

# **BYLAWS OF THE STAFF COUNCIL UNIVERSITY OF ALASKA ANCHORAGE**

## **ARTICLE I: MEMBERSHIP**

**Section 1:** The Staff Council shall consist of twenty-one (21) staff elected by the general membership. Of the twenty-one (21) council members, ten (10) seats shall be reserved for non-exempt staff members, seven (7) seats shall be reserved for exempt staff members, one (1) seat shall be reserved for each of the extended campuses (Kenai Peninsula College, Kodiak College, Mat-Su College, and Prince William Sound Community College) in the University of Alaska Anchorage (UAA) system. Either exempt or non-exempt staff members may fill the seats for the extended campuses.

**Section 2:** Division of seats between exempt and non-exempt staff members from the main campus will be evaluated every five years to ensure the ratios are consistent with the current workforce.

**Section 3:** All Council members will hold two year/staggered terms. Terms will be set to keep specified ratios of exempt and non-exempt employees.

**Section 4:** Any member may resign by filing a written resignation with the Governance Coordinator.

**Section 5:** Any member who no longer is employed as a staff member at UAA during their term will automatically be removed from the council membership.

## **ARTICLE II: VACANCIES**

**Section 1:** The Council Co-Presidents may appoint an hourly or salaried employee to fill any Council seat that becomes vacant.

**Section 2:** The Council shall approve any new appointment made by the Council Co-Presidents by majority vote at a regular or special meeting prior to the candidate taking office.

**Section 3:** The Council Co-Presidents may appoint a salaried employee to fill an hourly seat for the remainder of the vacated term if there is no hourly candidate interested in the seat. The Council Co-Presidents may appoint an hourly employee to fill a salaried employee seat for the remainder of the vacated term if there is no salaried candidate interested in the seat.

**Section 4:** The Council Co-Presidents may appoint a candidate, hourly or salaried, from any campus to fill a community campus seat for the remainder of the vacated term if there is no candidate from that community campus interested in the seat.

**Section 5:** In the event that one of the Co-President positions becomes vacant, the Co-Vice President of the same classification as the vacant position shall take over the presidency for the remainder of the vacated term. The staff council will then elect a new Co-Vice President to fill the vacated position.

### **ARTICLE III: REMOVAL FROM OFFICE**

**Section 1:** Any member missing three regular Council meetings in a fiscal year shall be removed from the Council as determined by Council action. The Staff Council Co-Presidents may choose to excuse absences in circumstances deemed reasonable or outside of the member's control. The attendance requirement will be limited to the meetings that occur during the regular fall and spring semesters.

**Section 2:** Attendance at the annual retreat at the beginning of the fiscal year is strongly



**Section 4:** Elections for officers will be held in June with officers taking office July 1. Only current voting members will be allowed to vote in officer elections; newly elected members will not be permitted to vote in officer elections.

**Section 4.1:** Members who have been on Staff Council for one year or more can be nominated for officer positions.

## **ARTICLE VI: COMMITTEES**

**Section 1:** Committees may be formed at any time by action of the Co-Presidents.

**Section 2:** Committee memberships will be appointed by a majority vote of the Council.

**Section 3:** Council members who serve on other institutional, advisory, or governance committees may make reports at regular council meetings.

**Section 4:** Council members must serve on an internal committee each year of their term. If a member does not choose a committee, a committee will be chosen for them by the Co-Presidents.

**Section 5:** Standing Committees of the Staff Council shall include Communications & Marketing, Staff Recognition, Events, and Human Resources.

## **ARTICLE VII: PROCEDURES FOR AMENDMENTS**

**Section 1:** The Council Bylaws may be amended by a two-thirds vote of the Council members.

## **ARTICLE VIII: RESOLUTIONS**

**Section 1:** Any voting member of the Council may submit a resolution for the Council Leadership to consider. Resolutions approved by a simple majority of Council Leadership will be brought to the voting members of the Council for consideration.

**Section 2:** Resolutions shall be used to formally express the Council's consensus or opinion on matters pertinent to the function of the body.

**Section 3:** Resolutions must be approved by a simple majority of voting members after quorum has been met.