

**ARTICLE II  
THE STAFF**

**Section II.1. The CLAS Staff**

The College of Liberal Arts and Sciences (CLAS) Staff is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College.

**Section II.2. The Voting Staff**

Members of the CLAS Staff as defined in Section II.1, have the right to vote upon or consent to matters upon which action by the Staff is taken or required.

**Section II.3. Meetings of the Staff**

The CLAS Staff Council operational year shall be from June 1 to the following May 31. Meetings convene once per month.

**ARTICLE III  
ELECTED CLAS GOVERNANCE BODIES**

**Section III.1.**

**Section III.2. Staff Governance**

Membership is based upon representation from Job Function Categories as defined in Section IV.2.

**Section III.3. Terms of Office**

1. Term of membership
  - a. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council term, in which case this councilor's term is extended in order to fulfill the

duties of President and/or Past President.

- b. Councilors shall serve no more than two consecutive elected three-year terms.
  - c. Re-election can be sought after a one-year leave.
2. Duties of membership
- a. Regularly attend meetings and participate in discussions.
  - b. Solicit information/opinions from constituents and share with CLAS Staff Council.
  - c. Disseminate Council information to constituents.

#### **Section III.4. Officers**

CLAS Staff Council Executive Committee (Officers) are President, Vice President/President Elect, and Secretary.

#### **Section III.5. Meetings**

1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.
2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.
3. Special meetings may be called by the President.
4. The Council should be notified of all absences from meetings.
5. Council members missing more than two of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the CLAS Staff Council. Members missing three or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the CLAS Staff Council Executive Committee. The Secretary shall notify the President of a member missing two meetings and shall notify the CLAS Staff Council Executive Committee of a member missing three meetings.

### **Section III.6. Minutes and Reports**

1. Each elected committee and the Council shall take and approve minutes of their meetings, to be made available to all staff members. A permanent file of all such reports shall be kept.
2. Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Council or the CLAS Staff Council Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.
3. Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment.

### **Section III.7. Vacancies**

1. In the event of a vacancy during the year, the CLAS Staff Council Executive Committee will fill the position.

## **ARTICLE IV COLLEGIATE ELECTIONS**

### **Section IV.1. Voting Units**

1. Voting units are grouped by Job Function Categories.

### **Section IV.2. Electoral Voting Groups**

1. Voting groups with 45+ staff members will have two representatives on the Council, voting groups with 44 or fewer staff will have one representative on the Council. Voting groups will be broken-down to represent the staff by the following Job Function Categories:

Group 1: Academic Support, Libraries, and Information Technology

Group 2: Administration

Group 3: Arts Culture & Entertainment and Marketing Communications & Outreach

Group 4: Business and Finance, Human Resources, Engineering & Architecture, and  
Facilities Operations

Group 5: Research and Health Care

### **Section IV.3. Staff Voting and Nomination Eligibility**

1. Eligibility shall be based on a report annually prepared by CLAS Human Resources.

### **Section IV.4. Nominations**

1. Those eligible for nomination shall be staff, as defined in section II.1, who have reached career status.

### **Section IV.5. Election**

1. The Council elections shall be as follows:
  - a. The names of all eligible nominees shall be placed on the ballot.
  - b. Ballots will be electronically distributed to all staff in the Job Function Categories.
2. Election results will be verified and reported as follows:
  - a. Following the Job Function Categories election, results will be approved and certified by ITS. In case of a tie, the winner shall be chosen by lot.
3. Any candidate listed on the official ballots for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the CLAS Staff Council Executive Committee.
4. All newly elected councilors will begin at the start of the operational year.
5. If a councilor changes positions within the College of Liberal Arts and Sciences to another represented Job Function Category, the councilor may continue to serve on the Council until the end of the operational year, with the approval of the CLAS Staff Council Executive Committee.

**ARTICLE VIII**  
**The College of Liberal Arts and Sciences Staff Council**

**Section VIII.1. Membership**

The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 and two at large members.

Ex-Officio Members will be the Past CLAS Staff Council President, CLAS UI Staff Council Organization Representative, CLAS Human Resources Representative, CLAS Administrative Services Group Representative, and the CLAS Dean's Representative.

a. Executive Committee (Officers)

1. The officers of the Council are President, Vice President/President Elect, and Secretary.
2. Nominations for the officers of the Council are made at the meeting one month prior to the operational year. The officers are elected by the Council at the following meeting.
3. All officers of the Council assume their duties at the beginning of the operational year.

**Section VIII.2. Duties**

The mission of the College of Liberal Arts and Sciences Staff Council is to provide a venue for staff members in the College to participate in collegiate and university-level shared governance. The duties of the Council shall be as follows:

a. Advocacy

1. Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.
2. To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.

3. Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.
4. Identify need for staff involvement on collegiate committees.

b. Communication

1. Enhance staff communication with CLAS Administration and colleagues across departments and campus.
2. Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.
3. Communicate with other shared governance groups on campus.
4. Provide effective, timely, and inclusive communications via the CLAS Staff Council website.
5. Provide the “official” response / representation of CLAS staff when appropriate.

c. Supplementary

1. Review and revise bylaws and address changes as needed.
2. To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, when such matters are not clearly within the province of any committee.