. The Chair shall have discretion in determining the actual order of
806 business at each general or special meeting.
807
808 B. The recommended order of business at a regular meeting of the
809 Council shall, at a minimum, include:
810 1. Roll Call;
811 2. Announcement of a quorum (if necessary);
812 3. Approval of agenda;
813 4. Approval of minutes;
814 5. Announcements and communications;
815 6. Public Session;
816 7. Unfinished (old) business;
817 8. New Business;

818 9. Reports from officers and committees;
819 10. Adjournment

820

821 **ARTICLE VII – FINANCES**

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823 *Section 1 – Accountability:*

824

825 All CSC monies received or disbursed will be administered within an
826 account using commonly accepted accounting procedures and practices.
827 The Treasurer shall maintain all necessary records of transactions for
828 accountability and audit purposes.

829

830 *Section 2 – Budget:*

831

832 A. The CSC Executive Board shall develop a budget plan for the current
833 year and present it to the Council for approval no later than the
834 September meeting after Council officers are elected for the year.

835

836 B. The Chair and the Treasurer shall have signature (spending) authority
837 for all CSC business. Signature authority may be delegated to
838 additional Council members by unanimous consent of the Executive
839 Board, and shall be monitored by the Treasurer.

840

841 C. The budget shall be monitored monthly by the Treasurer.

842

843 D. The Treasurer shall report planned versus actual budget status at all
844 regular meetings of the Council.

845

846 *Section 3 – Audit:*

847

848 A. The Treasurer shall be responsible for ensuring an annual audit of all
849 financial transactions by creating an ad hoc audit committee of at least
850 two (2) people.

851 B. The ad hoc audit committee may be comprised of any University
852 employee(s) other than the Chair or the Treasurer.

853

854 C. The ad hoc audit committee shall be convened no later than May 25 of
855 the council-year.

856

857 D. The Chair and the Treasurer shall furnish the ad hoc audit committee
858 with all financial records for the council-year.

859

- 860 1. The results of this audit shall be reported to the Council at its final
861 meeting of the council-year, or
862 2. If outstanding financial business remains, then a preliminary report
863 shall be presented to the Council at its final meeting of the council-
864 year.

865 E. A copy of the audit shall be included in the Chair's annual report.
866
867

868 **ARTICLE VIII – AMENDMENTS TO BYLAWS** 869

870 *Section 1 – Correction to the Bylaws:*

871 A. Corrections may be made to these Bylaws without the need for formal
872 amendment if they are:

- 873
874 1. Typographical or grammatical in nature; or
875 2. If they pertain to formatting and appearance; or
876 3. Of a “housekeeping” nature (e.g. changing a committee name,
877 changing a constitutional reference). The Constitution &
878 Elections Committee shall determine whether or not a
879 modification is of a housekeeping nature.
880

881 *Section 2 – Initiation of Amendment to the Bylaws:*

882 A. An amendment or revision (hereinafter referred to as an amendment)
883 to these Bylaws may be proposed by any current Council member.
884

885 B. Any proposed amendment shall be submitted in final form to the
886 Constitution & Elections Committee chair at least two (2) weeks prior to
887 its introduction. The Constitution & Elections Committee shall review
888 the proposed amendment to ensure its validity and to confirm
889 adherence to these Bylaws Article VIII, and the Council Constitution,
890 and shall then forward the proposed amendment to the Executive
891 Board.
892

893 C. The chair of the Constitution & Elections Committee shall introduce
894 any proposed amendment to these Bylaws at the next general Council
895 meeting.
896

897 D. Once introduced, the author(s) of the amendment shall have first rights
898 to speak about the proposed amendment.
899

900 *Section 3 – Approval of Amendment to the Bylaws:*

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- A. If a proposed amendment receives a two-thirds vote of the Council members present, then it shall be considered approved, and shall be effective immediately.

- B. A proposed amendment may not be voted on at the same meeting in which it was introduced, but may be voted on or be postponed for up to three (3) meetings.
 - 1. After three (3) meetings, the proposed amendment must either come to a vote or be postponed indefinitely.
 - 2. If a motion to indefinitely postpone a proposed amendment is introduced, then the motion must pass by a two-thirds vote of the Council members present to successfully postpone indefinitely.

(Revised and Adopted 05/14/20)