

University of Colorado Staff Council  
Bylaws

**ARTICLE I - NAME**

This Council was established as the Inter-Campus Staff Council in 1973 at the request of the Board of Regents and is now known as the University of Colorado Staff Council (UCSC). The Council was acknowledged in the Laws of the Regents on September 26, 1973.

**ARTICLE II – OBJECT AND PURPOSE**

- A. To serve as a liaison between the various staff councils and the President of the University of Colorado and the Board of Regents.
- B. To act as the inter-campus coordinator for any proposed action by individual campus staff councils that may have University-wide implications.
- C. To provide a means of exchange relative to issues of mutual concern among staff, faculty and administration of the University.
- D. To consider and recommend methods and means by which conditions of employment may be improved and operating efficiency increased.
- E. To respond to matters of concern presented by the President and the Board of Regents of the University of Colorado.
- F. To keep informed of legislative actions that directly concern the staff of the University of Colorado and to propose actions and/or make recommendations when appropriate.
- G. To communicate and represent the principles, attitudes, and activities of the staff to administration, the faculty and the public.

**ARTICLE III – MEMBERSHIP**

Authority of the UCSC membership is vested in the Board of Regents. Time required by classified staff representatives for regular and special meetings during normal working hours may be construed as regular work hours.

- A. Membership on the UCSC shall be comprised of classified and professional exempt staff, the members to be selected by each campus staff governance group. Each campus will delegate a total of three staff representatives (a minimum of one classified and one exempt professional representative per campus), and each campus governance group will delegate one alternate member. Each representative has one vote, and alternate members may vote only in the absence of a representative from that campus. Each campus is limited to three voting members per meeting. The immediate past chair of the UCSC shall be a member of the UCSC and shall serve in addition to the regular members from his/her individual staff council.
- B. On a case-by-case basis, membership may be offered to other staff of the University of Colorado upon a three-fourths vote of the Council.
- C. Representatives will serve for a term of three years and alternates for one year, beginning at the time of the individual staff council elections/appointments.
- D. The term of any member of the UCSC shall become vacant upon resignation, removal by two-thirds vote of the Council, or termination of service from the University. The individual staff council in which the vacancy occurred shall immediately fill a vacancy.
- E. Members may be censured or removed by a two-thirds vote of the Council for violation of University regulations or unacceptable conduct. Issues of violation of University regulations or unacceptable conduct will be brought to the Council as appropriate.
- F. If a member is absent for three meetings in any consecutive twelve-month period, she/he will receive a warning that if a fourth absence occurs within the twelve-month period, the Executive Committee may remove the member from the Council.

- G. Ex-officio member:
1. *Definition:* the ex-officio member(s) shall be a non-voting member(s) selected due to the unique knowledge, expertise, or contribution that he/she can bring to the University of Colorado Staff Council (UCSC).
  2. *Selection:* the UCSC has the option to elect an ex-officio member(s). The voting members of UCSC through secret ballot will elect the ex-officio member.
  3. *Term:* ex-officio member(s) will serve on a one-year term beginning July 1st. There will be no limit to consecutive terms.
  4. *Removal:* ex-officio members will be subject to Article III, Sections F and G.
- H. An officer-elect whose term as representative or alternate expires prior to the commencement of his or her term as officer shall serve as a member without a vote.

#### **ARTICLE IV – OFFICERS**

- A. The chair shall:
1. Be responsible for the agenda for each regular and any special meeting.
  2. Preside at all meetings and enforce all regulations and policies governing the procedures of the UCSC.
  3. Appoint necessary committees.
  4. Prepare a report to be presented by the chair or a designee of the chair at the regular meetings of the Board of Regents.
  5. Be responsible, with the Executive Committee, for setting the budget.
  6. Appoint and supervise the recording secretary.
  7. Oversee and approve UCSC record-keeping and communications.
  8. Be responsible for calling Executive Committee meetings as needed.
  9. The chair is only allowed to vote in the event of a tie or to fulfill quorum requirements.
- B. The vice chair shall:
1. In the absence of the chair, have all the powers, prerogatives and responsibilities of the chair.
  2. Assist the chair with committee assignments and activities, and in setting Council priorities.
  3. Serve as UCSC parliamentarian following Robert's Rules of Order.
  4. Serve as chair of the UCSC Service Excellence Awards (SEA) Committee.
- C. The treasurer shall:
1. Work as part of the Executive Committee to set a budget.
  2. Provide a treasurer's report at each UCSC meeting.
  3. Authorize and record all expenditures.
- D. The secretary shall:
1. Record the proceedings of UCSC and Executive Committee meetings
  2. Prepare and distribute the meeting minutes to UCSC members.
  3. Assist the chair with other duties as assigned.

#### **ARTICLE V – MEETINGS**

- A. There shall be a regular monthly meeting of the UCSC. Meetings may only be cancelled by a majority vote of the members.
- B. The location of regular meetings shall rotate among all campuses of the University.
- C. Eight (8) voting members shall constitute a quorum, with at least one member from each individual staff council.

#### **ARTICLE VI – ELECTION OF OFFICERS**

- A. Officers of the UCSC to be elected shall be the chair, the vice chair, the treasurer, and the secretary.
- B. The chair shall serve a two-year term. The vice chair, treasurer, and secretary shall serve one-year terms. Officers are eligible for re-election. Candidates shall be formally nominated at the April regular meeting. Candidates must be currently serving on the UCSC at the time of their nomination. Votes shall be cast by secret ballot or electronic mail and returned within six (6) days. The results will be reported to the Council immediately by the chair of the Elections Committee.
- C. Terms of the office shall commence with the July meeting.

#### **ARTICLE VII – COMMITTEES**

- A. The Election Committee and the Executive Committee shall be the two standing committees, with special committees as necessary, to ensure historical continuity of UCSC activities.
- B. The Election Committee provides for nominations of officers and oversees elections as prescribed in the by-laws, Article VI. The Election Committee and its chair shall be selected by the UCSC.
- C. The Executive Committee acts as a steering committee for new issues, a sounding board for general staff grievances, the steering committee for UCSC activities and the budget-setting authority. Membership of this committee shall consist of the chair, vice chair, treasurer and past chair.
- D. Each Council member shall serve on state, University, and Council committees and task forces on an “as needed” basis. Members shall choose assignments or be appointed by the Executive Committee.

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Council may adopt.

#### **ARTICLE IX – AMENDMENTS**

- A. Amendments to these by-laws may be proposed, in writing, by a UCSC member for discussion at any meeting. A copy of such amendment(s) shall be provided to each UCSC member and shall be voted upon at the next meeting. A copy of the amended by-laws shall be furnished to the Board of Regents and President of the University of Colorado.
- B. Amendments are ratified by a ten (10) member vote of the UCSC, provided that two members from each individual staff council approve.

#### **ARTICLE X – FINANCES**

- A. The UCSC shall provide travel expenses for its members for authorized UCSC business.
- B. A yearly budget proposal will be presented to the President of the University of Colorado.

Original By-Laws adopted by the Regents, September 16, 1973.  
Revised By-Laws adopted by the Inter-campus Staff Council, August 13, 1975.  
Approved by President Rautenstrauss, September 5, 1975.  
Ratification of By-Laws, June 9, 1978.  
Ratification of By-Laws, August 31, 1979.  
Name changed By-Laws amended, October 6, 1988.  
Amended By-Laws ratified February 1, 1990.  
Amended By-Laws ratified January 4, 1994.  
Amended By-Laws ratified November 6, 1997.  
Amended By-Laws ratified January 10, 2003.  
Revised By-Laws adopted May 1, 2003.  
Amended By-Laws adopted March 3, 2005.  
Amended By-Laws adopted January 10, 2008.  
Amended By-Laws adopted March 5, 2009.  
Amended By-Laws adopted July 9, 2009.  
Amended By-Laws adopted May 5, 2011.