BYLAWS OF THE UNIVERSITY STAFF CONGRESS

CHAPTER 1 UNIVERSITY STAFF CONGRESS

The authority of the University Staff is delegated to the University Staff Congress, which is empowered to implement its policies in meeting the provisions of UW System Regent Policy Document 20-20. The Congress will communicate directly with the University Staff in the performance of its duties. The Congress may create committees to perform specific tasks. The Congress shall retain authority to approve, modify, reject, or rescind any action taken by such committees. The aforementioned actions will be considered valid upon a vote of the majority of the Congress.

1.01 Name and Object

The University Staff, under provisions of UW System Regent Policy Document 20-20, subject to the powers of the Board, the President, the Chancellor and the Faculty, shall be active participants in the immediate governance of the University of Wisconsin-Madison. In accordance with Document 20-20, a University Staff Congress is hereby created to represent the University Staff in the governance of and policy development for the institution.

1.02. The Congress

A. The members of the Congress shall be:

1. Representatives elected or appointed under 1.02.D.

2. The Vice Chancellor for Finance and Administration, Chair and non-voting ex officio.

B. Voting members shall be those referred to in 1.02.A.1.

C. Districts

1. Every member of the University Staff shall be a member of one, and only one, district for the purpose of electing representatives to the Congress. Each University Staff member will have one vote in their district.

2. When assigning employees to districts, the districts will be structured to recognize the diversity of university job category, shift (including second and third), UDDS (Unit/Division/Department/Sub-department) code, job title, and geographic location.

3. Districts will range in size from 35 to 75 members per district in accordance with 1.02. C.2.

4. A list of districts with assigned organizational or divisional units and/or position titles shall be available from the Secretary of the University Staff.

5. The Districting and Representation Committee will organize districts in accordance with the criteria above, as well as monitor districts and assignments to ensure that newly hired or transferred University Staff are appropriately assigned to districts.

D. Election Processes

1. Appointments

a. Any member of the University Staff, who has completed their original probationary period as defined in 1.06.B. and is an ongoing employee, shall be eligible to serve in the Congress.

i. Any employee who takes leave without the intention to return shall become ineligible to serve.

b. The Secretary of the University Staff shall seek nominations no later than the end of the first week of March annually. Any interested and eligible member of the University Staff may nominate themselves for election. Nominations will be accepted by the Secretary of the University Staff until the end of the first week of April annually.

c. Eligibility questions will be resolved by the Secretary of the University Staff.

2. Elections

a. Ballots will be provided no later than the end of the first week of May annually. Voting will be by secret ballot, by district, with only those persons belonging to the district being permitted to vote. A plurality of those voting will be sufficient to elect the representative for that district.

b. The Secretary of the University Staff shall ensure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce the election results no later than 5 business days after the deadline for the return of ballots.

c. If the nomination procedure results in only one nominee from a district, ballots will be provided to electors and the candidate must receive a minimum of one vote to be elected.

3. Representatives will serve one-year terms. The Congress terms are from July 1 to June 30. There shall be no limit on the number of consecutive terms a representative may serve.

4. Alternates

    a. Any candidate who ran for the Congress but was not elected will be assigned to a ranked-order list of alternates based on the total votes received.

    b. An alternate's name must be recorded on the official alternates list in the Office of the Secretary of the University Staff prior to any participation by the alternate in any Congress meetings.

    c. Alternates will attend Congress meetings in the absence of elected representatives. When representing their district, the alternate has the same rights and responsibilities as the elected representative. The elected representative is responsible for notifying the Office of the Secretary of their pending absence. The first Alternate will attend on behalf of the absent representative when available; when unavailable, the responsibility of representation on behalf of the absent Representative will fall to the 2nd Alternate, and continue in ranked order.

5. Vacancies

    a. The office of the representative shall become vacant on incapacity, recall, or resignation, or if the district is unrepresented for four regular meetings of the Congress annually without notifying the Secretary of the University Staff.

    b. When an office of the representative becomes vacant, the existing alternate will serve as the representative for the remainder of the term of office. For districts who had more than two candidates on the ballot, individuals will move up in ranked order (i.e. upon vacancy, the 1st Alternate will become the Representative, those remaining numbered Alternates will be each elevated one position).

6. Recalling Representatives

    a. A recall vote will be held upon petition by twenty-five percent (25%) of a district's members. The petition will be submitted to the Secretary of the University Staff and a recall election will be held within four weeks from the date the petition is received. If a majority of those voting choose to recall their representative, the procedures in 1.02.D.5 will be followed.

    b. The Secretary of the University Staff shall ensure fair and impartial elections, shall certify the validity of all ballots, and shall tabulate and announce the election results no later than 5 business days after the deadline for the return of ballots.

E. Organization of the Congress

1. *Presiding Officer.* The Vice Chancellor for Finance and Administration is the presiding officer at meetings of the Congress. If the Vice Chancellor is not present, the Provost presides. If neither is present, the Chair of the USCC or her or his designee will preside.

2. *Secretary of the Congress.* The Secretary of the University Staff shall serve as Secretary of the Congress.

3. *University Staff Central Committee.* The USCC shall be the elected representatives of the Congress. The USCC shall set the agenda for monthly Congress meetings and represent the Congress at public functions.

F. Responsibility of the Congress to USCC

1. *Election.* The Congress shall elect the members of the USCC in accordance with 2.12.A.7. The Appointments Committee in conjunction with the Vice Chancellor for Finance and Administration (or designee) and the Secretary of the University Staff shall ensure fair and impartial elections of members of the USCC.

2. *Oversight.* The Congress shall retain authority to approve, modify, reject, or rescind any action taken by the USCC. Any of these actions will be considered valid upon a vote of the majority of the Congress. This authority does not pertain to the creation of the Congress agenda whereby amending or rejecting an agenda would put a Congress meeting in violation of the Wisconsin Open Meetings Law.

1.03. Meetings

A. As specified by Wisconsin State Statutes, meeting notification and the agenda will be posted by the Office of the Secretary of University Staff. Posting sites will include Bascom Hall and other locations as designated by the Congress to ensure broad notification.

B. The Congress will hold regular meetings at 2:30 p.m. on the third Monday of each month from July 1 through June 30. If the third Monday of the month falls on a legal holiday, the meeting is held on the first subsequent Monday that is not a legal holiday. The announced day, time and place of the meeting may be changed at the discretion of the Congress by majority vote and with the consent of the Vice Chancellor for Finance and Administration. To prevent cancelations of meetings due to inclement weather, the meetings of December, January and February shall be held via correspondence, rather than in person.

C. The Congress shall meet in a room designated annually, unless some other place is specified in the notice of the meeting.

D. Special meetings of the Congress shall be held at the call of the Vice Chancellor for Finance and Administration, the USCC, or a majority of Congress representatives. Notice of a special meeting shall be sent to each representative so as to be received at their workplace at least 24 hours prior to the meeting.

E. A Quorum is a majority of the voting members of the Congress as defined in 1.02.B.

F. The Secretary of the University Staff will provide a parliamentarian for the Congress.

G. Representative and Alternate credential cards will be laid out in numerical order in a place designated beforehand by the Secretary of the University Staff. These cards will be used as the official measure for taking attendance.

H. Agenda

1. *Preparation.*

a. The USCC and the Secretary of the University Staff shall prepare the agenda for meetings of the Congress.

b. The final agenda will be determined by a majority vote of the USCC.

2. *Distribution.* The Secretary of the University Staff will distribute the notice of every regular or special meeting of the Congress to all members of the University Staff Congress and their alternates, the Associated Students of Madison, the Secretary of the Academic Staff, and the Secretary of the Faculty. For regular meetings, the notice, the meeting agenda and related documents, including the text of any proposed Congressional legislation, will be sent to all representatives, their alternates, and the Vice Chancellor for Finance and Administration at least seven days before the meeting when administratively feasible.

I. Order of Business

1. Call to Order/Welcome/Announcements

2. Approval of the Minutes

3. Public Comments

4. Vice Chancellor for Finance and Administration Report/Question Period

5. Reports by Guest Presenters and Committees / Question period and-or Action

6. Report by Central Committee Chair and Feedback

7. Adjourn

J. Public Comments

1. Anyone may speak during the public comments section, except for elected University Staff Congress representatives, or alternates who are serving in the representative's capacity for that meeting.

2. Comments are limited to 3 minutes per person, not to exceed 4 persons per meeting.

3. The public comments section is for statements only. Questions posed to members or administration for which response is necessary are not allowed in this section of the agenda.

K. Question Period

1. *Questions for the Vice Chancellor for Finance and Administration.*

   a. Congress Representatives may address questions to the Vice Chancellor for Finance and Administration.

   b. The Vice Chancellor for Finance and Administration shall preside during the question period, and the amount of time will vary at the discretion of the Vice Chancellor.

2. *Questions during Informational Reports.* Congressional representatives may pose questions to the Chair of any committee presenting a report.

3. *Questions from the Floor.* Time permitting, the presiding officer may allow questions from the floor by Congress representatives.

L. The Secretary of the University Staff shall be responsible for taking attendance in accordance with 1.03.G.

M. Participation Privileges

1. *Speaking.* Only elected Congress representatives, or alternates when serving in the representative's capacity for that meeting, may speak at Congress meetings upon recognition by the presiding officer, with the exception of the portion of the agenda reserved for public comments. Subject matter experts may be recognized at the discretion of the presiding officer to answer any questions on an issue related to a particular item of business.

2. *Motions.* Only elected Congress representatives (or the alternate in a representative's absence) may offer motions or second motions in meetings of the Congress.

N. Reconsideration

1. *Requirements*

   a. A motion to reconsider a matter already voted upon can only be made by someone who voted on the prevailing side on the original vote.

   b. Upon a majority vote in the Congress, the Congress shall reconsider action it has taken.

2. On matters having time constraints, for example, the need to forward a response to another group by a set date, the motion must be timely. Other matters must be brought up not later than the next regular meeting.

O. Votes will normally be taken as voice votes. When requested, or at the discretion of the presiding officer, a rising vote may be taken. A rising vote is taken using credential cards and the Secretary of the University Staff shall be responsible for verification of the result. Individual voice (roll-calls) or written ballots may be requested on any vote of the Congress.

P. Debate may be closed by a two-thirds vote of representatives present and voting.

1.04. Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the University Staff Congress and its committees in all cases, to which they are applicable, and in which they are not inconsistent with these rules and any special rules of order the Congress may adopt.

1.05. Amendments to University Staff Congress Bylaws

Amendments to this document, including structural changes to the Congress, may be proposed by any member of the University Staff to the Bylaws Committee and, if approved, it would require a two-thirds vote from among those present and voting at two consecutive Congress meetings. It is the responsibility of the Secretary of the University Staff to ensure, that the format and cross-referencing between sections is maintained.

1.06. Definitions

A. *Original probation.* For the purposes of this document, refers to the probationary period for a University Staff employee in the employee's first position on campus.

B. *University Staff*. Employees of the UW-Madison, formerly known as Classified Staff prior to July 1, 2015.

CHAPTER 2 COMMITTEES OF THE UNIVERSITY STAFF

2.01. University Staff Committees

A. The term "University Staff committee" as used in this chapter applies only to committees established by the University Staff Congress and does not apply to committees created by the Chancellor, by deans, by the faculty, or by others.

B. A University Staff committee reports to the University Staff through the University Staff Congress.

C. Unless specified otherwise, University Staff committees will be comprised of five members, who are employees and who have completed their original probationary period and are ongoing employees in accordance with section 1.02.D.1.a.

D. Actions, taken by a University Staff committee when the University Staff members present do not constitute a majority, must be approved either at the next meeting of the committee at which the University Staff members constitute a majority, or through other procedures established by the committee, such as a mail ballot.

E. Persons not members of the University Staff may serve on University Staff committees when appropriate. In particular, provision may be made for representation from the faculty, academic staff, students, and administrative bodies. The chair will be designated by the Appointments Committee if the committee contains a majority of members who are not permanent members of the University Staff

F. The University Staff Congress may provide for the selection of committee members, the scope of their authority, the rules and regulations for their proceedings, and the form, in which the committee's work should be reported. New University Staff committees must be approved by the Congress by majority vote and shall become part of this chapter under 2.12.

G. Ad hoc University Staff committees, established by the University Staff Congress, are subject to the general provisions of this chapter. The composition and method of appointment or election to each ad hoc committee shall be a part of the proposal of its creation.

2.02. Joint Governance Committees

A. A joint governance committee is:

1. a committee established in conjunction with faculty, academic staff, and/or student government to address issues of common concern, or

2. a committee that has University Staff representation and is established for the purpose of making recommendations to the Chancellor, Provost, Vice Chancellor for Finance and Administration, or other designees, concerning the governance of the institution.

B. A joint governance committee reports to the University Staff through the University Staff Congress and to other establishing authorities in accordance with their rules.

2.03. Consultants

The Congress, by majority vote, may appoint consultants to a committee it has established. Consultants shall be non-voting committee members.

2.04. Appointments to Committees

A. Unless other provision for selection is made, the Appointments Committee will appoint committee members from a list of interested and eligible applicants. Terms of office must be consistent with the original Congressional action that created the committee.

B. Representatives of the University Staff, serving on committees established by the faculty, academic staff, or students, shall be selected according to procedures, established by the University Staff governance system.

C. Representatives of the faculty on committees, established by the University Staff, shall be selected according to procedures established by the faculty governance system.

D. Representatives of the academic staff on committees, established by the University Staff, shall be selected according to procedures established by the academic staff governance system.

E. Representatives of the students on committees, established by the University Staff, shall be selected according to the procedures established by the student governance system.

2.05. Election to University Staff Committees

A. With the exception of the USCC, elections to University Staff Committees should only be held at the request of a majority of Congress members.

B. Unless otherwise specified, eligible candidates for election to a University Staff committee will be voting members of Congress.

C. Unless otherwise specified, the electoral body for an election to a University Staff committee will be comprised of voting members of the Congress.

D. Elections will be presented in the form of a slate, whereby all members of the electorate submit one vote for each open seat.

E. Elected members of a committee will be seated according to the ranked order of votes received.

1. Any candidates, who received at least five votes, but were not elected, shall be assigned to a ranked list of alternates used to fill vacancies.

2. If there are not enough alternates to fill a vacancy, that vacancy shall be filled by the Appointments Committee.

2.06. Terms of Office

A. Unless otherwise specified, elected University Staff committee members serve one-year terms and assume their duties on July 1 following their selection.

1. The Appointments Committee will assume their terms on November 1 following their selection. Term lengths for the Appointments Committee will be one-year.

B. University Staff committee members, appointed to fill a vacancy, will serve from the date specified by the appointing authority until the end of the original term.

C. There will be no limit to the number of terms an individual may serve on University Staff committees. The Appointments Committee will select the members for each new term.

2.07. Committee Chairs

Unless otherwise specified, chairs of all University Staff committees shall be University Staff members. The chairs of all University Staff committees are chosen by a majority vote of the members of the respective committees unless other provision is made. The chairs of all appointed University Staff committees shall be designated by the authority appointing the University Staff members unless other provision is made. Committees that elect their own chairs shall do so on the call of the Secretary during the first meeting of the new term.

2.08. Committee Reports, Records, Recommendations, and Policies

A. All University Staff committees and joint governance committees shall report to the Congress when asked to do so. The USCC shall determine a time for each committee to make progress reports to the Congress. These reports shall be submitted to the University Staff Congress for its information. There shall be an opportunity for representatives to ask questions regarding these reports. If a committee of the faculty has University Staff representation, the Secretary of the University Staff shall also receive a copy of all recommendations and reports of the committee.

B. All committee records and reports are official University records, and will be retained per the University's record retention schedule. When the chair of a University Staff committee changes, the outgoing chair shall transfer active files and other appropriate information to the new chair.

C. If a committee makes a recommendation or proposes a resolution for action by the University Staff Congress, the vote of the committee on the recommendation or proposed resolution shall be reported to the University Staff Congress.

D. University Staff committees shall maintain a written statement of purpose called a Charge. A committee shall report any proposed changes to the Charge and any contemplated action that would be an exception to the Charge to the University Staff Congress.

E. If a matter has been reported to the University Staff Central Committee under the provision of 2.08.A. and if the USCC so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the University Staff Congress.

2.09. Meetings

Each University Staff committee meets at the call of its chair or any three members of the committee.

2.10. Quorum Rule

A quorum exists when a majority of the voting members of a committee is present.

2.11. Appeal from and Review of Committee Decisions

A. Except as otherwise specified, when these rules delegate authority to a University Staff committee to take action without specific Congress approval, the affected person or persons may appeal the committee action to the University Staff Central Committee, when and if a violation of the Bylaws, Robert's Rules, or State Statutes, or recognized practice or procedure is alleged.

B. If a matter has been reported to the University Staff Central Committee under the provisions of 2.11.A. and if the University Staff Central Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the University Staff Congress.

2.12. Committees of the University Staff

A. University Staff Central Committee

1. *General Responsibilities*

a. *Administrative*. The University Staff Central Committee (USCC) is the administrative executive committee of the University Staff Congress. It provides administrative support to the University Staff Congress. This support includes,

but is not limited to, providing the Congress with necessary information, coordinating and initiating meetings and meeting agendas, transmitting recommendations and decisions of the Congress to the appropriate office, and implementing the policies of the Congress in ensuring the role of University Staff in governance as stated in Regent Policy Document 20-20. The outgoing Chair of the Central Committee will provide a Transition Memo to the Office of the Secretary, for use by the incoming Chair. This Memo will be submitted no later than the third Monday in July.

b. *Day-to-Day.* The USCC is empowered to carry on the day-to-day activities not otherwise delegated and as defined below as necessary to implement Regent Policy Document 20-20.

c. *Reporting*. The USCC must report all its activities and actions to the Congress in a timely manner, either at the next meeting of the Congress or in writing. The USCC's activities and actions are subject to review by the Congress.

d. *Communication with University Staff.* The USCC may communicate directly with the University Staff in order to carry out its duties.

2. *Specific Responsibilities*

a. *Day-to-Day Activities.*

i. The USCC and its Chair are empowered to carry on the day-to-day activities which are necessary to implement Regent Policy Document 20-20 and which are not otherwise delegated. Day-to-day activities include, but are not limited to, representing the position of the Congress or the University Staff, handling matters of urgency by mail or telephone, and responding to requests for information by the UW-Madison administration.

ii. All of these activities must be reported to the Congress.

b. *Congress Meetings.* The USCC and its Chair have specific responsibilities in the preparation for and progress of Congress meetings.

3. *Additional Responsibilities*. The USCC may be given additional responsibilities by the University Staff Congress.

4. *Terms of Office.* The USCC terms will run from August 1 to July 31.

5. *Committee Size and Membership*

a. Size. USCC shall consist of five members

b. Eligibility. Any member of the University Staff Congress shall be eligible to serve on the USCC provided s/he is not excluded under 2.12.A.5.c.

c. Exclusions. Members may not serve on the USCC and the Appointments Committee at the same time.

6. *Election Processes*

   a. Election from Congress. The USCC shall be elected by the University Staff Congress.

   b. Slate. Elections shall be held in the slate format in accordance with 2.05.D.

   c. Timing. USCC member nominations will commence immediately following the Congressional Orientation, which will be held the second Monday of July. The nomination period will remain open for two weeks. Ballots will be sent via first class US mail and must be returned within one week. The new USCC will be seated the second week of August and will hold their first meeting the second Thursday of August.

   d. Elections

      i. Election shall be by secret ballot. Those candidates, receiving the most votes from those submitting legal ballots, shall be sufficient for election, providing the provisions of 2.12.A.5.c. are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

      ii. The Appointments Committee, the Vice Chancellor for Finance and Administration (or designee) and the Secretary of the University Staff shall ensure fair and impartial elections; shall certify the validity of all ballots; and shall tabulate and announce election results not later than 5 business days after the deadline for the return of ballots.

7. *Chair and Vice-Chair:* USCC members will select their chair and vice-chair by majority vote.

8. *Vacancies*.

   a. The office of an USCC member shall become vacant on incapacity, recall, resignation, or an absence without approval from the USCC chair or vice-chair from four regular meetings of the USCC annually.

   b. To fill a vacated seat, the vacancy will be filled following the process outlined in section 2.05.E.

9. *Recall*. Recall proceedings against an USCC member may be initiated by petition from at least 50 percent of the University Staff Congress. The petition will be submitted to the Vice Chancellor for Finance and Administration with a copy to the Secretary of the University Staff. Within four weeks from the date of receipt of the petition, a special election will be held to determine whether or not the University

Staff Congress wishes to recall the USCC member. If a majority of the ballots cast vote for recall, that USCC seat is vacant and shall be filled as in 2.05.E.

B. Districting and Representation Committee

1. The Districting and Representation Committee is charged with working with the Secretary of the University Staff in reviewing election and districting processes and rules to ensure that the University Staff members may exercise their institutional governance rights in the most effective, equitable, and efficient manner.

    a. The Districting and Representation Committee is charged with periodic review of each University Staff district. The purpose of this review is to ensure that each district meets the requirements of these bylaws.

    b. The Districting and Representation Committee is charged to hear requests or appeals from individuals or groups presenting a reasonable basis for assignment to a different district or to a new district.

    c. The Districting and Representation Committee is charged to, when needed, review and recommend action to the Congress on substantial changes in the size or general composition of individual districts or substantial changes in the guidelines that address election and districting issues.

2. The Districting and Representation Committee shall consist of five seats. Members of the University Staff, in accordance with 2.01.C, shall be eligible to serve on the Districting and Representation Committee.

3. Terms shall be one year in length beginning on July 1 and end on June 30.

4. Members of the Districting and Representation Committee shall be selected by the Appointments Committee from a pool of interested and eligible candidates.

5. The chair will be elected by majority vote of the committee at its first meeting each year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the Districting and Representation Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the Districting and Representation Committee is recalled, the procedures in 2.12.B.6.
shall be followed to select a replacement.

C. Appointments Committee

1. The Appointments Committee is charged with appointing members of the University Staff to other University Staff committees or appropriate UW-Madison committees. The Committee should perform its functions in the timeliest manner possible.

2. The Appointments Committee shall consist of five seats. Members of the University Staff in accordance with 2.01.C. shall be eligible to serve on the Appointments Committee.

3. Terms shall be one year in length beginning on November 1 and end on October 31.

4. Members of the incoming Appointments Committee shall be selected by the outgoing Appointments Committee from a pool of interested and eligible candidates.

    a. The Appointments Committee will handle these assignments on an individual basis with those seeking a new term abstaining to vote when the committee votes on their seat.

5. The chair will be elected by majority vote of the committee at its first meeting each year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the Appointments Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the Appointments Committee is recalled, the procedures in 2.12.B.6. shall be followed to select a replacement.

D. Personnel Policies Procedures and Communications Committee

1. The Personnel Policies Procedures and Communications Committee is charged with reviewing personnel policies and procedures relating to University Staff and with making recommendations to the Congress on matters in these areas. The committee shall work with Cultural Linguistics Services (CLS) to craft messaging and communications.

2. The Personnel Policies Procedures and Communications Committee shall consist of five seats. Members of the University Staff in accordance with 2.01.C. shall be eligible to serve on the Personnel Policies Procedures and Communications Committee.

3. Terms shall be one year in length beginning on July 1 and end on June 30.

4. Members of the Personnel Policies Procedures and Communications Committee shall be selected by the Appointments Committee from a pool of interested and eligible candidates.

5. The chair will be elected by majority vote of the committee at its first meeting each year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the Personnel Policies Procedures and Communications Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the Personnel Policies Procedures and Communications Committee is recalled, the procedures in 2.12.B.6. shall be followed to select a replacement.

E. Bylaws Committee

1. The Bylaws Committee is charged with drafting and maintaining the bylaws for the University Staff Congress. This includes an annual review of the bylaws to be completed no later than the February Congress meeting. This review may include proposed changes to the Bylaws.

    a. Any changes to the Bylaws proposed by the Bylaws Committee must be approved by a two-thirds vote of Congress in accordance with 1.05.

2. The Bylaws Committee shall consist of five seats. Members of the University Staff in accordance with 2.01.C. shall be eligible to serve on the Bylaws Committee.

3. Terms shall be one year in length beginning on July 1 and end on June 30.

4. Members of the Bylaws Committee shall be selected by the Appointments Committee from a pool of interested and eligible candidates.

5. The chair will be elected by majority vote of the committee at its first meeting each year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the Bylaws Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the Bylaws Committee is recalled, the procedures in 2.12.B.6. shall be followed to select a replacement.

F. University Staff Awards Selection Committee

1. The University Staff Awards Selection Committee is charged with selecting the recipient(s) of awards for which the University Staff is eligible.

2. The University Staff Awards Committee shall consist of five seats. Members of the University Staff, in accordance with 2.01.C, shall be eligible to serve on the University Staff Awards Committee.

3. Terms shall be one year in length beginning on July 1 and end on June 30.

4. Members of the University Staff Awards Committee shall be selected by the Appointments Committee from a pool of interested and eligible candidates.

5. The chair will be elected by majority vote of the committee at its first meeting each year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the CERA Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the CERA Committee is recalled, the procedures in 2.12.B.6. shall be followed to select a replacement.

G. 2nd and 3rd Shift Issues Committee

1. The 2nd and 3rd Shift Issues Committee is charged with evaluating issues that are of primary concern to those employees working hours other than those considered to be first shift.

2. The 2nd and 3rd Shift Issues Committee shall consist of five seats. Members of the University Staff, in accordance with 2.01.C, shall be eligible to serve on the 2nd and 3rd Shift Issues Committee.

3. Terms shall be one year in length beginning on July 1 and end on June 30.

4. Members of the 2nd and 3rd Shift Issues Committee shall be selected by the Appointments Committee from a pool of interested and eligible candidates.

5. The chair will be elected by majority vote of the committee at its first meeting each 1 year.

6. Vacancies will be filled by appointment by the Appointments Committee. The appointed committee member will serve until the next regular selection for that seat.

7. The Congress may consider recalling a member of the 2nd and 3rd Shift Issues Committee on recommendation of a majority of the committee members. If a recommendation to recall a committee member is made by committee vote, the recall will require a majority vote by the Congress. If a member of the 2nd and 3rd Shift Issues Committee is recalled, the procedures in 2.12.B.6. shall be followed to select a replacement.

2.13 Statewide Shared Governance Representation

Two University Staff Representatives will be selected by the Appointments Committee to attend the meetings of System Wide Shared Governance. These two seats will be open to any member of the University Staff and terms will run from August 1 to the following July 31.

CHAPTER 3 PROFESSIONAL DEVELOPMENT, TUITION & PERSONAL ENRICHMENT FUNDS

The disbursement of funds in this regard shall be the responsibility of the Office of the Secretary, maintaining compliance with the requirements specified and approved by the previous Professional Development and Tuition Committee. The Secretary shall report to the Congress twice per term (once in December, once in June), as to the status of the funds and their disbursement.