

Burrell Staff Council Bylaws

Background

The Staff Council Bylaws are the standing rules that describe how the council functions. The Bylaws set forth rules that determine the function of the selection of members, election of officers, committees, and meetings. The Burrell Staff Council was commenced in Fall 2020.

Section I: Purpose

The Burrell Staff Council provides a forum for non-faculty staff to discuss matters with Burrell leadership. Furthermore, the Staff Council is tasked with the following roles and responsibilities:

- A. Channel for Staff to convey concerns or recommendations to Burrell leadership.
- B. Create opportunities for staff engagement among staff, faculty, and leadership.
- C. Promote professional development opportunities for Burrell Staff.

Section II: Functions

The Staff Council is involved in College wide meetings and communication tools to maintain an open line of communication, between staff and faculty, and College Leadership. In addition, the Staff Council serves as a liaison between Staff and College Leadership.

- A. The Staff Council is a member of the Executive Committee. The current Chair of Staff Council shall attend the Executive Committee meetings and bring forth any necessary information to executive leadership during monthly meetings.
- B. The Staff Council is a standing agenda item on College Towne Hall meetings for campus wide updates.
- C. The Staff Council and Burrell leadership will be in frequent communication to ensure staff concerns are brought forth to leadership.
- D. The Staff Council provides opportunities for professional development for staff.
- E. The Staff Council will have a monthly update in the campus Bear Beat communication tool.
- F. The Staff Council will form ad-hoc committees as deemed necessary.

Section III: Membership

The Staff Council will be comprised of College staff following the guidelines listed below:

- A. The Staff Council shall be comprised of 9 full-time staff members who are in good-standing.
- B. The Director of Human Resources or appointee from the Office of Human Resources will be a permanent membership to the Council.
- C. Staff Council members will be nominated by employees in June of each year and members will be appointed by the College President and Dean by July 1 of each year.
- D. Membership will be for one to three year terms of staggered terms.
- E. All full-time staff in good standing are eligible for membership with approval from their supervisor.
- F. In the case a staff member is unable to complete their term, the Council will request nominations for an interim membership which can be transitioned to an official appointment during the upcoming appointment cycle.

Section IV: Election of Officers

- A. Elections of the officers shall be conducted in the July meeting preceding the Fall semester.
- B. In the case a vacancy arises outside of the July meeting, the council will elect and fill the vacancy at the following scheduled meeting.
- C. An officer may be removed from office for unethical behavior, or for failure or inability to perform duties. Removal of an officer requires a two-thirds vote among those present.

Section V: Officer Roles and Responsibilities

- A. Chair
 - i. Preside all meetings.
 - ii. To determine, in consultation with the Chair-Elect and Secretary, the agenda items in accordance with items submitted prior to the meeting.
 - iii. To represent the Staff Council at Burrell functions (Executive Committee Meetings, Towne Hall, Other functions as needed).
 - iv. To serve as a liaison between the Staff Council and College Leadership.
- B. Chair-Elect
 - i. To preside at meetings of the Staff Council in the absence of the Chair.
 - ii. To serve as Chair after one year as Chair-Elect.
 - iii. To perform duties as may be deemed necessary by the Chair.
- C. Secretary
 - i. To keep accurate minutes of regular meetings of Staff Council.
 - ii. To distribute minutes on the Staff Council Teams group within 7 days of the preceding meeting.
 - iii. To compose the monthly Bear Beat submission in collaboration with the Chair.
 - iv. To perform duties as may be deemed necessary by the Chair.
- D. Past Chair
 - i. The past chair will serve as an ex-officio member of the council and provide support as needed to the current Chair.

Section VI: Meetings

- A. Staff Council should hold regularly scheduled monthly meetings.
- B. Special meetings can be scheduled as needed.
- C. Voting should occur on necessary matters and requires a two-thirds vote of elected officers and members present at the meeting.

Section VII: Amendments to the Staff Council Bylaws

- A. Bylaws may be amended by a majority vote of elected officers and members of the Staff Council.

Approved by the members of Burrell Staff Council on May 27, 2021