

Prairie View A&M University

Digital Commons @PVAMU

PV Staff Council Archival Documents

Academic Affairs Collections

7-2023

Staff Council Bylaws

Prairie View A&M University

Follow this and additional works at: <https://digitalcommons.pvamu.edu/pv-staff-council-archival>



STAFF COUNCIL BYLAWS

"Giving you the Best"

STAFF COUNCIL
PRAIRIE VIEW UNIVERSITY
Prairie View, Texas 77446

PENDING APPROVAL: July 2023
Reviewed for updates: June 28, 2023 by Bylaws Committee

What is SC?

The Staff Council (SC) is an elected group of staff members who serve as representatives for the staff at PVAMU. The Council acts as a channel of communication for the staff and the University Administration. The Council keeps the President, and Administrative Staff advised of the needs and interests of the staff. The Council strives to inform the staff about relevant issues at PVAMU. The Council recommends specific institutional issues and general grievance policies but does not act on individual grievance issues.

Staff Council Membership

Council representatives and alternates are elected in May every two years. Representatives serve a two-year term of office. They must be regular employees appointed one-half time or more for at least four and a half months and must have one year of continuous service with the University as of August 31st in the year elected. Eligible staff includes all employees except the President, Provost, Vice Presidents, Deans, Executive/Administrative Managerial personnel, and faculty members. Classifications for representation are based on the Job Classification Categories (i.e., Professional (Non-Managerial, Non-Faculty), Clerical/Secretarial, Technical/Para-Professional, Skilled Crafts, Service/Maintenance). Faculty members are not eligible. SAC is divided into job classifications based on employee job titles.

When are the meetings?

Monthly SC meetings are held on the second Tuesday of each month at 2:00 p.m. in the John B. Coleman Library, 5th Floor Conference Room. All members of the staff are encouraged to attend. Alternates of the council are especially urged to attend these meetings to keep current on council happenings but are not required to. However, alternates do not have voting privileges.

How is SC organized?

Officers are elected annually from the council representatives to serve one-year terms. The offices are Chair, Vice-Chair, Parliamentarian, Secretary, Treasurer, and Historian. The Past Chair Serves as an advisor to the Council and the Executive Committee for one year. Representatives interested in being nominated as officers are encouraged to contact one of the council members or officers prior to the May elections. SC is made up of four Standing Committees plus Ad Hoc Committees appointed by the Executive Committee as needed. The committees and their responsibilities are:

- 1) **Executive Committee** - composed of the officers and chairs of the standing Committees.
 - 2) **Communications** - public relations, publicity, media liaison, SAC Newsletter.
 - 3) **Benefits** - handles issues concerning staff benefits, makes recommendations, and refers items as necessary. The Director of Human Resources or delegate serves as an official member.
 - 4) **Staff Development** - promotes staff training programs such as career and professional development, diversity training, and professional development. The Director of Human Resources or delegate serves as an ex-officio member.
 - 5) **Outreach Committee** - handles the service projects that offer PVAMU employees a volunteer opportunity.
-

SC By-Laws Index

Subchapters 100 Authority and Purpose

- Sec. 101 Definitions
- Sec. 102 Authority and Purpose

Subchapters 200 Membership

- Sec. 201 Eligibility
- Sec. 202 Non-Voting Representatives
- Sec. 203 Voting Representatives
 - A. Qualifications for Representatives
 - B. Duties of Representatives
 - C. Terms of Office
 - D. Vacancies
 - E. Removal from Office
 - F. Classifications
 - G. Number of Representatives
- Sec. 204 Nominations and Elections
 - Nomination Procedures

Subchapters 300 Officers and Elections

- Sec. 301 Titles of Officers
- Sec. 302 DUTIES
 - A. Chairperson
 - B. Vice Chairperson
 - C. Secretary
 - D. Treasurer
 - E. Parliamentarian
 - F. Historian
 - G. Past Chairperson
- Sec. 303 Election
- Sec. 304 Terms of Office
- Sec. 305 Un-expired Terms
- Sec. 306 Transfer of Records

Subchapters 400 The Executive Committee

- Sec. 401 Membership
- Sec. 402 Meetings
- Sec. 403 DUTIES
- Sec. 404 Term
- Sec. 405 Chair

Subchapters 500 Other Committees

- Sec. 501 Standing Committees
- Sec. 502 DUTIES
 - A. Communications Committee
 - B. Benefits Committee
 - C. Staff Development Committee
 - D. Outreach Committee
- Sec. 503 Ad Hoc Committees

Subchapter 600 Meetings

- Sec. 601 Types of Meetings
- Sec. 602 Quorum Required
- Sec. 603 Floor Privileges
- Sec. 604 Vote
- Sec. 605 Agenda
- Sec. 606 Order of Business
- Sec. 607 Minutes

Subchapter 700 Parliamentary Authority
Sec. 701 Parliamentary Authority

Subchapter 800 Amendments
Sec. 801 Amendments

Subchapter 100
Authority and Purpose

Sec. 101 Definitions

The Staff Council is an advisory body through which eligible staff members may make recommendations to the President relative to the interests, concerns, and issues that affect the staff of the University. The Council is the short title for the Staff Council. The Council Chairperson refers to the President of Prairie View A&M University. A Quorum is a majority of the Council, more than fifty (50) percent of the voting members.

Sec. 102 Authority and Purpose

The Council may recommend general grievance policies but act on something other than individual grievance issues. The Council may advise on specific institutional issues and otherwise act at the request of the President. The Council has no authority to act outside the directives of these procedures. The Council shall endeavor to keep staff members informed and, in turn, keep the President and administrative staff advised of the needs and interests of staff on issues and activities affecting them.

Subchapter 200
Membership

Sec. 201 Eligibility

The Staff Council shall consist of voting and non-voting representatives as outlined below.

Sec. 202 Non-Voting Representatives

Non-voting representatives of the Council shall consist of the university's Chief Financial Officer, members appointed by the CFO, and the immediate past Chairperson of the Council.

Sec. 203 Voting Representatives

Voting representatives of the Council shall consist of eligible staff elected to serve as representatives from voting classifications as defined below. Eligible staff includes all classified employees and those nonexempt and exempt administrative and professional employees reporting directly to an individual employed in a position below the level of Dean. During an elected term, a representative loses Council membership upon leaving the employment from the University, upon a change from the classification from which the representative was elected, or promotion to a non-eligible position.

- A. **Qualification for Representatives.** Representatives must be regular employees appointed one-half or more for at least 4 ½ months. Representatives must have one year of continuous service at the University as of August 31 of the year elected.
- B. **Duties of Representatives.** Representatives shall attend all meetings of the Council. Representatives shall serve on committees of the Council and may be elected as an officer of those committees. Representatives shall be available to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, receive information and suggestions, and communicate these effectively to the Council. In turn, representatives must keep their constituents informed of the council' and matters that the administration communicates to the Council. Representatives shall be allowed up to four (4) hours per month in addition to Council meetings to devote to Council work. Additional time for Council work or assignments may be negotiated with the representative's supervisor.
- C. **Terms of Office.** The terms of office for representatives shall begin September 1st. Terms shall be for two years, and a representative can be elected for a maximum of two consecutive terms. If an alternate is named to serve out an unexpired term vacated by another representative, that alternate

will serve the unexpired term and be eligible for re-election for a maximum of two consecutive terms.

- D. **Vacancies.** An alternate shall fill a vacancy that occurs through termination of employment, change of voting classification, promotion to non-eligible position, resignation from the Council, or expulsion from the Council within thirty (30) days of the date of the vacancy if an alternate is available. The Executive Committee of the Council will refer to the list of eligible alternates and will fill the vacancy. If no alternate from the selected classification is available to fill a vacant position, the Executive Committee will nominate a representative from the list of eligible employees from that classification. Then, if the employee accepts the nomination, the nominee will become a representative upon a positive vote of a simple majority of those present and voting at a meeting of the Council at which a quorum is present.

- E. **Removal from Office.** Any elected representative can be removed from office for nonperformance of Council duties. The Executive Committee may initiate action to remove a representative, or a request for removal showing cause in writing can be brought to the Executive Committee. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Council if warranted. The Executive Committee will respond to any representative requesting removal, informing said representative of the Committee's decision in the matter. The Council will make the final decision. Removal will be effective upon the vote of a simple majority of those present and voting at a meeting of the Council at which a quorum is present. Possible causes of removal shall include but are not limited to: non-attendance, failure to consistently report activities of the Council to the respective classification of constituents; unavailability of the representative to constituents.

- F. **Classifications.** Each classification shall receive one representative for every 30 eligible employees within the classification. The method of calculation shall be the number of eligible employees within the classification divided by 30". Results of less than .5, when carried two decimal places, will be rounded down to the next lowest whole number, and results of .5 or greater, when carried two decimal places, will be rounded up to the next highest whole number (Example: A result of 2.49 will authorize 2 representatives. A result of 2.50 will authorize 3 representatives). Representatives from each Job Classification Category are as follows:

<u>Job Classifications</u>	<u>Number of Employees</u>	<u>Number of Representatives</u>
3 - Professional Non-Managerial	358	12
4 - Secretarial / Clerical	69	2
5 - Technical / Paraprofessional	14	1
6 - Skilled Crafts	4	1
7 - Service / Maintenance	40	1
Total	485	17

On February 1 of each year ending with a five or zero (i.e., 2025, 2030, 2035, etc.), a listing from the official university personnel database will be printed and analyzed to determine the number of representatives each classification category is to receive for the next five-year period. All ineligible employees will be removed from the list prior to making the determination. It is the responsibility of the Election Committee to complete this process prior to the annual elections. Should a classification's category number of representatives decline as a result of this process, the next representative to expire or resign will not be replaced. No representative with time remaining on their term will be immediately removed. Each classification will continue to have a minimum of one representative regardless of the number of eligible employees within the classification.

The immediate past chair shall continue to serve as a representative for one year after the expiration of his or her term as chair. If he or she has unexpired time on his or her elected term as a representative, he or she will continue as a full- participating voting member. If his or her elected term as a representative has expired, he or she will serve as ex-officio, non-voting representative, and a new representative will be elected into his or her vacated representative position.

- G. Number of Representatives.** Eligible staff members in their respective classification shall elect representatives.

Sec. 204 Nominations and Elections

The nominations and elections process shall be handled by the Nominations and Elections Committee appointed in March of each year by the Executive Committee of the Council. Nominations shall be completed by April 30, and elections shall be completed by May 31, except for the initial election.

Nomination Procedures

- A. The Nominations and Elections Committee will request from the Office of Human Resources the appropriate data to determine all eligible staff members and the appropriate email addresses and phone numbers needed to contact all eligible staff members.
- B. All eligible staff members employed by the date of elections shall be eligible to vote.
- C. A nomination form shall be emailed to each eligible staff member. The form shall identify the job classification, the number of nominations allowed, and instructions for submitting the nomination.
- D. An eligible staff member within a classification may nominate an eligible staff member from the classification for each representative that the classification is entitled to elect. Nominations shall be in writing.
- E. After the closing date for nominations, the Nominations and Elections Committee shall count the nominations.
- F. Nominees shall be determined according to the highest number of nominations received. Nominees to appear on the ballot shall be selected in descending order of nominations received until the required number is reached or the nominations list is exhausted. The remaining nominees will be listed by classification and votes received and will be designated as alternates in descending order. In the

case of a tie between alternates, the Executive Committee will vote to break the tie. An alternate shall be eligible to fill the vacancy of an elected representative. A list of alternates will be distributed to each elected council representative.

- G. The Nominations and Elections Committee shall notify the CFO of the names of the newly elected representatives in writing within three working days of the close of the election. The CFO will notify the newly elected representatives in writing within three days of notice. The Committee shall make the results of the election known to all eligible staff members within one week of such notification.
- H. All records pertaining to the nominations and elections process shall be stored in the Office of the Secretary-Treasurer (or Council Office) in compliance with the TAMUS Records and Retention Policy.

Subchapter 300

Officers and Elections

Sec. 301 Titles of Officers

The Officers of the Council shall be Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, Historian, and Past Chairperson.

Sec. 302 Duties

- A. **Chairperson** - The Chairperson shall preside at all meetings of the Council and chair the Executive Committee; abide by the stated rules of order when conducting meetings; refer all matters submitted for the Council's attention to the appropriate committee(s) and/or to the President; maintain and update a calendar of events relevant to the Council for the coming year; prepare a written annual report of the past year's activities and progress and make it available to all members of the Council prior to the September meeting; serve as ex-officio member of all Council committees; to serve as liaison to the President, both keeping the President informed regarding concerns of the Council and seeking the President's support and advice on behalf of the Council.
- B. **Vice Chairperson** - The Vice Chairperson shall preside over the Council in the absence of the Chairperson or in the event the Chairperson requests the Vice Chairperson to serve during the course of a meeting; assist the Chairperson in performing leadership responsibilities; accept names of persons interested in serving on standing committees and to make appointments on the basis of the person's preference where possible or, in the absence of volunteers, make the necessary appointments to committees in consultation with the Executive Committee; call a meeting of any committee that is not fulfilling its responsibilities; and make and distribute yearly, immediately following appointments, a list of Council committees and their members to all Council members.
- C. **Secretary** - The Secretary shall be responsible for minutes of each Council meeting, including the distribution of minutes to representatives before or at the next scheduled meeting of the Council; collect, receive, and maintain at a central location, minutes of council meetings, minutes of committee meetings, and annual reports; serve as Secretary for the Executive Committee, keep minutes of the Executive Committee's meetings and notify its members of meeting dates and locations, and maintain the system of overlapping terms.
- D. **Treasurer** - The Treasurer shall be responsible for all financial aspects of the Council functions, including maintaining accurate records of all Council financial activities at each Council meeting and verifying the number of representatives authorized for each voting district.
- E. **Parliamentarian** - The Parliamentarian shall ensure that proper parliamentary rules are followed as outlined in Robert Rules of Order and these procedures; shall maintain these rules in the most accurate form possible; shall Chair the Policy Committee at any time such committee is in place.

- F. **Historian** - The Historian shall be responsible for maintaining copies of any print and digital articles, flyers, audio, video, or other recording forms related to the Council so that these items will be available in digital and print formats to current and future representatives and others upon request.
- G. **Past Chairperson** – A non-voting member but as the past chairperson shall act in an advisory role to assist the current Executive Committee as needed.

Sec. 303 Election

The Chairperson of the Nominations and Elections Committee shall conduct the nomination and election of officers at the May meeting of the Council. The Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, and Historian shall be nominated from the floor, elected, and begin terms at the conclusion of the September meeting, A simple majority of those present and voting at a meeting of the Council at which a quorum is present is required for election.

Sec. 304 Terms of Office

The terms of office for Council officers shall be one year. A representative shall not hold more than one office at a time, and no representative shall be eligible to serve more than two consecutive terms in the same office. However, a representative who assumes an unexpired term for less than six months may be elected for two full consecutive terms.

Sec. 305 Unexpired Term

In the event that the Chairperson is unable to complete the elected term of office, the Vice Chairperson shall assume the vacant office for the length of the unexpired term. In the event that the office of Vice Chairperson, Secretary, Treasurer, Parliamentarian, or Historian becomes vacant, a special election shall be held by the Chairperson in order to fill the vacant office for the remainder of the term by a simple majority of those present and voting at a meeting of the council at which a quorum is present. Such elections may be held at any meeting of the Council.

Sec. 306 Transfer of Records

All papers pertaining to current council business shall be transferred from outgoing officers to incoming officers. The Executive Committee shall ensure that all records of the Council are maintained according to the Texas A&M University System (TAMUS) Records Retention Policy.

Subchapter 400
The Executive Committee

Sec. 401 Membership

The membership of the Executive Committee shall consist of the elected officers of the Council and the Chairs of standing committees.

Sec. 402 Meetings

The Executive Committee shall meet monthly. Additional meetings may be called by the Chairperson upon request of two members of the Executive Committee. The Secretary will be responsible for notifying Committee members of meeting dates, times, and locations. A quorum must be present to conduct a meeting of the Committee.

Sec. 403 Duties

The Executive Committee shall consider all matters presented to it by the Chairperson, the resident or designate, the Council, the Standing Committee Chairs, or others, and make recommendations; assist the Chairperson in setting the agenda for Council meetings; review periodically the purpose and membership of each standing committee; appoint, considering volunteers first, the Nominations and Elections Committee, the standing committees, and the Adhoc committees as needed; recommend to the Council such special committees as it deems necessary; resolve questions related to the Council elections process; make recommendations to the Council

regarding the removal of representatives from the Council.

Sec. 404 Term

The term of a member of the Executive Committee shall be for the representative's term as an officer of the Council or the representative's term as a standing Committee Chair.

Sec. 405 Chair

The Chairperson shall make a report of the actions of the Committee to the Council at each regular meeting and shall chair the Executive Committee.

Subchapter 500 Other Committees

Sec. 501 Standing Committees

The standing committees of the council shall be the Executive Committee, Communications Committee, Benefits Committee, Outreach, and Staff Development Committee. Membership on these committees will be open to all Council representatives. The chair of a committee can appoint one or more subcommittee(s) and subcommittee chair(s) for specific terms to deal with assigned issues; the subcommittee chair(s) shall report to the appointing committee. Each standing committee shall consist of a minimum of five members, with at least 3 members of each SAC By-Laws job classification category and members shall serve for one year. Committees shall meet monthly or as convenient by the chair. Each committee shall elect a chair and a secretary; each shall serve for one year or until replaced in the next election. If a representative serves an unexpired term of six months or less as either committee member or committee officer, the individual is eligible to serve for another year provided Council membership is continued for another year.

Sec. 502 Duties

The standing committees shall accept business items assigned to the committee by the Executive Committee and deal with the item(s) in a responsible and timely manner; have the Chairperson make a report to the full Council at each monthly meeting; have the committee secretary maintain and provide the Vice Chairperson and Council Secretary with a written report of each Committee meeting; prepare and submit an annual report, including all items placed on the committee agenda and the disposition of each, to the Vice Chairperson and Council Secretary by the last meeting each year.

- A. **Communications Committee.** This committee shall plan and coordinate activities at which University employees can meet their representatives and learn about Council activities; serve as the public relations committee of the Council and work with Public Affairs to publicize the Council and its activities; and generally promote the Council as opportunities arise.
- B. **Benefits Committee.** This committee shall review staff members' concerns regarding benefits and make recommendations, establish subcommittees, and refer items as necessary. The Director of Human Resources or designate will serve as an ex-officio member of the Benefits Committee.
- C. **Staff Development Committee.** This committee shall review the way in which eligible staff can benefit from training programs. Staff Development subcommittees may address issues such as career and professional development, orientation/mentoring, diversity training, and basic skills development. The Director of Human Resources or designee from the Human Resources Office of Staff Development will serve as an ex-officio member of the Staff Development Committee.
- D. **Outreach Committee.** This committee will plan and coordinate community outreach projects. Develop engagement activities within the university and community.

Sec. 503 Ad Hoc Committees

- A. Ad hoc committees of the Council will be appointed by the Executive Committee as the need arises. Ad hoc committees will elect a chairperson. The matter under consideration will determine the life of the committee, and the committee will be disbanded when the purpose has been served. The Executive Committee will determine the number of members.
- B. The ad hoc committees shall accept the issues assigned to the committee by the Executive Committee; deal with the items in a responsible and timely manner; and make progress reports on its activities to the Council, as well as a final report.
- C. The Nominations and Elections Committee shall be appointed by the Executive Committee in March of each year. This Committee shall consist of at least seven members. The Committee will handle all nominations and elections procedures as set forth herein.

Subchapter 600 Meetings

Sec. 601 Types of Meetings

- A. *Regular Meetings* of the Council shall be held monthly during the Council year, which shall be the University's fiscal year. If the Chairperson and Executive Committee have no new agenda items or proposals, they reserve the right not to hold a meeting but must notify the Council.
- B. *Special Meetings* of the Council may be called by the Chairperson or upon petition of twenty (20) percent of the membership of the Council. Ten (10) working days' notice should be given of any special meeting except in the case of an emergency situation. Only business specified in the call of the special meeting may be conducted at such a meeting.
- C. A *Staff Forum* shall be held annually to which all eligible staff members of the University shall be invited and encouraged to attend. The University President shall be invited to be the guest speaker. The purpose of the forum shall be to share common interests and concerns, pose questions, and provide the President an opportunity to share information with staff.

Sec. 602 Quorum Required

Neither the Council nor a committee shall conduct business without a quorum. A voting majority of the simple membership shall constitute a quorum for the conduct of the Council's business or the business of a committee. Motions may be passed by a simple majority of the quorum present and voting.

Sec. 603 Floor Privileges

Only members of the Council shall introduce proposals, measures, and resolutions on the Council floor. Persons who are not members of the Council may be granted the right to speak, but not to vote on matters before the Council. When a request is made for this privilege, the Chairperson shall ask the Council for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by the vote of the Council.

Sec. 604 Vote

Only elected Council members present may vote. Action by the Council shall be by voice vote unless the Chairperson deems a vote as being too close to be determined. Voting can be voted electronically (via Teams, Zoom, etc.). In this circumstance, the vote shall be by a show of hands. Some issues may require written ballots (such as the election of officers); written ballots may be requested from the floor. Votes on all Staff Council proposals will be by roll call and will be published and posted for staff review.

Sec. 605 Agenda

Meetings of the Council shall have an agenda that includes the time and place of the meeting, the order of business, and copies of any substantive proposals. The Executive Committee shall set the agenda; however, items may be added to the agenda at the meeting if approved by a majority of the members present and voting. The agenda should be published in a form widely available to all eligible staff members. The Executive Committee shall (1) receive proposals for Council action or other presentations to the Council from any committee of the Council, from any member of the Council, from individual staff members, or from the Chairperson or designee; (2) refer all substantive proposals for Council action to appropriate committees for review prior to placing them on the agenda unless the Executive Committee is prepared to deal with an issue and present it to the Council; (3) include on the agenda of a regular meeting as soon as possible all items presented from various sources; (4) set the agenda so that the business can be disposed of in a meeting of reasonable duration, and (5) advise the Council of the apparent need for a special meeting.

Sec. 606 Order of Business

The order of business for meetings shall be set forth in the agenda, except that the order of business may be altered by an action approved in the meeting. The order of business shall be (1) call to order; (2) approval of previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new business; (6) miscellaneous (comments, announcements, tributes, etc.); (7) adjournment.

Sec. 607 Minutes

The minutes of the meetings shall be open for inspection. A summary of the minutes shall be made available to all eligible staff members.

**Subchapter 700
Parliamentary Authority**

Sec. 701 Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Council and its committees in all cases to which they are applicable and in which they are not inconsistent with this Handbook of Operating Procedures provisions and any special rules of order the Council may adopt.

**Subchapter 800
Amendments**

Sec. 801 Amendments

The Staff Council Committee shall review the Bylaws annually. To amend the Bylaws, a notice of the proposed amendment shall be delivered electronically to each member of the Executive Committee and then to Staff Council Committee at least two weeks before the vote on the proposed amendment. A majority of the vote shall amend the Bylaws.

Bylaws certified by the Staff Council Committee:

Dated: _____

Secretary, STAFF COUNCIL COMMITTEE

Dated: _____

Chairperson, STAFF COUNCIL COMMITTEE