

BYLAWS OF THE UNIVERSITY OF NEW
ORLEANS STAFF COUNCIL
ADOPTED ON NOVEMBER 18, 2021

ARTICLE I – Executive Committee Members (Officers)

- A. **President**
The President shall be the presiding officer at meetings of the Staff Council. This individual shall have the primary responsibility for preparing the agenda established by the Executive Committee for each meeting. The President shall see that notices of meetings and agendas are distributed in a timely manner, and that minutes of previous meetings are properly prepared, circulated, and posted on the Staff Council website. The President will act as a liaison between the University administration, Faculty Council, Student Council, and other committees as assigned.
- B. **Vice-President**
The Vice-President shall assume the responsibility of the President whenever the President is absent or otherwise unable to perform the duties assigned to the position. The Vice-President shall be responsible for working with Committee Chairpersons regarding the development and implementation of Committee goals and programs and for reporting monthly to the Staff Council on all committees' progress.
- C. **Recording Secretary**
The Recording Secretary shall be responsible for maintaining accurate records, including attendance, of all business conducted by the Staff Council. The Recording Secretary shall assume responsibility of the President in the absence of both the President and the Vice-President. The Recording Secretary shall keep a log of all pending items, their status, disposition, appropriate dates, etc. that come before the Staff Council for use on the Staff Council website. The Recording Secretary will prepare agendas for each Staff Council meeting and send them to the Corresponding Secretary to be posted on the Staff Council website. The Recording Secretary will also draft minutes within five (5) working days of the Staff Council meeting. The minutes will include a list of meeting attendance.
- D. **Corresponding Secretary**
The Corresponding Secretary shall be responsible for sending out meeting notices and agendas in a timely manner in advance of each Staff Council meeting. The Corresponding Secretary shall also be responsible for writing or proofreading all correspondence from the Staff Council and drafting press releases in coordination with the President or a delegate. The Corresponding Secretary shall be responsible for maintaining, updating, and enhancing the Staff Council website and other communication platforms. Additionally, preparing forms, tracking data trends, and ensuring consistent branding are all included in the responsibilities assigned to this position.
- E. **Treasurer**
The Treasurer will be responsible for maintaining accurate financial records and processing all transactions related to expenses and/or revenue. The Treasurer will also present a monthly written report to the membership. This position will advise Staff Council and its membership of excesses or shortages of funding and provide reasonable methods to grow funding (through investments and fundraising) or reduce budget costs. The Treasurer is directly responsible for keeping all correspondence in relation to expenditures and income in accordance with government regulations. In the event of an audit, this position will give accurate, professional, and needed information to the

auditing authority.

F. Executive Committee

The Executive Committee shall consist of the five (5) Staff Council officers as follows: the President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The Past-President shall serve as an *ex-officio* member of the Executive Committee. The regularly scheduled Executive Committee meeting shall be held no sooner than the week following the regularly scheduled Staff Council meeting and in sufficient time to prepare the agenda for the next Staff Council meeting. Special meetings of the Executive Committee may be scheduled as necessary upon a call of the President. Minutes for any special meeting will be accurately and properly documented. The Executive Committee shall not take a public stand or voice an opinion on an issue without a majority vote of the Staff Council.

All Executive Committee members are responsible for the conduct and order of meetings, including following general principles of Robert's Rule of Order.

All Executive Committee members may vote on any item, motion, or election posed to the Staff Council. In the case of any tie vote, the motion will fail; however, the motion may be brought up for reconsideration and debate as part of old business during the next Staff Council meeting.

All Executive Committee members shall have access to the staffcouncil@uno.edu email account. The President will outline policies for answering emails and utilizing the email account.

ARTICLE II – Staff Council Representatives

The overall body of the Staff Council may choose to elect Staff Council Representatives from each Equal Employment Opportunity Commission (EEOC) group as voting members alongside the Executive Committee. If the Staff Council wishes to conduct business in this manner, the membership may initiate the process by:

1. Adding the item to the agenda of a regularly scheduled meeting;
2. Discussing and voting on the agenda item.

This process may be initiated no more than once per calendar year.

If passed:

1. The Executive Committee will formulate and assign members to a new committee tasked with completing an assessment of duties and developing procedures for nominating and electing the representatives. Reference the 2014 draft of the UNO Staff Council bylaws for guidance.
2. The current bylaws will be amended by Staff Council majority vote; specifically, Article II will be amended to include the necessary information on procedures.

ARTICLE III – Election of Executive Committee Members (Officers)

- A. The President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall be elected for the following year at the May Staff Council meeting following the general election meeting in April. The President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall continue to serve until the installation of the new Officers.
- B. Officers shall serve for one year. Officers may be elected to succeed themselves in perpetuity, except for the President and Vice-President, who may not serve as either the President or the Vice-President for more than two consecutive terms without a break in service. For example, if Member A is President in year 1 and Vice-President in year 2, they may not serve as either the President or the Vice-President in year 3. However, the President and Vice-President can serve their two (2) consecutive terms in the same position.
- C. Nominations for Officers shall be made by the membership at large. Nominations may be submitted by email or by responding to a call for nominations at a regularly scheduled meeting. Members may also volunteer themselves for service as an Officer.
- D. Elections shall be held electronically during the voting period two (2) weeks prior to the May general meeting. If no candidate receives a simple majority on the first ballot, then a second vote shall be held at the regularly scheduled May meeting to select between the two candidates receiving the largest numbers of votes. If the tie is not broken after the second vote, then the tie shall be broken by the current Executive Committee members at a special closed meeting.
- E. In the event any Executive Committee member (Officer) should resign from a position, nominations and elections to fill the vacancy shall be held by the Council at the next regularly scheduled meeting.

ARTICLE IV – Meetings

- A. Meetings of the Staff Council shall be open to the public and proceed with a preset agenda. However, the Presiding Officer shall permit others to speak as time permits. (See Article VI).
- B. The Executive Committee reserves the right, upon majority vote of the Executive Committee, to go into closed session if sensitive or personal items are to be discussed; but no final action can be taken in a closed session.
- C. The President, the Executive Committee, and/or the general Staff Council membership by majority vote, is authorized to invite guests to speak about matters that the Council is considering.
- D. Regular meetings shall be held on a monthly basis unless a conflict occurs with the University of New Orleans schedule. Notices of the regular meetings will also be posted on the Staff Council website and sent through Microsoft Outlook to all staff members on UNO's campus. Other available communication methods can be utilized as appropriate and allowed.
- E. Written notification shall be given to all members of the Executive Committee in advance of planning or special meetings.

- F. All written staff requests (including those that are submitted via the Staff Council website or via email) will be considered and discussed by the Executive Committee as follows:
1. Discussion and disposition by the Executive Committee at the meeting following receipt. The President shall notify the requesting staff member of the date the matter shall be discussed.
 2. Consideration of the matter.
 - a. The Executive Committee may vote to take no action. The President will inform the requesting staff member of the decision and of the Executive Committee's reason for inaction.
 - b. The Executive Committee may vote to refer the matter to the appropriate standing or special committee. The requesting staff member will receive a copy of the email to the committee chairperson. The committee chairperson will notify the requesting staff member of the date that the item shall be on the committee's agenda. The President will inform the requesting staff member of the committee's final action.
 - b. The Executive Committee may vote to refer the matter for discussion at the regularly scheduled Staff Council meeting. The President shall inform the requesting staff member of the date that the item shall be discussed, and if any action is needed on the part of the requesting staff member. The requesting staff member may reserve the right to withdraw the request at this point.

ARTICLE V – Agenda

- A. The agenda of all regular meetings of the Council shall include notice of the time and place of the meetings, will be published on the Staff Council website, and will be distributed to all staff members via electronic mail invitation at least five (5) working days in advance of the regular meeting (unless interrupted by emergency or business necessity at the University).
- B. The priority of topics on the agenda shall be established by the Executive Committee.

ARTICLE VI – Order of Business

- A. Call to Order and Approval or revision of minutes from the prior meeting.
- B. Executive Committee Reports: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary
 1. Approval/revision of prior minutes of last Staff Council meeting.
 2. Approval/revision of treasury report.
- C. Committee Reports
- D. Old Business
- E. New Business

- F. Guest Speaker
- G. Next Meeting (Date, Time, and Location)
- H. Adjournment

ARTICLE VII – Minutes – Report of Committees

- A. The minutes of each meeting shall be prepared by the Recording Secretary and edited by the Executive Committee for tentative approval or revision by the Staff Council.
- B. The minutes shall be formally approved or corrected at the meeting following the meeting described in the minutes. Any corrections that are made and approved shall be noted in a revised draft of the minutes. All minutes will be maintained on the Staff Council website and in SharePoint.
- C. Based on the scope of each committee, standing committees shall submit oral reports at each meeting. Written reports of special assignments shall be submitted by standing committees when the assignments are completed.
- D. Special committees shall submit written reports when the committee assignment is finished or as described in the scope of the committee.

ARTICLE VIII – Committees

- A. Standing/ad hoc/special committees shall be in accordance with a prescribed scope of the committee determined by the Vice-President. The Executive Committee will facilitate the appointment of ad hoc and special committees as deemed necessary.
- B. Membership on the Standing Committees shall normally be appointed each August, or as necessary to fulfill the scope of the committee.
- C. The Executive Committee shall appoint the Chairperson of each standing committee.
- D. The Chairperson and the Vice-President shall select the Vice Chairperson and other committee members.

ARTICLE IX – Amendments

These bylaws may be amended or repealed by a simple majority of those present at the meeting, providing that the proposal for such change was introduced at least one (1) month in advance of the vote. The information must be posted on the Staff Council website, and staff members will have thirty (3) days to review the changes and submit comments. Any revisions to the core structure of the Bylaws will be approved by the President of the University prior to a vote by the Staff Council at a regularly scheduled meeting.

ARTICLE X – Voting

Each eligible staff member as defined by the University of New Orleans Staff Council Structure and

Procedures is allowed one (1) vote for any item or election.

A simple majority vote of the members present at a meeting shall pass or fail an item posed for vote.

ARTICLE XI – University of new Orleans Staff Council Structure and Procedures

The Bylaws are supported by the University of New Orleans Staff Council Structure and Procedures document. These guidelines will be updated annually by the Executive Committee by the end of the fiscal year, and all changes, edits, or updates will be presented to the members for a general vote in July of each year. A simple majority vote of the members present will pass or fail the changes to the UNO Staff Council Structure and Procedures. These guidelines will be posted on the Staff Council website and in SharePoint.