

Staff Council Bylaws

ARTICLE I: PURPOSE

Section 1. General

The CON Staff Council operates on a year-round basis, holds meetings on a regular basis where all regular staff of the CON are invited to attend and participate.

Section 2. Purpose Statement

As a contributing body of the College of Nursing, the CON Staff Council hereby declares our purpose as follows:

- To foster communication at all levels and across all teams and divisions
- To serve as a forum to promote, discuss, and safeguard the rights, interests, and welfare of the staff
- To provide a mechanism for professional and personal growth and advancement
- To encourage recognition for the accomplishments, efforts, and contributions of individuals and groups in meeting the overall missions of the CON
- To develop a strong sense of community and camaraderie

ARTICLE II: OFFICERS

Section 1. Election of Officers

Staff Council officers are elected each year and all terms are from July 1-June 30. Consecutive terms may be served if re-elected or unopposed during elections. Election is by a majority of the votes cast.

Timeline for Elections:

- Reminder is given at April Staff Council Meeting that a Call for Nominations will be made for Officer positions in May
- A Call for Nominations will be made on May 1 (or next business day) each year and the call will be left open for a 2 week period. Note: Anyone nominating another staff member for an Officer position shall obtain his/her approval and acceptance of the nomination.

- Voting for nominated candidates will be held for a 1-week period during the end of May and will end no later than June 1.
- Elected Officers will be announced at the June Staff Council Meeting.

Section 2. President

The President serves as the spokesperson for the Staff Council. The functions of the Office of the President are to:

- Presides over all meetings of the CON Staff Council, be familiar with Roberts Rules of Order and conduct effective meetings
- With input from the Executive Committee, creates the meeting agenda and forwards to Secretary for distribution at least 1 week prior to each CON Staff Council meeting
- Reviews the draft minutes prepared by the Secretary prior to distribution to general staff
- Is available to answer questions and consult with any member of the CON staff on any issue of concern or interest
- Serves as Chair of the Executive Committee of the CON Staff Council

Section 3. President-Elect

The President-Elect serves in the capacity of a Vice President. The functions of the Office of the President- Elect are to:

- After term is over, serves as the Staff Council President as described above
- Fulfills the duties of the Staff Council President in his/her absence
- Fulfills the duties of other Staff Council Officers in their absence
- Regularly attends the UNM Staff Council Meetings and/or the Health Sciences Center Staff (HSCS) Committee and reports back to the CON Staff Council as appropriate
- Sends out all official communications on behalf of the Staff Council
- Prepares the calendar of meeting dates/times on an annual basis and submits for Dean's approval
- Serves as a member of the Executive Committee
- Will manage election process each year for new Officers as described in Section 1

Section 4. Secretary

The functions of the Secretary are to:

- A. Prepares the draft minutes taken at the Staff Council meeting, advises the President of any carry-over items to be added to the agenda for the upcoming meeting, and forwards all to President for review asap, but no later than 2 weeks from date of meeting
- B. Obtains the final agenda from the President and sends out the meeting notice and agenda to the full staff at least 1 week prior to each Staff Council meeting
- C. Assists with preparations for the CON Staff Council meetings as requested by the President, Vice President or Program Chair (this may include A/V set up, copying materials, etc.
- D. Ensures approved minutes are placed in the O: drive after each Staff Council Meeting
- E. Serves as a member of the Executive Committee and Records the minutes for their meetings
- F. Will be provided a designated laptop by the CON IT department to carry out their duties in this position

Section 5. Treasurer

The functions of the Office of the Treasurer are to:

- A. Is responsible for managing and tracking the Staff Development Fund and the Voluntary Staff Fund in cooperation with Org Services
- B. Serves as the primary contact for questions and/or requests to spend funds and will advise staff on the proper procedure
- C. Solicits voluntary donations to replenish the Voluntary Staff Fund biannually in March and October, and/or as needed to replenish the fund.
- D. Solicits votes for purchases from the Voluntary Staff Fund from those who have contributed to this fund during the last 12 months prior to the request.
- E. Organizes votes and approvals for Staff Development Fund requests in excess of \$400 (as outlined in the policy)
- F. Provides the fund balances to the President for inclusion in the meeting agenda prior to each Staff Council meeting. Unless discussion is warranted, the fund balances and routine updates will be reported on the meeting agenda only
- G. Complete the Cash Management (Online Course) Learning Central Training course. **Cash Management (Online Course)**_(ONLINE COURSE EOD 430).
- H. Serves as a member of the Executive Committee and Recognition Committee

Section 6. Attendance at Meetings.

Attendance by Staff Council Officers shall be required at all Staff Council and Executive Committee meetings. Unexcused absence from two consecutive meetings shall result in a warning from the other members of the Executive Committee. A third consecutive unexcused absence will be treated as a voluntary resignation.

Section 7. Replacement of an Officer

Whenever a vacancy shall occur among the Officers of the Staff Council, except in the Office of the President, the Council shall, at its next meeting, fill said vacancy in the same manner as for the original election of that position. When a vacancy shall occur in the Office of the President, the President Elect shall succeed to that office. Should a vacancy exist in both the Office of the President and the Office of the President Elect, the Council shall fill both offices in the same manner as for the original election of that position.

Section 8. Removal of an Officer

An officer may be removed from office for unethical behavior, or for failure or inability to perform duties. Removal of an officer requires majority vote of the full CON Staff via an electronic ballot. Prior to being sent for a vote, the removal of the Officer will be placed on a Staff Council Meeting agenda and discussed in the absence of the Officer in question. The Officer in question may make a brief statement at the Staff Council Meeting prior to being excused, if he/she chooses to do so.

ARTICLE III: COMMITTEES

Section 1. Executive Committee

- A. A Committee consisting of the 4 elected Officers of the Staff Council will serve as the Executive Committee of the Staff Council
- B. The Executive Committee will be chaired by the President of the Staff Council and will hold regular meetings.
- C. The Executive Committee is responsible for:
 - a. Handling all official business of the CON Staff Council
 - b. Preparing items for review, approval and/or amendment by the full CON Staff at monthly Staff Council Meetings. These include, but are not limited to, policies, guidelines and other documents pertaining to the Staff Council.
 - i. Items that come from other Staff Council Committees or other members of the College of Nursing Staff for consideration by the full Staff Council will be vetted

by the Executive Committee before being placed on the agenda and/or being distributed to the full for review.

- c. Serve as liaison to the CON Dean and other members of the leadership on matters that require staff input.
- d. Serving on and/or identifying appropriate staff to serve on any committees that may arise at the CON, as needed.

Section 2. Recognition Committee

- A. A committee of at least 3 members will serve as the primary organizers of birthday celebrations, potlucks and initiatives that recognize and honor staff accomplishments/achievements.
- B. The Treasurer will serve on the committee as an ex-officio voting member.
- C. The Recognition Chair and a minimum of 2 members will be identified and serve in this capacity for 1 year beginning July 1 and ending June 30. Though not required, the Chair will ideally serve as a member of the committee prior to serving as Chair.
- D. The Recognition Committee is responsible for:
 - a. Preparing and soliciting signatures for Staff greeting cards to commemorate staff's important occasions, such as the monthly birthdays and other appropriate cards for illness, sympathy, etc.
 - b. Scheduling the staff potlucks and birthday celebrations on an annual basis, including room reservations, obtaining the approval from the Dean regarding these schedules, and placing finalized schedules on the O:drive .
 - c. Sending out reminders as needed for potlucks, birthday celebrations, etc.
 - d. Ensuring the accomplishments of the staff are recognized at Staff Council meetings, and/or CON Organization meetings as appropriate.
 - e. Identify and implement ways of honoring staff members who excel at meeting the missions of the CON, HSC and UNM.
 - f. The Chair and/or appropriate committee member will serve on award selection committees for Staff and Faculty awards.

Note: This Committee is NOT responsible for the planning/organizing of individual celebrations and events for weddings, births, graduations, etc.; however, they may serve as consultants to other staff organizing such events.

Section 2. Program Committee

- A. A committee of at least 3 members will serve as the primary organizers for presentations and programming at the Staff Council meetings. The committee may also plan additional professional development activities of interest to staff outside of the standing Staff Council meetings when appropriate.
- B. A Program Chair and a minimum of 2 members will be identified and serve in this capacity for 1 year, beginning July 1 and ending June 30. Though not required, the Chair will ideally serve as a member of the committee prior to serving as Chair.
- C. The Program Committee is responsible for:
 - a. Organizing presentations, speakers, and other programs for the Staff Council meetings to facilitate professional development and information sharing.
 - b. Seeking suggestions on topics of interest from the CON Staff and presenting program ideas and their status at the Staff Council meeting.
 - c. Developing future meeting programs for an extended period (such as, 3-6 months, or 6-12 months) so that speaker schedules can be accommodated well in advance and sufficient programs are identified to preclude breaks in the schedule. (Note: The day/time of a Staff Council meeting may need to be flexible at times in order to accommodate a special guest speaker. Any change should be discussed with the President for consent.).
 - d. Handling all related logistics for the presentation, including but not limited to setting up A/V, welcoming/introducing speakers, sending the speaker a 'thank you' note following their presentation, reserving a parking spot, etc. (These tasks may be delegated among the committee members.).

Section 4. Special Committees

The Council may, from time to time, establish special, or ad hoc, committees to carry out limited, specified business of the Council. The charge to such committees shall be stated at the time of formation. Such committees shall automatically go out of existence upon either the expiration date stated by the Council at the time of formation or upon submittal to the Council of the committee's final report.

ARTICLE IV: STAFF COUNCIL MEETINGS

Section 1.

Staff Council meetings shall be open to the entire CON Staff.

Section 2. Regular Meetings.

The Staff Council Executive Committee shall schedule a set time and date approved by the Staff Council.

Section 3. Special Meetings.

The Executive Committee may call a special meeting of the Staff Council at any time. The call for a special meeting shall set forth specific items to be discussed. Business not specified in the call may not be discussed at a special meeting.

Section 4. Quorum.

For official Staff Council votes and actions, a quorum shall be defined as having 2/3 of the average attendance of the three most recent Staff Council Meetings.

Section 5. Agenda.

The Executive Committee shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days before each regular meeting.

Section 6. Record of Attendance.

The minutes of each meeting shall show the names of the members present.

ARTICLE V: AMENDMENTS

Section 1. Amendments.

These bylaws may be amended by a two-thirds vote of the members in attendance at a regular monthly Staff Council meeting.

Section 2. Prior Notice.

Proposed amendments of the bylaws must be reviewed by the Executive Committee prior to placement on the Staff Council Agenda for action. No amendment to the Bylaws may be voted upon at the same meeting at which it is introduced. This provision may not be suspended.

Approved by the CON Staff Council on: August 12, 2014

Revisions approved November 11, 2014 and June 9, 2015 and January 15, 2019 and May 14, 2019.