

**UNO STAFF COUNCIL**  
**STRUCTURE AND PROCEDURES**

**ARTICLE I – PURPOSE**

**Section 1. Official Body**

The UNO Staff Council is the officially constituted organization which enables all “qualified staff”, as defined in Article II, Sections 1 and 2, to participate through representation in all policy decisions relating to staff concerns.

**Section 2. Recommendations for Change**

The Staff Council shall review University policies and procedures relating to the staff and shall recommend changes or the adoption of new policies to the Chancellor.

**Section 3. Communication**

The Staff Council shall promote the effective exchange of information among the administration, faculty and staff.

**Section 4. Programs**

The Staff Council shall propose and maintain programs that will enhance the personal well-being and encourage the professional development of its members.

**ARTICLE II – ORGANIZATION**

**Section 1. Persons Represented by the Staff Council**

The “qualified staff” of the University shall consist of all non-faculty persons employed at UNO more than half-time for a minimum of six consecutive months in the following categories, as defined in the University Bylaws and Regulations:

- A. Library Assistants
- B. Associates and Assistants
- C. Unclassified Employees (including non-voting members of the Faculty Council)
- D. Classified Employees

## **Section 2. Limitations**

The term “qualified staff” does not include:

- A. Graduate Assistants
- B. Temporary, transient, and seasonal employees

## **Section 3. Representation on the Council**

The Council shall consist of representatives elected by the following six (6) groups of employees as defined by the University’s Office of Personnel Services:

- A. Executive, Administrative, Managerial
- B. Professional Non Faculty
- C. Technical/Paraprofessional
- D. Secretarial/Clerical
- E. Skilled Crafts
- F. Service/Maintenance

Two representatives shall be elected from each group of employees by nomination and written balloting. One additional representative shall be elected for each 75 employees in each job group, except that no new representative shall be added for additional workers in a category when the number representatives from that category is one (1) short of  $\frac{1}{2}$  of the total Council membership.

All representatives shall serve a term of three(3) years.

No member of the Council shall serve more than two (2) consecutive terms.

The election procedure is detailed in the By-laws of the Council.

The Staff Council will appoint a representative to complete the unexpired term of a representative who resigns.

At the time the Council reaches a membership thirty (30), re-evaluation of the representation process shall take place.

## **Section 4. Qualifications for Representatives**

Members of the Council must be qualified under Article II, Section 1 of this document and must meet the following additional requirements. The staff member shall have completed at least one year of continuous employment on the UNO campus. The staff member may not be a member of the Administrative Council as defined in the Bylaws and Regulations of the LSU Board of Supervisors.

## **Section 5. Council Officers**

The Council shall elect from its membership a president, vice-president, corresponding secretary and recording secretary; each shall be nominated and elected by the majority vote of members present at a monthly meeting of the Council, duly called and noticed for this purpose.

## ARTICLE III – MEETINGS

### Section 1. Frequency

Meetings of the Council shall be held monthly upon one (1) week's notice. Time and place shall be specified by the president, who is empowered to cancel a meeting if no item is on the agenda.

### Section 2. Special Meetings

Special meetings may be called by: (a) the president, (b) request of five representatives or (3) the Chancellor.

### Section 3. Open Meetings

Meetings of the Council, except executive sessions, shall be open.

### Section 4. Agenda

Meetings of the Council shall be conducted according to an agenda established by the Executive Committee. The Executive Committee shall consider all items submitted by qualified staff.

### Section 5. Minutes

Minutes of meetings shall be made available to the qualified staff through their representatives and shall be publicized.

## ARTICLE IV – VOTING

### Section 1. Quorum

A simple majority of the membership of the Council shall constitute a quorum.

### Section 2. One Vote

Each member of the Council shall have one vote.

## ARTICLE V – EXECUTIVE COMMITTEE

### Section 1. Membership

The Executive Committee shall consist of five voting members of the Council as follows: the president, vice-president, corresponding secretary, recording, secretary, and one Council member-at-large to be elected by the Council. The immediate past president shall serve as an *ex-officio* non-voting member. Members of the Executive Committee shall serve terms of one year.

### Section 2. Liaison

The Executive Committee shall conduct the on going business of the Council, subject to Council veto, and serve as liaison between the Council and the Chancellor.

## ARTICLE VI – COMMITTEE

### Section 1. Committees

The Executive Committee shall establish standing committees as follows:

- A) Elections
- B) Council Concerns

*Ad hoc* committees may be established by the Executive Committee as needed.

### Section 2. Membership

- A. Any member of the UNO qualified staff may be selected to serve on standing committees.
- B. Standing committees shall be chaired by a member of the Staff Council.
- C. Any member of the University community may be selected to serve on *ad hoc* committees.

## ARTICLE VII – DUTIES AND AUTHORITY

### Section 1. Representing the Qualified Staff

The Council shall be the official representative body of the University qualified staff. It shall have the power to act and speak on behalf of the qualified staff.

### Section 2. Recommending Committee Members

The Council shall recommend members for appointment to University committees on which it believes a staff contribution is important.

**Section 3. Released Time**

Representatives and committee members shall be released from normal work duties for the purpose of attending official meetings. Representatives and committee members shall attend such meetings without loss of pay or other benefits.

**Section 4. Grievance Matters**

The Council is responsible for recommending personnel to serve on grievance committees, and through its own Council concerns committee it shall periodically review and recommend procedures to resolve staff problems effectively.

**Section 5. Authority**

Within the bounds of this document, the Council shall have the authority to adopt bylaws, rules, and procedures which are not inconsistent with the Bylaws and Regulations of the LSU System or the rules of the Civil Service Commission.

**ARTICLE VIII – RATIFICATION**

This document will be considered ratified when affirmed by the majority of the total votes cast by qualified staff members, as defined in Article II, Sections 1 & 2, at a meeting called and noticed for this purpose. It shall become official when approved by the Chancellor.

**ARTICLE IX – AMENDMENTS**

**Section 1. Proposed Amendments**

An amendment to this document may be proposed either by majority vote of the Council or by a petition signed by at least 100 qualified staff members and presented to the Council.

**Section 2. Approval of Amendments**

The Council shall notify qualified staff of a proposed amendment at least 60 days before it may be voted on. Voting will be by ballot mailed to all qualified staff. A period of two weeks will be allowed between the mailing of ballots and the closing of voting. The proposed amendments shall be considered ratified when 2/3 of the votes cast by qualified staff are in favor of the amendment.

The amendment shall be official when approved by the Chancellor.<sup>1</sup>

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