

# College of Education Staff Council Bylaws (Approved May 2007)

The University of Iowa, Iowa City, Iowa

## Article I

### Name

The name of this organization shall be the College of Education Staff Council (hereinafter also referred to as "COE Staff Council"), The University of Iowa.

## Article II

### Purpose and Goals

The **purpose** of the COE Staff Council is to facilitate communication within the college, represent staff concerns and issues to College of Education Administration, and ensure staff involvement on committees and in discussions that affect College of Education staff. The COE Staff Council is an elected body which represents staff members in the College of Education. This constituent group is composed of staff that are:

1. Professional & Scientific,
2. Merit Supervisory Exempt

The **goals** of the COE Staff Council are:

To promote communication and collaboration, and to advocate for acknowledgement of the accomplishments and contributions of all COE staff;

1. To incorporate staff input into College of Education policy applications, strategic goals, diversity initiatives, and other decision-making processes;
2. To advise administration on issues and policies that affect staff and provide a forum for COE staff to advocate for improvements, bring forth concerns, and propose solutions.

## Article III

### Organization

The COE Staff Council is composed of no fewer than 7 and no more than 9 representatives, including the Chair [*revised October 2011*]

## Article IV

### Council News

Council information shall be published.

## Article V

### Operational Year

The operational year of this Council shall be from April 1 to the following March 31.

## Article VI

### Nominations to COE Staff Council Membership

Section 6.1 A committee shall be appointed according to Article XIII, which will oversee nominations to the Council. This committee shall be known as the Elections Committee.

Section 6.2 In January, the Council shall advertise upcoming nominations for Council membership. Nominations shall be sent to the Elections Committee of the COE Staff Council no later than the last business day of January.

Section 6.3 Those eligible for nomination shall be regular employees of the College of Education, full-time or 50% or greater part-time, who are members of the constituent group.

Section 6.4 Terms of Council membership shall be three years, unless a vacated term is being completed, or if the Chair Elect is in the last year of their Council term, in which case this member's term is extended an additional year in order to assume the Chair's duties. *[revised January 2021]*

Section 6.5 Council members shall serve no more than two consecutive elected three-year terms. Reelection can be sought after a one-year leave.

## Article VII

### Elections to COE Staff Council Membership

Section 7.1 The names of all eligible nominees shall be placed on a ballot, which shall be prepared and approved by the Elections Committee. When the number of candidates matches the number of open seats, an election will still be conducted. Ballots will be distributed to all eligible employees no later than the end of the second week of February. The deadline for the election of councilors will be at the close of the seventh business day following the distribution date.

Section 7.2 Election results shall be approved and certified by the Elections Committee (see Article XIII). In the case of a tie, tied candidates will be notified. If they wish to continue being considered, the winner will be determined at random under the supervision of one of the College of Education Associate Deans and the Elections Committee. Each tied candidate's name will be placed in a non-transparent container by the Elections Committee. The container will be presented to the Associate Dean to draw one name. The name selected shall be the election winner. Results of the election shall be given to the Secretary of the Council, who will make the results a part of the permanent Council file. *[revised September 2019]*

Section 7.3 Any candidate listed on the Council's official ballot for annual election may ask for an audit of the election within seven days of the date of election. Said audit request must be presented in writing to the chair of the Council. An authorized audit of election ballots shall be performed by an impartial third party.

Section 7.4 Newly elected Council members will begin their terms April 1.

Section 7.5 In the event that a member of the Council leaves the College of Education, the member will vacate their position on COE Staff Council on the date their position in the College of Education ends. *[revised January 2021]*

## Article VIII

### Officers

Section 8.1 The officers of this Council shall be a **Chair, Chair Elect, Secretary, and Budget Officer**. *[revised October 2017]*

Section 8.2 Nominations for the officers of COE Staff Council shall be made at the April meeting. The Chair must have served as the Council's Chair Elect in the year immediately preceding the year they will hold the office. The Officers shall be elected by the Council at the same meeting. *[revised January 2021]*

Section 8.3 If the office of Chair becomes vacant, the Chair Elect shall become Chair for the remainder of that term and assume the office of Chair the following year. If the office of Chair Elect becomes vacant, a Chair Elect shall be elected from the Council membership to serve the remainder of the term and assume the office of Chair the following year. If there is both an Acting Chair and Acting Chair Elect, the Acting Chair shall assume office of Chair the following year. If the office of Secretary becomes vacant, the Chair (or Acting Chair) shall appoint an Acting Secretary from the Council membership for the remainder of the term. If the office of Budget Officer becomes vacant, the Chair shall appoint an interim Budget Officer for the remainder of that term.

Section 8.4 The Chair and Chair-elect shall serve 1-year terms. The Secretary and Budget Officer shall serve 1-year terms, consecutive terms of Secretary and Budget Officer are allowed.

Section 8.5 The Chair or Budget Officer are solely responsible for making monetary requests to the Dean.

## Article IX

### Duties of Officers

The duties of the officers are those implied by their respective titles and as specified in these Bylaws.

#### Section 9.1 The Chair shall:

1. Perform such duties as usually pertain to the office of Chair.
2. Preside at all meetings of the Council.
3. Prepare an agenda for each meeting. Work with Executive Council members prior to monthly Council meeting to finalize agenda. *[revised August 2014]*
4. Appoint a Chair pro tem in the event of the temporary absence of the Chair and Chair Elect.
5. Submit Council recommendations to appropriate College of Education officials.
6. Request to meet with the Dean of the College of Education, on the Council's behalf with the Chair Elect, a minimum of once per year.
7. Represent (or designate an alternate representative to) COE Staff Council at College of Education Administrative meetings. *[revised December 2011, moved from Chair Elect duties]*
8. Maintain ownership of the Staff Council email account and check it regularly for comments to the Suggestion Box.

#### Section 9.2 The Chair Elect shall:

1. Perform the duties of the Chair in the absence of that officer.
2. Perform such duties as the Chair shall designate.
3. Assume the office of Chair the following year.
4. Serve as chair of the Elections Committee.
5. Send a note to the elected members congratulating them on their election to the Council and inviting them to attend the next meeting, and notify the supervisor of each newly-elected individual.
6. Join the Chair in meeting with the Dean of the College of Education a minimum of once per year.

#### Section 9.3 The Secretary shall:

1. Record, prepare, and disseminate meeting minutes.
  - a. If the Secretary will be absent from a meeting, they will arrange with another council member to record minutes at the meeting. The Chair should verify someone is recording minutes and appoint someone to do so if no one has been previously assigned. *[revised January 2021]*
  - b. Prepare and disseminate a draft of meeting minutes within one week of the meeting to staff council members. Allow 3 days for feedback and/or approval from council members. Non-responses will be deemed as approval.
  - c. If significant updates to content in the minutes are submitted during the feedback/approval period, the minutes should be updated accordingly and re-disseminated for a 2-day period of feedback/approval.
  - d. Once minutes are approved, the Secretary shall send the finalized minutes to Council members, upload the minutes, or provide the minutes to COE staff member with access to the designated COE Staff Council SharePoint/other designated site, and save the minutes in the COE Staff Council folder on the shared network drive. *[revised January 2021]*
2. Maintain a current description of each internal committee, including information that would be useful to future council members.
3. Conduct correspondence as necessary.
4. Coordinate with Chair and Bylaws chair at the start of the term and on a quarterly basis to review and update website content. *[revised January 2021]*

#### Section 9.4 The Budget Officer shall:

1. In the month of May collect Council input on how funds should be spent and prepare estimated annual budget request.
2. Maintain Council budget and report budget expenditures and available balance to Council on a

- monthly basis.
3. In collaboration with University Services, purchase items/expend funds. Expenditure requests must be made no later than June 10 for current fiscal year.
  4. Work with COE Budget Officer in the Dean's office to get Council's access to funds.

## **Article X**

### **Meetings**

Section 10.1 Meetings shall be held 11 months of the year and as deemed necessary.

Section 10.2 The meetings of the Council shall be open to the public. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council, the Dean of the College of Education or a personal representative designated by the Dean of the College of Education, and/or other persons approved by a majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.

Section 10.3 Special meetings may be called by the Chair with a minimum of two business days' notice.

Section 10.4 Council members missing more than three regularly scheduled meetings during the year may be notified reminding them of their obligations to the Council. Council members missing five or more regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the Chair.

Section 10.5 The Council will invite the Dean of the College of Education to attend a regular COE Staff Council meeting a minimum of once a year.

Section 10.6 Minutes will be distributed to Council members in a timely fashion. Approved minutes shall be made available to the public upon request.

## **Article XI**

### **Quorum**

1. In order to transact business, fifty percent of the eligible membership of the Staff Council will constitute a quorum for voting on a motion, and a simple majority is necessary to pass a motion.
2. All voting in meetings of the body of the whole will be done by voice, by hand, by paper ballot or by electronic ballot.
3. The Chair may not vote except to break a tie.

*[revised December 2011]*

## **Article XII**

### **Vacancies**

If a COE Staff Council member cannot complete their term, open nominations will be sought from the floor at the next Council meeting. After review of all nominated candidates, the Council will vote on a new member to serve the remainder of the vacant term. *[revised January 2021]*

## **Article XIII**

### **COE Staff Council Committees**

The COE Staff Council may create committees to plan, develop, implement, or investigate activities and projects. Any Merit or Professional & Scientific staff member employed by the College of Education may serve on an ad hoc committee. All ad hoc committees must include one COE Staff Council member.

### **Bylaws/Policies & Procedures Committee:**

*Purpose:* To review, facilitate discussion and make recommendations regarding Bylaw revisions and policy statements.

*Scope of Concern:*

1. Review Bylaws and recommend amendments that are appropriate and consistent with current Bylaws, with support from concerned constituency.
2. Have approved Bylaws posted on the COE Staff Council Web site.
3. Review proposed policies or revisions of policies for appropriateness, consistency with current University of Iowa policies and support from concerned constituency.
4. Act as parliamentary advisor in order to maintain productive COE Staff Council meetings.

*Membership:*

1. Members: The number of members will be limited to a maximum of three.
2. Open to: Current Council members. A non-Council member may be included to act as an expert or advisor on Bylaws and/or University policy. The non-Council member has no voting rights and does not count toward the member limit.
3. Term: 1 year

**Elections Committee:**

*Purpose:* To solicit qualified candidates for vacant seats on the College of Education Staff Council, and to carry out elections in accordance with the Council Bylaws. To solicit qualified candidates for a vacant Organizational Representative seat on the UI Staff Council and to carry out elections every third year, starting in fall 2013, or when a vacancy occurs thereafter. [revised Oct 2012]

*Membership:*

1. Members: Two (2) Council members and the Chair Elect.
2. Open to: Current Council members not seeking reelection.
3. Term: 1 year.

**Article XIV**

**Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern all proceedings of the Council.

**Article XV**

**Amendments**

These Bylaws may be amended by a two-thirds vote of those present at each of two consecutive posted meetings of the Council, provided that the amendment has been introduced to the Council at the previous meeting and recorded in the minutes.