

**SAINT MARY'S COLLEGE OF CALIFORNIA
STAFF COUNCIL BY-LAWS**

**ADOPTED: November 8, 2000
REVISED & APPROVED: November 14, 2017**

- I. NAME
 - A. The name shall be Saint Mary's College of California Staff Council.

- II. STATEMENT OF PURPOSE
 - A. The Staff Council (Council) shall exist to contribute to the mission of Saint Mary's College of California (College), to the growth and welfare of its staff employees, and to the promotion of a positive and supportive work environment. As a constituent organization, along with the President's Cabinet, Academic Senate, and the Associated Students, the Council shall operate as a recognized member of the College governance system to provide a forum for open communication and on-going dialogue among staff and between staff and administration. The Council shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff. The Council will serve as the official nominating body for staff appointments to College administrative committees, and for other task forces and search committees as requested.

- III. DEFINITION OF STAFF
 - A. Any employee who is not the President of the College, the Provost, a Vice President, or a Vice Provost, or is a member of the faculty but whose primary function is staff services, is considered staff, including De La Salle Christian Brothers currently on staff assignments; excluded are independent contractors, volunteers, interns, and temporary employees. The employment experience at the College varies considerably from one job title and area to another. Therefore, members of the Council should represent the broad range and perspectives required to properly address the concerns of all staff and should include proportional representation from each Administrative functional area: the President's, the Provost's, and each of the Vice-President and Vice-Provost areas.

- IV. DEFINITION OF STAFF COUNCIL
 - A. Composition of Council
 - a. The Council will be comprised of 15 representatives, representing 12 college areas with three "at-large" members. Representation is subject to review on an annual basis and is to be completed prior to the election process of the current year. The President of the College, the Vice President for Finance, the Chair of the Committee for Staff Activities, and the Past Chair of the Council are non-voting ex-officio members of the Council.
 - b. In the event a Council member takes a new position at the College in a different administrative area and that area has adequate representation, then the staff will be considered an At-Large member.

B. Duties and Responsibilities

- a. To inform staff about campus matters vital to their interests.
- b. To foster an effective two-way communication link between staff and the administration.
- c. To advise and consult with the Vice President for Finance on issues of concern to the staff.
- d. To encourage participation of all staff in College activities and in campus life in general.
- e. To recognize and promote the contribution of staff to the College.
- f. To invite feedback from the staff on the effectiveness of staff policies and strategic initiatives.

C. Attendance

- a. Meetings of the Council may be called during regular working campus hours, and the members shall be excused from their work duties in order to attend these meetings. Meetings of the Council shall include both the Executive Session and the Open Forum meetings. Attendance at both the Executive Session and Open Forum is open to the campus community. Active participation in the Executive Session is limited to Council members. Comments, questions, and other items of discussion are welcome from all attendees of the Open Forum.
 - i. Open Forum attendees who are not Council members may fill out an Open Forum Speaker Card and pass it to the Chair. When called upon by the Chair, the requesting attendee may stand, state her or his name and department, and make comments for a duration not exceeding three (3) minutes.
- b. A member who expects to miss one or more Council meetings must notify the Secretary prior to the meeting, barring illness or emergency. If the member will be absent for more than two (2) consecutive meetings, the Secretary will notify the Chair or the Chair-Elect.

V. SELECTION OF MEMBERS

A. Application and Selection Procedures

- a. Nominees must have worked for the College since at least the previous July 1 to be eligible for nomination and/or election to the Council.
- b. Those staff members who have pre-existing voting privileges on another College body, including but not limited to the President's Cabinet, the Provost's Council, and the Academic Senate, are not eligible to apply
- c. Except as noted above, any staff member may apply.
- d. Any staff member must have the approval of their supervisor to apply.
- e. The application form and selection rubric will be drafted by the Bylaws, Elections, and Communication Committee and approved by Staff Council.
- f. The Bylaws, Elections, and Communication Committee will review all applications and present recommended selections to Staff Council for a vote by a stated deadline.
- g. If there are multiple applications from one representative area, the Bylaws, Elections, and Communication Committee will choose the preferred application per the selection rubric, and refer the other applications to the "at-large" pool.
- h. If there are no applications from one representative area, that position will revert to "at large" for the term, with the position filled by an applicant from the "at-large" pool.

- i. Applications in the “at-large” pool will be evaluated per the selection rubric, with the top candidates filling the “at-large” spots in order of preference.
 - j. Staff Activities Board
 - i. One At-large member spot will be reserved for a representative from the Staff Activities Board.
 - ii. Staff Activities Board will nominate a representative from its membership.
 - iii. Staff Council will vote to approve the nominee. Nominee is approved with a majority vote.
 - iv. Approved nominee will retain all rights of a Staff Council member with the exception(s) of the following:
 - 1. Representative will not be eligible to become elected Staff Council officer (Chair, Chair-elect, Secretary, Treasurer).
 - 2. To become eligible for officership, representative will relinquish role as Staff Activities Board representative to Staff Council. Upon election, representative will fill open department representative spot. If not available, will fill at-large role.
 - k. The newly chosen members and their supervisors will be notified by the Chair or his or her delegate following results.
 - l. Application results will be announced after the final evaluation.
- B. Terms in Office
- a. Each constituent representative member is elected to a two-year term. Terms will be staggered so that approximately one-half of the Council membership will be elected during any given year. The Chair shall serve a total of four years: one year as a constituent representative, one year as Chair-Elect, one year as Chair, and a fourth year as a non-voting ex-officio member.
 - b. The Chair will serve on Staff Council four years. If a member is elected Chair-Elect during the **first** year of service, this member will serve the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair Advisor. If a member is elected Chair-Elect in the **second** year of service, this member will serve the first year as a constituent representative, the second year as Chair-Elect, the third year as Chair, and the fourth year as Past Chair Advisor. Chairs and Chair-Elects are official voting members whereas the Past Chair Advisor is an ex-officio, non-voting member.
 - c. The Chair may serve another year based on a 2/3 majority vote of confidence from the Council.
- C. Term Limits
- a. Members may serve a maximum of two (2) consecutive terms. Members who have served two such terms may not run for immediate re-election but may be nominated for a new term beginning at least one (1) year after the expiration of their previous term.
- D. Vacancies

- a. Should a vacancy or vacancies occur on the Council, the runner-up in the most recent election from the same representative Administrative area will be appointed to serve the balance of the term. If the runner-up is unavailable, the Chair may appoint another individual from that Administrative area with assistance from the Bylaws, Elections, and Communications Committee. The Chair's appointment is subject to approval by the Council.
- b. In the event that there are no nominations, or an insufficient number of candidates from the applicable Administrative area, the open position may be filled by any qualified staff person appointed by the Council as an At-Large Member.

E. Tie Vote

- a. In the case of a tie vote among the nominees, the tie will be broken by vote of the members at the next scheduled meeting or via e-mail, whichever is most expedient.

VI. DUTIES AND RESPONSIBILITIES OF THE ELECTED OFFICERS

A. Officers

- a. The officers of the Council shall be Chair, Chair-Elect, Secretary, and Treasurer.

B. Election of Officers

- a. Completion of one (1) year of service on the Council is preferred before serving as Chair-Elect. If no current Council members with one complete year of service have stepped forward, the Chair-Elect position will be opened to the entire Council membership.
- b. The officers shall be elected by a simple majority of the incoming and continuing members at a special meeting in May or June. The officers will serve a term of one (1) year beginning July 1.

C. Duties and Responsibilities

a. The Chair shall:

- i. Preside at all meetings of the Council.
- ii. Serve as official representative of the Council at College functions.
- iii. Meet on a monthly basis with the Vice President for Finance.
- iv. Produce an annual report of activities, accomplishments, and concerns of the Council. This report shall be directed to the entire staff of the College.
- v. In consultation with the Officers, review reports, petitions, and proposals referred to the Council for possible action to determine whether or not they are in the jurisdiction of the Council and to refer items to the appropriate committees which shall then make recommendations to the members.
- vi. Prepare and distribute agendas for all Council meetings.
- vii. Upon termination of responsibilities as Chair, serve as an ex-officio non-voting member for one (1) year.

b. The Chair-Elect shall:

- i. In the event the Chair is unable to complete the full term to which elected, the Chair-Elect will assume the responsibilities and duties of the Chair (as outlined above). The Chair-Elect will continue on as Chair through his or her full three-year term.
 - ii. The Chair-Elect shall assist the Chair in matters relating to the annual retreat meetings, program planning, and other duties as assigned by the Chair.
 - c. The Secretary shall:
 - i. Serve as Chair in the absence of the Chair and Chair-Elect.
 - ii. Record the minutes of all Council meetings and distribute these minutes to all members for approval prior to the next meeting.
 - iii. Perform other duties as assigned by the Chair.
 - iv. Maintain attendance files of Members and inform the Chair if a member has missed three (3) meetings without cause.
 - v. If the Secretary is unable to take the minutes, then he/she must arrange for replacement from the Council.
 - vi. Collect and forward reports and documents (including but not limited to Council meeting minutes, rosters, bylaws, and committee reports) to the College archives on an annual basis.
 - d. The Treasurer shall:
 - i. Have responsibility to report on the status of the Council's finances.
 - ii. Provide written financial reports at least quarterly to the Council and the Vice President for Finance.
 - iii. Be responsible for authorization of payments as directed by the Council.
 - e. The Past Chair Advisor shall:
 - i. Serve as an ex-officio, non-voting Staff Council member.
 - ii. Chair the Past Chair Advisory Committee.
 - iii. Advise Staff Council on continuing initiatives.
 - iv. Participate on the College Budget Committee.
 - v. Fulfill duties as assigned by Chair.

D. Recall of Officers

- a. An officer may be recalled by a two-thirds (2/3) vote of all of the members of the Council at a special meeting called for that purpose.

VII. COUNCIL COMMITTEES

- A. The Council shall have the power to create Standing Committees and Ad Hoc Committees as deemed appropriate.
- B. All Standing Committees and Ad Hoc Committees may consist of Council members and/or staff of the College.

C. Standing Committees:

- a. The BYLAWS, ELECTIONS, AND COMMUNICATIONS COMMITTEE shall draft, propose, and update (after approval by the Council) the bylaws and operating procedures of the Council, as needed. The Committee shall conduct the annual election of members beginning with nominations in March and concluding with results by the end of April. Those seeking re-election to the Council are ineligible to serve on the Committee.
The Committee also fosters information-sharing within the campus community on behalf of Staff Council. The committee promotes meeting attendance, activities, goals, and the nomination and election process among staff.
- b. The COMPENSATION & BENEFITS COMMITTEE shall explore, analyze, and evaluate proposals related to salary and benefits, in consultation with the human resources department and the Vice President for Finance.
- c. The STAFF DISTINCTION AND DEVELOPMENT COMMITTEE shall be responsible for the work involved in hosting the Staff Distinction Awards at Saint Mary's College, as well as continuing the work that has been done in years past for staff development. This committee is responsible for developing a nomination protocol that reflects the year in which the awards are hosted, maintaining an up-to-date and relevant website for the SMC community about the awards, creating an evaluation rubric for the staff who are nominated for the awards, and hosting an awards ceremony in the Spring for selected awards recipients. This committee shall also continue to highlight staff at Saint Mary's through "Spotlight on Staff" on a monthly basis, and assist the Human Resources department in hosting the annual "Staff LearnAbout" in the Spring semester. Finally, this committee will continue to be responsive to the concerns or needs expressed by members and their constituents and shall recommend actions to address those concerns and needs to the Council.
- c. The PAST CHAIR ADVISORY COMMITTEE will be composed of former Chairs of the Council who are still employed by the College. Participation on the Committee will be voluntary and determined annually. Past Chairs need not serve every year to remain eligible to participate on the Committee. Committee members will not be considered to be members of the Council (except for the immediate Past Chair, who retains ex-officio Council membership) nor have voting rights in Council decisions. The Committee will not have any mandatory meetings, but members are encouraged to attend the annual Council retreat. The Committee will serve as a resource to the Council by providing advice on current issues facing the Council. Such advice can be either solicited by the Council or submitted to the Council for consideration by the Committee itself. Members of the Past Chair Committee may be appointed to represent the Council on College committees as necessary and acceptance to serve would be entirely voluntary.

D. Ad Hoc Committees

- a. Ad Hoc Committees shall be formed and used as needed by the Council for specific for immediate problems or needs.

VIII. COMMITTEE FOR STAFF ACTIVITIES

- A. The Council shall collaborate with the COMMITTEE FOR STAFF ACTIVITIES (CSA) to develop and implement educational and community building events that are of interest to the staff.

IX. PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order, Newly Revised, or any other parliamentary authority approved by the Council shall govern the Council in all cases to which they are applicable and insofar as they are not inconsistent with these bylaws.

X. CHANGES TO THE BYLAWS

- A. At two-thirds (2/3) vote of the members is required for the approval of any proposed amendments to the bylaws. Any one-time, temporary exceptions to the bylaws will be reviewed and voted on by the Council on a case-by-case basis.

XI. OPERATING PROCEDURES

- A. Operating procedures shall be included as an Appendix to these bylaws. The procedures shall be approved or amended by the vote of a majority of the Council.