

## BYLAWS OF THE UNO STAFF COUNCIL

### ARTICLE I – Election to Staff Council Membership

- A. Election of members to the Staff Council shall be carried out by the Election Committee in accordance with the Election Procedures of June 11, 1984 (amended 4/2003).
- B. In case no one files for a particular Council position, that position shall be declared vacant and filled by appointment by the Staff Council. The appointment shall be made from within the classification in which the vacancy occurred.
- C. Staff Council elections shall be held in the month of April at a time and place determined by the Elections Committee and approved by the Staff Council, to take office in June of the same calendar year.
- D. A representative whose job changes during term of office will serve the constituency who elected him/her until the next general election. The remainder of his/her term shall be filled by the eligible non-elected person (See Article I, E, 1).
- E. Vacancies
  - 1. Vacancies on the Staff Council shall be filled immediately by the eligible non-elected person who received the next highest number of votes in the last regular election within the classification. If there is no person thus qualified, the vacancy shall be filled by appointment of the Staff Council. The appointment shall be made from within the classification in which the vacancy occurred. Persons not eligible to run for election to the Council shall not be eligible for appointment. The person appointed shall serve until the next general election.
  - 2. The Recording Secretary shall keep an accurate record of attendance of each Council meeting. When a Councilor misses either three (3) consecutive meetings or a total of four (4) meeting during a year, the Recording shall certify the absences to the President. The President may then declare the seat vacant.
    - a. Special meetings or a change of the regular meeting date shall not count as an absence.
    - b. Representation by proxy does not constitute attendance by absent councilor.
  - 3. a. A Councilor may be relieved of his/her position as a member of the Staff Council for due cause by a two-thirds majority of the Staff Council.

4. a. A Councilor may be subject to recall by written petition stating due causes of at least ten (10) percent of the Councilor's constituents.

## ARTICLE II – Officers

### A. President

The President shall be the presiding officer at meetings of the Staff Council. He/she shall have the primary responsibility for preparing the agenda, established by the Executive Committee, for each meeting and shall see that notices of meetings and agendas, as well as minutes of previous meetings are properly circulated. As a representative from his/her classification, the President has the right to vote on any and all issues. In the case of a tie vote the motion fails, however, the motion may be brought up for reconsideration.

### B. Vice-President

The Vice-President shall assume the responsibility of the President whenever the President is absent otherwise unable to perform his duties. The Vice-President shall be responsible for working with Committee Chairpersons regarding the development and implementation of Committee goals and programs.

### C. Recording Secretary

1. The Recording Secretary shall be responsible for maintaining accurate records, including attendance, of all business conducted by the Staff Council.

2. The Recording Secretary shall assume responsibility of the President in the absence of both the President and Vice-President.

3. The Recording Secretary shall keep a log of all pending items, their status, disposition, appropriate dates, etc. that come before the Staff Council for use in the *University of New Orleans Newsletter*.

### D. Corresponding Secretary

The Corresponding Secretary shall be responsible for meeting notices, agenda, all correspondence from the Staff Council and press releases.etc.

E. Parliamentarian

The President shall appoint a Parliamentarian who shall be prepared to advise the Council on points of order in accordance with *Robert's Rules of Order*, except where these rules are in conflict with the *Constitution* and/or *Bylaws* of Staff Council. *Robert's Rules of Order* may be overruled by majority of the Council.

F. Executive Committee

The Executive Committee shall consist of five(5) voting members of the Staff Council as follows: the President, Vice-President, Recording Secretary, Corresponding Secretary and one Staff Council member-at-large to be elected by the Council. The Past-President shall serve as an *ex-officio* member of the Executive Committee. The regularly scheduled Executive Committee shall be held no sooner than the week following the regularly scheduled Staff Council meeting and in sufficient time to prepare the agenda for the next Staff Council meeting. Special meetings of the Executive Committee may be scheduled as necessary upon a call of the President or by a minimum of three (3) committee members. The Executive Committee shall not take a public stand or voice an opinion on an issue without a majority vote of the Staff Council.

ARTICLE III – Election of Officers

- A. The President, Vice-President, Recording Secretary, Corresponding Secretary, and the one (1) at-large member shall be elected for the following year at the August Staff Council meeting following the general election. The President, Vice-President, Recording Secretary, and Corresponding Secretary shall continue to serve until the installation of the new officers.
- B. Officers shall serve for one year. Officers may be elected to succeed themselves.
- C. Nominations for officers shall be made verbally from the floor of the Council.
- D. Elections shall be held by secret ballot. If no one receives a majority on the first ballot, there shall be a second ballot between the two persons receiving the largest number of votes.
- E. In the event of a tie in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting, then the tie shall be broken by casting of lots.
- F. In the event any officer should resign his/her position, elections shall be held by the Council members at the next scheduled meeting to fill the vacancy.

#### ARTICLE IV – Meetings

- A. Meetings of the Staff Council shall be open to the public, with only members of the Council and invited speakers allowed to speak. However, the Presiding Officer shall permit others to speak as time permits. (See Article VI, A, 2).
- B. The Council reserves the right, upon majority vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
- C. The President, the Executive Committee, and/or the Council by majority vote, is authorized to invite guests to speak to testify about matters that the Council is considering.
- D. Regular meetings shall be held on a monthly basis unless a conflict occurs with the University of New Orleans schedule. Notices of the regular meetings shall be published in the *UNO Newsletter*.
- E. Either written or telephone notification shall be given to all members of the Council in advance of special meetings.
- F. A majority vote of the Councilors present shall be necessary to take action on all matters. A Councilor, unable to attend a meeting may, in writing, authorize another staff member within the Councilor's classification, to vote his/her proxy. The proxy shall present the written authorization at the meeting to the Presiding Officer. The use of a proxy vote shall be indicated in the minutes of that meeting.
- G. All written staff requests for Council action should be turned over to the Staff Council Office for disposition through the Executive Committee as follows:
  - 1. Discussion and disposition by the Executive Committee at the meeting following receipt. (President shall notify staff member of the date the matter shall be discussed.)
  - 2. Disposition of matter.
    - a. Executive Committee may vote to take no action (President to inform staff member of decision, with Executive Committee's reason for inaction clearly stated.)

- b. Executive Committee may vote to refer the matter to the appropriate standing committee. (Staff member to receive copy of referral memo to committee chairperson. Committee chairperson to notify staff member of date item shall be on committee agenda. President to inform staff member of final committee action.)
  - c. Executive Committee may vote to refer the matter to the full Council. (President shall inform staff member of date item shall be discussed and also of Council action.)
- H. A simple majority of the entire membership of the Council shall constitute a quorum. A proxy shall count toward a quorum but not for attendance.

#### ARTICLE V - Agenda

- A. The agenda of all regular meetings of the Council shall include notice of the time and place of the meetings, shall be published in the *UNO Newsletter* whenever possible, and shall be circulated to all members of the Council at least five (5) working days in advance of regular meeting.
- B. The priority of topics on the agenda shall be established by the Executive Committee.
- C. By a majority vote, the Council can change the order of the agenda.

#### ARTICLE VI – Order of Business

- A. Distribution of a list of members for determining attendance.
  - 1. Each member shall sign to register his/her attendance.
  - 2. Each guest shall sign his/her name and indicate if he/she wishes to speak and on what subject. (See Article IV – Meetings, A.)
  - 3. This registration shall be filed with the records of the meeting.
- B. Approval or revision of minutes.
- C. President's report.
- D. Committee reports.

- E. Old Business in priority set by the Executive Committee
- F. Introduction of New Business.

#### ARTICLE VII – Minutes – Report of Committees

- A. The minutes of each meeting shall be prepared by the Recording Secretary and edited by the President for tentative approval or correction by the Staff Council.
- B. The minutes shall be finally approved as distributed unless corrected at the meeting which follows their distribution. Corrections shall appear in the minutes of the meeting at which corrections were made. Two copies of the minutes shall be maintained in the University of New Orleans Earl K. Long Library.
- C. Each standing committee shall submit oral reports at each meeting. Written reports of special assignments shall be submitted by standing committees when the assignments are completed.
- D. Special committees shall submit written reports when the committee assignment is finished.
- E. Upon reciprocal agreement, copies of UNO Staff Council minutes will be distributed to other such units within the LSU System.

#### ARTICLE VIII – Committees

- A. Standing committees shall be in accordance with Article VI of the UNO Staff Council Structure and Procedures. The Executive Committee shall appoint special committees as deemed necessary.
- B. Membership on the Standing Committees shall normally be appointed each August.
- C. The President shall appoint – with the advice and consent of the Executive Committee – a Council Member to serve as the Chairperson of each standing committee.
- D. The chairperson shall select the Vice Chairperson and other committee members from a list of recommendations of the Staff Council. The Vice Chairperson and other committee members need not be Councilors.

#### ARTICLE IX – Amendments

These bylaws may be amended or repealed by a simple majority of those present at the meeting, providing that the proposal for such change was introduced at least one (1) month in advance of the vote.