

## Guidelines and Committee Definitions

### Article I. Name of the Organization and Defined Terms

The name of this organization shall be the University of Utah Staff Council (hereafter “Staff Council” “Council” or “UUSC”).

- A. Area –UUSC defines ‘area’ as the classification category of a staff member’s district of employment at the University. Area classifications are used to ensure UUSC membership is comprised of equitable representation of the staff experience across the University. Areas of representation on UUSC include: Health Sciences, Academic Affairs, Administration, and Student Affairs/Services. It may be helpful to note that the University uses the term ‘area’ and ‘district’ simultaneously.
- B. Executive Board – The UUSC Executive Board is composed of the UUSC President, Past-President, President Elect and Treasurer.
- C. Executive Committee – The UUSC Executive Committee includes all members of the UUSC Executive Board and Staff Council Committee Chairs.
- D. Staff: Staff or Staff Member – An employee employed and paid through the University of Utah in a position which is not included in the category of Faculty, Non-Faculty Academic Employee or Administrative Officer, as defined by University [Policy 5-001](#).
- E. Staff Council Member: individual University of Utah Staff member selected to serve a term on UUSC. Each Staff Council Member represents a particular area of the University.
- F. Term – Members on Staff Council will serve a three (3) year term with a maximum of two (2) terms. Terms may be served consecutively or not. Term(s) may be extended by one (1) year at the discretion of the Executive Board.
  - 1. A Council “term” is defined as July 1<sup>st</sup> through June 30<sup>th</sup>

### Article II. Function and Mission

Function - The University of Utah Staff Council (UUSC) is established to provide a forum for University Staff Members to express their concerns, recommendations, and advice regarding wages and salaries, benefits, working conditions, and other matters which may affect them in their capacity as Staff to the University Administration and the Board of Trustees. UUSC shall schedule and conduct its meetings and activities in a manner that will allow free debate and discussion of issues and encourage input by all Staff. UUSC shall determine which matters shall be brought to the attention of the University administration and Board of Trustees through this process. ([U Policy 5-003](#)).

Mission - UUSC will:

- A. Provide a means for all Staff to communicate their concerns and make suggestions regarding matters of general concern.
- B. Represent Staff on matters of significant concern by bringing issues to University Administration and the Board of Trustees.
- C. Provide advancement and enrichment opportunities for Staff.
- D. Seek additional advantages and opportunities for Staff through partnerships from inside and outside the University.
- E. Distribute information to Staff concerning plans, programs and issues affecting Staff and the University as a whole.
- F. Consider, study, and make recommendations to the University President, Board of Trustees, and other University officials on behalf of all Staff, regarding procedures, policies, and other general issues and concerns.
- G. Promote equity, diversity, and inclusion across campus and throughout the community.

**Article III. Membership**

- A. Makeup of Staff Council
  1. Staff Council shall consist of 26 members or shall be proportionally representative of the number of staff employed by the University if not equal to 26 members and appointed directly from representative areas of the University as explained in the "Areas Represented on Staff Council" below.
  2. Each of these members must work in the area they represent while serving on the Staff Council.
  3. Members on Staff Council will serve a three (3) year term with a maximum of two (2) terms. Terms may be served consecutively or not. Term(s) may be extended by one (1) year at the discretion of the Executive Board.
  4. A Council "term" is defined as July 1<sup>st</sup> through June 30<sup>th</sup>.
  5. In addition to the 26 Council members, Staff Council shall welcome as ex officio members as required by [University Policy 5-003](#):
    - i. Main Campus and Hospital & Clinics Chief Human Resources Officers (or their designees);
    - ii. Executive Director (or their designee) from the Office of Equal Opportunity and Affirmative Action;
    - iii. University Marketing & Communications; and
    - iv. Central Development.
- B. Areas Represented on Staff Council
  1. Membership should be based on the following recommendation, reviewed annually as demographics and populations shift:
    - i. Health Sciences, Eleven (11) representatives,
    - ii. Academic Affairs, Six (6) representatives,

- iii. Administration, Six (6) representatives,
  - iv. Student Affairs/Services, Three (3) representatives,
  - v. Ex-officio Members, Five (5) representatives or more from University Human Resources (2), Office of Equal Opportunity & Affirmative Action, University Marketing & Communications, and Central Development. Ex-officio Members hold a non-voting role.
  - vi. Alternates, At least one alternate per area shall be appointed to serve a one-year term and may attend and volunteer on UUSC until three is an Early Vacancy. Alternates hold a non-voting role.
2. The number of members from each area is based on the area's percentage of the total numbers of University staff. This representation breakdown should be reviewed annually so the numbers can be adjusted to correctly reflect population changes. The current year roster will identify the actual numbers per area.
- C. Eligibility of University Employees for Staff Council
1. Staff must meet the following criteria before applying to join UUSC, and will be vetted by University HR prior to joining:
    - i. Benefits eligible (.75 FTE or greater);
    - ii. Completed successfully the probationary period of employment prior to the beginning of their term of service (July 1 of each year);
    - iii. At least two years of employment at the University;
    - iv. Submitted a completed "Supervisor's Notification" form; and,
    - v. Completed the "Staff Council Membership Agreement" form.
- D. Selection of Council Members
1. Selections Committee will:
    - i. Notify all staff members when applications are available;
    - ii. Receive and review all applications to UUSC;
    - iii. Vote and select new Staff members;
    - iv. Vet all selected Staff members through Human Resources office in accordance with Section C of these Bylaws;
    - v. Notify all new or rejected applicants; and,
    - vi. Periodically review application process and the application itself to promote fairness, equity, diversity, and inclusion (access).
  2. The selections process begins when a staff member completes the necessary forms by the application deadline.
  3. Process. Applications are due no later than May 15 in the year of appointment to UUSC.
    - i. All applications will be collected and assessed for eligibility.
    - ii. The Selections Committee will vote for all open seats on UUSC and also for a minimum of one alternate from each of the four (4) areas of the University no later than June 15 and submit nominees to the respective Human Resource Office.
    - iii. In the event there are insufficient applicants from any of the given areas, the chair of the Selections Committee and UUSC President-elect will approach the Vice President of that area and request nominees. UUSC may provide nominations to the Vice President at their discretion.

- iv. The main campus and hospital Chief Human Resource Officers or their designees will approve the selections, send joint letters of appointment to the selected individuals, and send a copy to each respective Vice President and the Staff member's immediate supervisor(s).
- v. Letters will be sent no later than June 15 of the year of selection to UUSC. New members are expected to attend the first UUSC meeting after their appointment.

E. Mid Term Vacancies

1. Alternates. In the event that a mid-term vacancy arises, an Alternate from the same area shall be appointed to fill the vacancy for the remainder of the current term and up to a term of three years from the Alternate's initial appointment. After an Alternate's one-year term has expired, the Alternate may apply for a full member seat on UUSC in accordance with these bylaws if the Alternate has not been appointed to fill a mid-term vacancy pursuant to this Section.
2. The Selections Committee will provide the UUSC President with the Alternate List. The UUSC President shall identify an Alternate from the same area for appointment to fill the Mid Term Vacancy.
3. In the event there are insufficient Alternates from any of the given areas, the chair of the Selections Committee and UUSC President-elect will approach the Vice President of that area and request nominees. UUSC members may submit nominations to the Vice President at their discretion.
4. A letter of appointment will be sent to the selected individual, the staff member's immediate supervisor, and a copy to the respective Vice President.
5. The new Staff Council member's Term will begin immediately as a full member. If the new Staff Council member was an Alternate, that member's Term will begin on July 1 of the year of appointment as an Alternate. The new Staff Council member's Term shall be three (3) years from July 1 of the year of appointment as an Alternate but may be extended by one (1) year at the discretion of the Executive Board to allow participation in leadership opportunities, or to balance number of members rolling on/off council, so long as the new Staff Council member is in agreement.

F. Removal of Council Members

1. Purpose. Staff Council members are held to a high standard as they have been selected to represent all staff members, and as such, must take that responsibility seriously by acting professionally and serving with commitment to their role on Staff Council. Members have the responsibility of acting in the best interests of staff members and the University as a whole. Removal of a Staff Council member shall only occur in accordance with this Section.
2. Ineligibility. Staff Council members who transfer positions outside of the area they represent will no longer be eligible to serve on Staff Council in the area they represent but are eligible to apply to represent the area into which the Staff Council member transferred. The President, President-elect, Secretary, Treasurer, and Chairs of the Committees are exempt from removal due to position transfer, as they do not represent specific areas of the University.
3. Reasons for removing Staff Council Members
  - i. A member of Staff Council may be removed for the following reasons:

- a. For unacceptable personal conduct or behavior that materially disrupts the workings of Staff Council as a whole or its committees.
  - b. For excessive absences, defined as three (3) or more excused and/or unexcused absences from Staff Council obligations during a Council year. Obligations are defined as a meeting or event member is required to attend or to which they have committed.
  - c. For ineligibility as described in this Section.
4. Process for Removal of Council Members. Any Staff Council member may call for the removal of a member in good faith. The matter will be brought before the Executive Board in writing for deliberation and voting.
- i. To remove a member of Staff Council the following steps must be taken:
    - a. The call for removal and accompanying evidence must be submitted in writing to the Secretary at least fourteen (14) days prior to an Executive Board meeting.
    - b. The Secretary shall provide written notice to the member whose removal has been requested and the basis for the call for removal within two (2) business days of receipt of the call for removal. The member shall be afforded the opportunity to review all evidence submitted in support of their removal and to prepare and submit to the Secretary any evidence in defense of the call for removal. The member shall submit such evidence no later than two (2) business days in advance of the Executive Committee meeting.
    - c. The Secretary shall circulate the call for removal and all evidence in support and defense of removal to the Executive Committee at least one (1) business day prior to the Executive Committee meeting.
    - d. The Executive Committee will vote on whether there is sufficient evidence to remove the member. A two-thirds majority will carry the motion.
    - e. The President of Staff Council may table the vote for removal of a member until the next Executive Committee meeting.

#### **Article IV. Organization**

- A. UUSC is organizationally housed under the University's Chief Human Resources Officer.
- B. Staff Council shall be defined and led by its Executive Board officers and will include smaller manageable specialized committees to best serve the needs and achieve the goals of UUSC and the University.
- C. The Executive Officers
  1. Executive Board: The Executive Board is comprised of the President, the President-Elect, the Immediate Past-President, the Secretary, and the Treasurer.
    - i. President. The President is responsible for promoting the Mission of UUSC and proposing the general direction of UUSC during the President's tenure. The President supports the goals of UUSC committees and committee chairs. The President fulfills other duties as outlined in these Bylaws.
    - ii. President-Elect. The President-Elect assists the President on any matters deemed necessary by the President and works to learn the role of President in

- order to adequately perform the position the following year. The President-Elect fulfills other duties as outlined in these Bylaws.
- iii. Immediate Past-President. The Immediate Past-President supports the current president and Executive Board. Duties include sharing institutional knowledge of UUSC and fulfilling any other role as designated by the President. The Immediate Past-President fulfills other duties as outlined in these Bylaws.
  - iv. Secretary. The Secretary is the record keeper for UUSC. Duties include creating and sending calendar appointments for monthly UUSC board meetings and any meetings of the Executive Board and the Executive Committee. The Secretary must take and keep a record of attendance at all meetings of UUSC. The Secretary must keep an accurate record of the proceedings of the general UUSC, Executive Board, and Executive Committees meetings. The Secretary fulfills other duties as outlined in these Bylaws.
  - v. Treasurer - Maintains both UUSC and Committee budgets, facilitates purchasing, and scholarship funds disbursement. The Treasurer fulfills other duties as outlined in these Bylaws.
2. Executive Committee: The Executive Committee is comprised of the Executive Board and the Committee Chairs.
    - i. Communications Committee. The Communication Committee is responsible for managing UUSC social media, website, newsletter, and any other method for transmitting information on behalf of UUSC to the University as a whole.
    - ii. Development Committee. The Development Committee is responsible for furthering the advancement of Staff through fundraising activities and to promote opportunity for University staff as a whole.
    - iii. Equity, Diversity, & Inclusion Committee. The Equity, Diversity, & Inclusion Committee is responsible for assessing and evaluating EDI practices within UUSC and supporting University staff affinity groups, and supporting EDI initiatives at the University.
    - iv. Events Committee: The Events Committee is responsible for organizing staff events.
    - v. Legislative Committee: The Legislative Committee represents staff to the Vice President for Government Relations on matters related to the State Legislature and University of Utah.
    - vi. Selections Committee: The Selections Committee fills open member positions on UUSC, maintains the list of alternates if a vacancy becomes available during the year, and determines the selections of staff scholarships.
    - vii. Ad-hoc Committee(s): Any working group necessary to fulfill the function and vision of the Council (e.g. Paid Parental Leave committee). Ad-hoc Committees may include non-Members.
  3. Committees may be created, dissolved, or combined as needed with the approval of the general UUSC.

## **Article V. Executive Board**

- A. Executive Board members are responsible for the general direction and strategies for success of UUSC and will work to ensure that strategic goals are met. They shall serve the entire council and therefore shall:
  1. Fulfill directives adopted by UUSC.

2. Ensure adherence to UUSC Bylaws.
  3. Perform all responsibilities subject to the oversight of UUSC as a whole.
  4. Participate as a voting member of the Executive Board.
  5. Annually review these Bylaws, including membership percentages, and update as needed.
  6. Meet regularly to discuss the strategic direction of UUSC.
  7. Make decisions, vote on issues, and/or represent the entire UUSC in the event that decisions must be made before the next regular general meeting, and before a special meeting of UUSC can be called. Decisions shall be made based on a majority vote of the Executive Board members present, provided the President or President-elect is among the members present.  
Executive Board meetings may go behind closed doors when voted unanimously by the Board. Minutes will not be recorded for that period of time.
- B. Officer Eligibility and Terms of Service
1. Eligibility to serve as an Executive Officer (President, President-elect, Secretary or Treasurer) shall be limited to members who have served on the Staff Council for at least one year, absent exigent circumstances.
  2. The term of office for President is: one year as President-elect, followed by one year as President, and a final year as the Immediate Past-President.
  3. If the President-elect takes office beginning in the third year of service, a term extension shall be granted to allow fulfillment of the presidential year.
  4. The term of office for both Treasurer and Secretary is one year, a second year is allowable after a vote of approval by UUSC.
- C. Election of Officers
1. Nominations shall be due, one (1) week prior to the general UUSC meeting in March. Nominations may be made electronically or by phone to the President-elect. This deadline may be waived or amended by the Executive Board.
  2. UUSC members shall contact those individuals they wish to nominate, prior to submitting nominations, to confirm the nominees' willingness to serve.
  3. All nominees shall confirm to the President-elect their willingness to serve or shall decline the nomination.
  4. The President-elect shall announce the nominees at the March UUSC meeting. The list of nominees will be included in the minutes.
  5. The President-elect shall conduct the election at the April meeting as follows:
    - i. A nomination from the floor may be accepted, with the approval of the person being nominated.
    - ii. A short speech may be given by each nominee prior to voting, but is not required.
    - iii. Voting shall be conducted by secret ballot.
    - iv. Officers shall be elected by a majority vote of UUSC members present. The President does not participate in this voting. Designees or alternates do not participate in this voting.
    - v. The President-elect will gather and tabulate the ballots and announce the results of the election.
    - vi. In the event of a tie vote, the President-elect shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote.

The results will then be announced. This is the only circumstance under which the President may cast a vote for a UUSC officer.

6. Officers shall begin their terms of office on July 1 following their election.

D. Vacancy of Officers

1. A vacancy in the office of UUSC President shall be filled by the President-elect for the unexpired term. The President-elect shall have the option of serving only the unexpired term of their predecessor.
2. A vacancy in the office of President-elect, Secretary, and/or Treasurer shall be filled through a specially held election. The vacancy shall be announced and nomination forms distributed at the first regular UUSC meeting following the announcement of the vacancy. Nominations will be due two (2) weeks after the announcement. An election at the next monthly meeting will follow the procedure outlined above in Article V, Section C (Election of Officers).
3. If both the President and President-elect positions are vacant, an interim President will be appointed by the main campus Chief Human Resources Officer until a suitable replacement can be elected.

E. The Executive Committee members of UUSC and their duties include:

1. President
  - i. Reports directly to the President of the University or designee.
  - ii. Preside, organize, and lead the Executive Board and general UUSC meetings.
  - iii. Sets the agenda for the Executive Board and general UUSC meetings. The President may select a designee to fulfill this duty.
  - iv. Serve as the official spokesperson for UUSC.
  - v. Appoint, and serve as ex-officio member of all Ad hoc committees.
  - vi. Act as a liaison to University Administration.
  - vii. Attend the monthly meetings of the University of Utah Board of Trustees.
  - viii. Coordinate with the Academic Senate President on matters of mutual concern.
  - ix. Approve all UUSC expenditures, prepare a year-end report including UUSC accomplishments, standing and Ad hoc committee reports, and recommendations.
  - x. Request from various departments of the University any reports on University staff allocation and salaries needed to fulfill the purposes and objectives of the UUSC.
  - xi. Request from the Division of Human Resources a summary of benefits changes since the beginning of the previous academic year.
  - xii. Accomplish any other duties necessary to fulfill the purposes and objectives of UUSC.
2. President-Elect
  - i. Act as assistant to the President.
  - ii. Execute the duties of the President in their absence.
  - iii. Attend meetings of the Utah Higher Education Staff Association (UHESA), or appoint an official designee.
  - iv. Attend Institutional Policy Committee (IPC) meetings.
  - v. Coordinate UUSC efforts related to recruitment and retention of members.
  - vi. Conduct the elections of officers pursuant to these Bylaws.



- vii. Accomplish any other duties necessary to fulfill the purposes and objectives of the organization.
3. Immediate Past-President
    - i. Supports the President and President-Elect.
    - ii. Provides institutional knowledge from tenure on UUSC.
    - iii. Acts an alternate member on the Utah Higher Education Staff Association (UHESA).
    - iv. Accomplish any other duties necessary to fulfill the purposes and objectives of the organization.
  4. Treasurer.
    - i. Maintain all UUSC fiscal records and present a quarterly financial report to Executive Board, with a copy to the Staff Council sponsor(s).
    - ii. Submit a year-end financial report to Staff Council at the June meeting, with a copy to the Staff Council sponsor(s).
    - iii. Assist in processing any payment or reimbursement on behalf of UUSC.
    - iv. Accomplish any other duties necessary to fulfill the purposes and objectives of the organization.
  5. Secretary
    - i. Record attendance at the Executive Board meetings and collect attendance report from committee chairs from their monthly meetings at that time.
    - ii. Track attendance at the monthly Staff Council meetings.
    - iii. Call for a vote for removal of a council member on the third unexcused absence from a meeting.
    - iv. In the event a council member has three (3) or more excused absences, it is the responsibility of the Secretary to bring this to the attention of the Executive Board who will then decide on a course of action.
    - v. Distribute the agenda for each monthly meeting at least one week prior to the meeting or as directed by the Staff Council President.
    - vi. Take and record minutes at all Executive Board meetings.
    - vii. Distribute the minutes of each monthly meeting at least three (3) working days prior to the next meeting.
    - viii. Compile and maintain a Staff Council membership roster with the assistance of the Selections Committee Chairs.
    - ix. Assist the Staff Council President and President-elect as requested.
    - x. Prepare a yearly calendar of the organization listing dates of the Executive Board, Staff Council, standing committee meetings, deadlines for representative and officer nominations and elections as outlined in Article V, Section C (Elections of Officers), and any other event involving Staff Council.
  6. Committee Chairs
    - i. Committee Chairs are responsible for preparing budgets from their committee for the Staff Council.
    - ii. Track attendance at regular committee meetings.
    - iii. Provide attendance records to the Secretary following any committee meeting.
    - iv. Organize and facilitate regular committee meetings in furtherance of committee's goals.
    - v. Brief the Executive Board about the status of the committee.

- vi. When Committee Chairs are elected, they become members at large on Staff Council and cannot be removed because of job changes at the University of Utah.
- vii. Election of Committee Chairs occurs in the first committee meeting following the April election of President-elect, Secretary, and Treasurer.

## **Article VI. Council Member Responsibilities**

### **A. Eligibility**

1. UUSC members shall represent the staff employees of the area from which they were selected.
2. Failure to attend Staff Council or committee meetings, without prior notification to the Staff Council President, Secretary, Treasurer, or Committee Chair, will be considered an unexcused absence. Unexcused and/or excessive absences may lead to being removed from the Staff Council pursuant to Article III, Section F (Removal of Council Members).
3. In the event a Member can no longer fulfill their responsibilities, the Member should notify the Executive Board so an alternate may be selected.

### **B. General Responsibilities**

1. Each Member shall establish and maintain communication within their area.
2. Each Member shall communicate to and discuss with their constituents, managers, administrators, and Vice President(s) the work of UUSC, information from University Administration, and upcoming events in which staff may participate.
3. Each Member shall post and/or ensure delivery, electronic or hard copy, of UUSC and/or UUSC sponsored notices and flyers.
4. Each Member shall serve on at least one UUSC committee.
5. Each Member shall bring issues of general staff concern to UUSC and/or to the attention of the appropriate UUSC committee.
6. Each Member may suggest agenda items for UUSC meetings to the President.
7. Members or their designee are responsible to attend their UUSC obligations. Obligations include:
  - i. Monthly UUSC meetings.
  - ii. Committee meetings, or any other event, special committee/task group, or commitment that a Member has made to UUSC or a UUSC sponsored event.
  - iii. Council members may designate someone to attend an obligation on their behalf when circumstances arrive preventing them from attending/participating, so long as absences are not excessive.

## **Article VII. Committees**

### **A. Communications Committee**

1. Comprised of a minimum of three (3) members.
2. Responsible for maintaining or overseeing maintenance of the UUSC website, marketing, and other forms of social media.
3. The Communications Committee will produce and distribute information to staff members notifying them of the open application process for selection to UUSC.
4. The deadline for applications will be May 15 of each year.

5. Once new member applicants have been vetted by Human Resources, the Selection Committee shall present the chosen nominees to UUSC for approval.

B. Selections Committee

1. Comprised of a minimum of three (3) members.
2. The Selection Committee shall seek nominations for qualified staff within each of the represented areas pursuant to Article III, section D.3.a.
3. The chair will review all content for completeness and compliance with these bylaws and University Policy.
4. In the event no applications have been received for a represented area, the Vice President(s) or designees over the vacant area will nominate a minimum of one person for each vacancy at the request of UUSC.
5. The deadline for applications will be May 15 of each year.
6. The Selection Committee will determine the eligibility and select qualified staff members' applications based on the requirements found in Article III, Section C (Eligibility of University Employees for Staff Council).
  - a. Scholarship selection's criteria is held by the committee.
  - b. Criteria is available on the website or by request.
7. The Selection Committee will prepare correspondence notifying all applicants of their application status (selected, selected as alternate, not selected) and forward to the Council President for review and distribution. Formal notification to new members will be sent out pursuant to Article III, Section D (Selection of Council Members).
  - a. The alternate list shall be maintained and passed from Chair to Chair.
8. In addition to the 26 regular representatives, one alternate from each of the five areas representing the University will be used to fill open positions as needed to maintain the represented weights found in Article III, Section B (Areas Represented on Staff Council).
9. The Selection Committee will maintain an alternates list. It will carry the full eligibility and approvals required for full staff member status. When someone from Staff Council is pulled for membership because of ineligibility, the Selection Committee will replace them pursuant to Article III, Section E (Mid Term Vacancies).
10. The Selection Committee, with assistance from the Secretary will maintain a current Staff Council roster that includes member name, contact information, area of service, member's dates of service, and committee service.
11. The Selection Committee will also manage and select the recipients for the Staff Council Scholarships from the received applicants.

C. Development Committee

1. Comprised of a minimum of three (3) members.
2. Works closely with University Development to identify potential staff and other donation supporters and funding sources.
3. Searches for benefactors to support staff and UUSC.
4. Discuss and develops fundraising strategies and events to raise money for the UUSC scholarship fund.
5. Sends annual gratitude correspondence to payroll donors.
6. Identifies and creates new scholarships to meet University and staff needs.
7. Acts as a liaison with the Communications Committee to provide Development updates for the UUSC website.

D. Legislative Committee

1. Comprised of a minimum of three (3) members.
2. One member of the Legislative Committee must participate with the University of Utah U for Higher Education committee and report updates to the UUSC.
3. Acts as a liaison between the Vice President for Government Relations and the University of Utah Staff.
4. Works with the Communications Committee to update the Legislative Committee section of the UUSC website. The website is the main resource for Legislative matters to be disseminated to staff.
5. An information source for staff members regarding legislative matters that affect the University of Utah.
6. The chair of the Legislative Committee must be willing to participate as a member of the Utah Higher Education Staff Association (UHESA) and attend the quarterly meetings.

E. Events Committee

1. Comprised of a minimum of three (3) members.
2. Responsible for organizing staff events.
3. Assist with the coordination of Employee Appreciation Day.
4. Coordinate with the Development Committee on events that raise money for staff scholarships.

F. Equity, Diversity, & Inclusion

1. Comprised of a minimum of three (3) members.
2. Works internally with the staff council and staff council committees to implement and insure best EDI practices.
3. Provides support to various staff affinity groups.
4. May represent the UUSC on various EDI committees and workgroups at the University of Utah under the directives of the UUSC President.

**Article VIII. Meetings**

A. General Sessions of Staff Council Meetings.

1. Frequency, scheduling, venue, attendance, and participation of meetings.
  - i. Meetings are held on a monthly basis and are open to the entire University community.
  - ii. Non-Council members may participate in UUSC discussions only if they are included on the agenda and are not eligible to vote.
  - iii. The regularly scheduled meeting date and time may be changed by the Executive Board with the agreement of the majority of UUSC members.
  - iv. Special meetings may be called by the President, the Executive Board, the Chief Human Resources Officers, or the University President.
  - v. Meeting location to be determined by the President in advance of the meeting.
2. Procedures.
  - i. Vote. A quorum, or two-thirds majority of the voting members, must be present at any General Session, to conduct a vote on any issue. A vote passes with a simple majority.
  - ii. Agenda. An agenda shall be set in accordance with these Bylaws.

- iii. Committees. The Committee Chairs shall brief the entire council about the status of each committee.
  - iv. Rules. The rules contained in the current edition of Robert's Rules of Order (Newly Revised, 11<sup>th</sup> Edition) shall govern the UUSC in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any rules of order Staff council may adopt.
- B. All Committee, Task Force, or Working Group business shall be conducted in accordance with these Bylaws.

#### **Article IX. Council Financial Policy**

- A. The general operating budget shall be approved by the President and the main campus Chief Human Resources Officer.
- B. Expenditures outside the approved budget shall be approved by the President, the Executive Board, and the main campus Chief Human Resources Officer.

#### **Article X. Amendment of Bylaws**

- A. These bylaws may be amended at any regular Staff Council meeting by a two-thirds vote if the amendment has been submitted in writing at the previous regular UUSC meeting.

#### **Article XI. Council Disclaimers**

- A. The University of Utah Staff Council does not function as a collective bargaining unit. UUSC does not represent individual employees in grievances or administrative review.