



The University of Alabama at Birmingham

# UAB Staff Council Bylaws

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# University of Alabama at Birmingham Staff Council Bylaws

## Article I. Name

This organization shall be named the University of Alabama at Birmingham's Staff Council, hereafter referred to as the **UABSC**.

## Article II. Objective

- A. Vision:** To make UAB an outstanding place to work, research, serve the community, and learn.
- B. Mission:** To support the institutional vision, mission, and goals of UAB by promoting a positive, collaborative work environment through a diverse, representative group of staff members from across the University's academic, support, and administrative units.
- C. Goals:** The UABSC will:
1. Serve as a liaison among the staff, the Administration, and other assemblies concerned with University affairs;
  2. Upon request, provide input, reports, recommendations and/or guidance regarding issues related to UAB's staff members;
  3. Provide a regularly scheduled forum to enhance communication and opportunities for the engagement of staff members;
  4. Propose and support programs to enhance the personal and professional well-being of the staff, encouraging vocational and educational development;
  5. Promote positive morale and strengthen the sense of community among UAB staff.

## **Article III. Authority**

The elected Staff Council Representatives shall have authority to adopt bylaws, rules, and resolutions to fulfill its responsibilities. After adoption, all formal actions shall be forwarded to the assigned UABSC senior administrator liaison for review and recommendation prior to approval by the Administration.

## **Article IV. Staff Council Code of Conduct Section**

### **Section 1: Elected Representative Commitment**

Elected Council Representatives must be committed to:

- Maintaining regular and open communication between UABSC and constituent staff members
- Building trust, diversity, and inclusion
- Making a good faith effort to stay abreast of University policies, procedures, and expectations affecting the interest of staff and the function of the University
- Representing and promoting the University in a positive manner
- Not misrepresenting any UABSC action, position, or decision to the UAB community
- Maintaining confidence in regards to internal communication between UABSC members and other UABSC representatives, UAB staff members, and UAB leadership
- Being in good standing with the University:
  - a. Employed in a non-faculty full-time regular, part-time regular, 3/12 hour-shift, or weekend staff employee assignment category
  - b. Must not have received any written corrective actions within twelve months immediately prior to selection
  - c. Must not have filed a complaint through the Problem Resolution Procedure (or previously the Grievance Procedure) within the twelve months immediately prior to selection
  - d. Must not have an active Equal Employment Opportunity Commission (EEOC) charge, no lawsuit pending against the University of Alabama at Birmingham, nor any other complaints against the University filed with external agencies
  - e. These criteria must be met at the point of initial selection and continuously throughout the term of commitment.

- Following UAB's Conflict of Interest and Conflict of Commitment policy and the UAB Code of Conduct
- Attending all meetings and/or having Alternate attend during times of illness or vacation
- Not missing more than 3 meetings per academic year
- Participating in standing committees for the betterment of the UAB Staff and surrounding community

## **Section 2: Failure to Comply with Code of Conduct / Representative Commitment**

Failure to comply with the UABSC Code of Conduct is subject to one of the following courses of action:

- A verbal warning and/or consultation with the UABSC Executive Committee
- A written letter of reprimand kept in a disciplinary file with the UABSC's Associate Chair
- Dismissal by UABSC's Executive Committee

## **Article V. Membership & Organization**

### **Section 1: Membership**

Membership shall represent individuals with a primary designation of staff and include all regular full-time (01), regular part-time (03), full-time temporary (02), and irregular (04) staff across the UAB campus. Staff members employed by the UAB Health System or one of the UAB Health System entities (with the exception of the UAB School of Medicine, which has representation on the UABSC), are not eligible for membership at this time.

The membership will nominate and elect Council Representatives from each unit to serve on the Staff Council. To be eligible to be nominated and serve as a Council Representative, an employee must:

- Have been employed by UAB for at least twelve (12) consecutive months
- Be in good standing with his/her department/unit and UAB
- Adhere to the responsibilities and expectations of a Council Representative detailed in Appendix 1

Council Representatives of the UABSC shall strive to ensure that their duties on the Council do not interfere with their employment. Each Council Representative's

supervisor will be expected to permit time as needed for Staff Council business, provided it does not interfere with the Council Representative's regular duties or result in overtime for non-exempt staff.

## **Section 2: Composition and Demographics**

Council Representatives will be elected from the general membership and will represent each organization as detailed in Appendix 2; this list may be modified as the University structure is changed or reorganized.

- A. Each campus academic or administrative organization will elect Council Representatives and Alternates. (see Appendix A.2)
- B. Council Representatives shall be elected into office during the month of May.
  - The term period for elected Council Representatives shall be two (2) academic years.
  - During the months of May, June, and July, recently elected Council Representatives are encouraged to attend and participate in discussions at Council meetings.
  - Staff Council members will be allowed to stand for re-election every two (2) years and serve consecutive terms.

## **Section 3: Attendance**

Council Representatives will be expected to attend all UABSC meetings or arrange for an Alternate Representative to attend on his/her behalf. The Associate Chair will record and tally absences. If a member misses three (3) UABSC general meetings within a one-year period (August - July), he/she will be brought before the Executive Committee for possible removal from the council and replaced by one of the Alternate Council Representatives for the remainder of the term. The Staff Council Chair will appoint the Alternate Representative with the highest votes obtained in the last election to replace the outgoing Council Representative and the organization will then elect another Alternate during the next election cycle. If an Alternate is unavailable, the Election Committee will solicit someone within that organization's staff leadership group to recommend or put forward a suitable candidate to serve as that campus unit's representative and replacement Alternate until the next election cycle.

## **Section 4: Executive Committee Members**

1. Officers: Chair, Chair Elect, Past Chair, Treasurer, and Associate Chair
2. Standing Committee Chairs and Ex-Officio Members

Descriptions of responsibilities and expectations for each member of the Executive Committee are detailed in the following appendices:

- **Appendix 3: Executive Committee Job Descriptions**
  - Chair
  - Chair Elect
  - Past Chair
  - Treasurer
  - Associate Chair
- **Appendix 4: Standing Committee Chair Job Descriptions**
- **Appendix 5: Ex-Officio Job Description**

## **Section 5: Committees**

The Executive Committee shall ensure overall UABSC group cohesiveness and the validity and attainment of collective group goals. Membership to any sanctioned committee shall consist of the elected Council Representatives as well as any Staff Member. The Executive Committee shall research issues and make reports and recommendations to the Elected Representatives and to the Staff Council. Committees will be comprised of a committee chair and/or two co-chairs appointed by the Executive Committee. Members are allowed, pending committee chair approval, to assist in completing the committee's charge.



## **Article VI. Representative Elections**

### **Section 1: Bylaws, Elections & Governance Committee**

The Chair and Executive Committee will appoint a Bylaws, Elections & Governance Committee to oversee all elections. The objective of this committee will be the assurance of a secure, transparent election process. Duties of the Bylaws, Elections & Governance Committee will consist of the following: posting open representative vacancies, receiving nominations for open vacancies, verifying the eligibility of nominees, conducting the election, and reporting results to the Executive Committee, Council Representatives, Council Members, and the University. The Bylaws, Elections & Governance Committee will be bound to the bylaws as stated by Article X, section C.

### **Section 2: Nominations**

Council Representative elections will occur every two years. Prior to the May elections, nominations will be submitted in the month of April to the Bylaws, Elections & Governance Committee via the UAB Staff Council (UABSC) website. Prior to this, the Bylaws, Elections & Governance Committee will request the Communications Committee to send out notifications of open representative seats to the staff council member pool. Staff members may be nominated by other staff members or may self-nominate. All nominees will be required to agree to all the membership requirements and duties stated in article IV, section 1. The Bylaws, Elections & Governance Committee will review all nominations and verify standing with the organization. Upon approval of the nomination by the Bylaws, Elections & Governance Committee, the nominee will be responsible for his or her own campaign within their specific organization.

### **Section 3: Voting Procedures**

Elections will occur every two years within the month of May for terms expiring in August. Council Representatives for each organization will be elected for the expiring term(s). This process will be under the direction of the Bylaws, Elections & Governance Committee. The voting process will be conducted online. Staff members eligible to vote will log into the voting system using their BlazerID and secure password. Eligible voters will be restricted to voting for nominees within their organization. The person receiving a plurality of votes in the elective process is considered duly elected to represent that constituency. If a tie occurs the Bylaws, Elections & Governance Committee will reset the voting queue for that campus organization and request that the campus organization re-vote to break the tie.

## **Section 4: Induction**

Newly-elected Council Representatives should be in attendance at the summer Orientation meeting.

## **Section 5: Attendance**

Three consecutive absences necessitate a review by the Executive Committee for continued appointment as a Council Representative. If removal of a Council Representative occurs, an Alternate Representative shall be appointed by the Executive Committees pool of Alternate Candidates that were voted upon in the most recent election to serve the remainder of the term. The Alternate with the highest number of votes will be chosen to serve out the remainder of the term. In the event that no Alternates exist, the Bylaws, Elections & Governance Committee will solicit nominations from that campus organization staff leadership.

## **Section 6: Change of Status**

When a Council Representative transfers from one organization to another, or leaves the University entirely, a letter of resignation to the Staff Council through the Staff Council Chair shall be submitted before the next scheduled meeting. The Executive Committee will appoint an Alternate from the previous pool of Alternate candidates that were voted upon in the most recent election to serve the remainder of the term. The Alternate with the highest number of votes will be chosen to serve out the remainder of the term. In the event that no Alternates exist, the Bylaws, Elections & Governance Committee will solicit nominations from that campus organization staff leadership.

## **Section 7: Vacancies**

When a Council Representative decides for reasons not listed above to vacate his/her position, a letter of resignation shall be submitted to the Staff Council through the Executive Committee before the next scheduled meeting. The Executive Committee Alternate from the previous pool of Alternate candidates that were voted upon in the most recent election to serve the remainder of the term. The Alternate with the highest number of votes will be chosen to serve out the remainder of the term.

## **Section 8: Alternates**

Those elected to Alternate positions will serve in place of Elected Representatives in situations of absence, vacation or other legitimate reasons for missing required meetings. Each campus unit will elect at least one Alternate to serve in the stead of an absent representative. In the event that all available Alternate positions are rotated

to representative seats or are vacated, the Bylaws, Elections & Governance Committee will solicit at least 2 recommendations for replacements from the sitting representative. The proposed nominee will undergo the standard vetting process. Once cleared, the Executive Committee will vote and approve the Alternate.

## **Article VII. Executive Committee Elections**

### **Section 1: Candidate Eligibility for Executive Committee**

Any elected Council Representative may run for an Executive Committee position. Candidates seeking to hold an Executive Officer position must have served on the UABSC as an elected Council Representative for at least six (6) months prior to the election for that academic year. For the inaugural year, this requirement will be waived. Nominations may come from the elected Council Representatives or self-nominations. Executive Committee Elections are held annually during the August meeting.

### **Section 2: Election Procedures & Term Lengths for Executive Committee**

Nominations and Elections will take place on a UAB web platform. All Executive Committee members shall be elected for a term of one (1) year. The term length will span the academic year. Voting in the election for Executive Committee will be open to all Council Representatives. The person receiving a plurality of the votes will be elected to the seat.

Once the Executive Committee member's term has been served, he/she will not be eligible for nomination to the Committee, for a period of one (1) academic year. He/she may, however, continue to serve as a Council Representative in the UABSC.

The Associate Chair and Treasurer may stand for multiple, consecutive terms in concordance with the general representative term limits and as elected, annually, by the Council Representatives. Ex-officio members will have open term limits.

### **Section 3: Executive Committee Vacancies**

If the office of Chair becomes vacant within the first six months of the academic year, a Chair shall be elected from the Council Representatives to serve the remainder of the term. If the office of Chair becomes vacant within the last six months of the academic year, the Chair Elect shall become Chair for the remainder of that term and assume the office of Chair the following year.

If the office of Chair Elect becomes vacant, a Chair Elect shall be elected by the Council Representatives to serve the remainder of the term and assume the office of Chair the following year.

The Representative elected to serve as Chair Elect during the middle of his/her 2 year term will not be required to run for re-election within his/her Campus Organization. This person will be grandfathered into a second term as the Campus Organization Representative in order to adequately complete the elected cycle of Chair and Past Chair.

If the office of the Past Chair becomes vacant, the Chair may appoint a Past Chair from current or previous Executive Committee Officers to serve for the remainder of the term. The appointed Past Chair shall have completed at least one full term as Chair prior to the appointment.

In order to retain consistency, a Representative transitioning to the office of Past Chair NOT re-elected to another two-year Council Representative Term shall serve as a non-voting ex-officio member.

If the Office of Associate Chair or Treasurer becomes vacant during the academic year, the Chair shall appoint these offices from Council Representatives for the remainder of the term.

If the office of Associate Chair or Treasurer becomes vacant due to expiring term limits, and the outgoing officer is not willing to stand for another term, the office will be opened to any of the elected Staff Council Representatives. However, if no one is willing to step forward, the Executive Committee shall work to encourage participation from Elected Representatives until such time a suitable candidate is brought forward and elected.

For cases in which the Treasurer and Associate Chair are voted off the Staff Council, they shall retain their official post until after Executive Committee elections in August and a smooth transition has occurred no later than 30 days post Executive Committee elections.

## **Article VIII. Meetings**

### **Section 1: Meeting Organization and Process**

The Staff Council shall meet in regular session once a month during the academic year, which runs August through July. These regular meetings shall be held on the same day of the week, the same hour of the day, and in the same location throughout the academic year, if at all possible. Guests of the Staff Council cannot participate in the discussions unless recognized by the Staff Council Chair. Furthermore, only Council Representatives may propose resolutions and vote on said proposals.

#### **Quorum:**

2/3 of the elected members of the Council Representatives shall constitute a quorum for the transaction of all business of the Council. 2/3 of the voting members of the Executive Committee shall constitute a quorum for the transaction of all business of the Executive Council Executive Committee.

#### **Agendas:**

Staff Council members of the organizations represented may suggest any item(s) to any Council member to consider for inclusion in the next regular meeting. A Council Representative wishing to have an item or items included on the next meeting agenda may submit a request to the Staff Council Chair. All items to be placed on the agenda should be submitted at least one week prior to the regular meeting. The Executive Committee shall approve the agenda before the next regular Staff Council meeting. Items not submitted in a timely manner will be held until the next month's regular Staff Council meeting.

There will be opportunity at the end of every meeting for Elected Representatives to propose new business. Any matter may be placed before a meeting of the Staff Council and acted upon without appearing on that meeting's agenda, unless the presiding officer along with one-third of the members present agree that a delay is necessary.

#### **Special Meetings:**

Special meetings of the Staff Council shall be called by the Staff Council Chair, the Chair of the University, or upon the written request of two or more Council Representatives.

Each Council Representative member must be notified at least twenty-four (24) hours in advance of a special meeting. Special meetings may consider only the business for which they are called. The Executive Committee may meet at its discretion.

## **Meeting Oversight/ Presiding Rules:**

Should both the Chair and Chair Elect be unable to preside at a meeting of Staff Council, the Past Chair will serve in their place. If the Past Chair is unavailable, the meeting will be presided over by the Treasurer, and if he/she is unavailable, it will fall to the Associate Chair. In the event that none of the officers are available, a member of the Council may be selected by the Chair to preside over the meeting.

## **Meeting Order:**

Unless otherwise specified within the Bylaws, all meetings of Staff Council will be conducted in accordance with that version or edition of Robert's Rules of Order as selected by the Executive Committee.

## **Parliamentary Issues:**

The newly-elected Chair will consult the Chair Elect to deal with any questions of procedure that may arise during a meeting. Such issues will be decided by the presiding officer after consultation with the Chair Elect. However, a ruling of the presiding officer may be overruled by a majority 2/3 vote of those members present. In the event that the Chair Elect is absent, the Chair may appoint the acting Associate Chair into the role of Parliamentarian for the duration of the meeting.

## **Section 2: Open Forum**

The Staff Council will hold, at minimum, two (2) open forums per academic year in which the Staff Council members and other members of the University may attend. These will be scheduled in the fall and spring respectively. Other open forum events may be called for from the University President or by a 2/3 majority of the Staff Council to address emergent situations.

## **Section 3: Meeting Minutes**

All Staff Council meeting minutes, approved by the Staff Council, will be posted to the Staff Council Website.

## **Article IX. Parliamentary Authority**

The UABSC meetings will be run using Robert's Rules of Order.

## **Article X. Committees**

### **Section 1: Establishment of Council Committees**

- A. The addition or deletion of any committee or subcommittee must appear on the written agenda for the next general Council meeting and must pass by a majority vote by the Council.
- B. The Executive Committee shall determine the charge and directives for approved Council committees, except for standing committees as defined in Section 3.
- C. Council committees shall be reviewed on an annual basis, and revised, deleted, or added as a standing committee to the Bylaws as deemed appropriate by the Executive Committee.

### **Section 2: Committee Members and Committee Chairs**

- A. Any Staff Council member may serve on a Council committee.
- B. Elected Staff Council Representatives that are committee members are strongly advised to seek Staff Council members to serve on their committees.
- C. There is no limitation on the number of years a Staff Council member can serve on any committee.
- D. Council committees will have one chairperson (or two co-chairs) appointed by the Executive Committee. At least one of the chairs must be a Representative.
- E. Committee members may be appointed or removed by the chairperson for each committee.
- F. Committee Chairs shall:
  - 1. Document and maintain committee procedures and committee member list, and update them as needed;
  - 2. Hold regular monthly meetings with other committee members to discuss items and events related to committee activities;

3. Present written reports as requested by the Executive Committee

## **Section 3: Definitions of Standing Staff Council Committees**

### **A. Institutional Pride and Events Committee**

Responsible for:

- A. Planning and coordinating various Council activities and events to include, but not limited to, any of the following:
  - a. Supervisor of the Year Award
  - b. Employee of the Year Award
  - c. Annual Staff Appreciation Picnic
  - d. Biannual Open Forum
  - e. Emergency Open Forum, when required
  - f. Scheduling of Staff Council meeting location
- B. Working with the Communications and Website Committee to coordinate the necessary marketing materials to promote Council activities and events.
- C. Participating in other major University events, such as Homecoming, Graduation, and Fall Welcome.
- D. Generating ideas to bolster a sense of UAB pride from the staff perspective.
- E. Presenting ideas to Executive Committee for approval.
- F. Presenting ideas to Staff Council for vote.
- G. Presenting to University President or other stake holders where applicable.
- H. Collaborating with Communications & Website Committee about dissemination of ideas to the University Staff.



## **B. Communications and Website Committee**

Responsible for:

1. Gathering and distributing information regarding UABSC, University activities, events, and announcements that may affect staff on a weekly basis (via the UABSC's website and listserv).
2. Maintaining and updating the UABSC information brochure and providing it for Council activities and events or other University events that may involve or support the Council's mission and goals.
3. Maintaining and updating the Council's social networking pages to include all social media accounts.
4. Executive Committee providing any other marketing materials needed to promote various Council activities and events and to recruit Council members.
5. Ensuring the website and content remain accessible to all members of staff.
6. Maintaining and regularly updating the UABSC website by posting timely updates on UABSC activities along with items of interest to the Membership, including meeting dates agenda, minutes, events, policy changes and election information.
7. Coordinating with other Committees to facilitate consistency across all channels and to source relevant information.

## **C. Bylaws, Elections & Governance Committee**

Responsible for:

1. Reviewing and maintaining the UACSC Bylaws to ensure the accuracy and validity of the articles under which the Council operates.
2. Upon request through amendment proposals, providing recommendations to the Council for any changes to the Bylaws.
3. Organizing and implementing all UABSC election processes:
  - a. Working with the Communications and Website Committee to

prepare a Call for Nominations announcement, to be approved by the Executive Committee, and distributed by the Executive Committee.

- b. Conducting all elections, including the general Staff Council Representative election and Executive Committee elections, and all special elections as needed.
- c. Presenting a written report with election results to the Executive Committee for confirmation at the next scheduled meeting.
- d. Working with Associate Chair to send out a welcome letter to all newly elected Council Representatives.

## **D. Staff Development & Recognition Committee**

Responsible for:

- 1. Understanding issues impacting the workforce including training, professional development, compensation, discrimination, budgets, and transportation issues.
- 2. Identifying existing professional development training opportunities, or recommending changes, enhancements, or establishments of programs to provide professional development.
- 3. Facilitating the communication of professional development training and services to University staff.
- 4. Seeking assistance and collaboration from those who possess knowledge and expertise regarding professional development issues they are exploring.
- 5. Participating in established University Committees regarding safety and wellness.
- 6. Organizing and facilitating ideas for recognizing the excellence and accomplishments of staff at UAB, including but not limited to:
  - a. Institution-wide awards for UAB staff members
  - b. Staff spotlight for Staff Council newsletter
- 7. Coordinating with UAB Human Resources to promote and celebrate excellence and accomplishments of staff at UAB, including but not limited to:

- c. UAB VIP Award and the President's Award for Excellence in Shared Values
- d. UAB Service Awards.

## **E. Community Outreach Committee**

Responsible for:

1. Identifying annual community outreach programs as sanctioned by the Staff Council and as supported by the University Mission and community stake holders.
2. Presenting ideas for community outreach to the Executive Committee for approval.
3. Presenting community outreach ideas, as approved by the Executive Committee to the Staff Council for approval vote.
4. Organizing and facilitating annual community outreach program.
5. Collaborating with Communication Committee regarding the dissemination or notification of outreach programs.
6. Collaborating with Executive Committee Treasurer with funds, effort, or products raised.

## **Section 4: Participation in University Wide Committees and Board Appointments**

The Executive Committee may appoint an elected Council Representative Staff Member to sit on any University-Wide Committee at the request of the University President's Office or at the request of the Chair of said committee. Committee appointee will be required to report back to the Executive Committee as necessary.

## **Section 5: Dissemination, Review and Feedback of UAB Policy Related to Staff**

As new or changes to UAB Policy as related to staff arise, the UAB Staff Council will work in collaboration with UAB Compliance in the dissemination, review, and

provision of feedback to UAB Compliance regarding said policy. When called upon, the below incremental actions will take place:

- A. UAB Compliance Office will communicate the need and the specific policy to the Staff Council Chair.
- B. The Staff Council Chair will disseminate the policy to all the Elected Representatives of the Council for review and feedback.
- C. Staff Council Representatives will review the policy and provide comment and feedback to the Chair.
- D. The Chair will compile all comments into a report and return to the UAB Compliance Office.
- E. The deadline for Representative review, comment, and feedback submission will be set by the Chair depending on the nature of the policy and the expedience required for the review. In general, the expectation for a return of Representative review comments and feedback will be two weeks.

## **Article XI. Voting**

Items on the agenda may be approved by a 2/3 vote of the elected, present Council Representatives, unless tabled for discussion for future meetings.

## **Article XII. Final Approval**

Any action taken by this organization is subject to the approval of the Executive Committee.

## **Article XIII. Procedures for Amending the Bylaws**

These Bylaws may be amended or revised upon approval by the Staff Council. The amendment is forwarded to the Executive Committee for approval. If approved as per the voting process of the Elected Representatives, the amendment becomes part of the Bylaws.

## **Appendix**

- A.1 Organizations Eligible to Participate & Elect Council Representatives to the UABSC
- A.2 Number of Representatives/Alternates by Unit
- A.3 Executive Committee Job Description
- A.4 Standing Committee Chair Job Description
- A.5 Ex-Officio Representative Job Description
- A.6 Membership Organization Chart and Reporting Matrix
- A.7 Amendment History

## A.1 Organizations Eligible to Participate & Elect UABSC Representatives

<b>Parent Organization Affiliation Code</b>	<b>Parent Organization Affiliation Name</b>
090000000	Athletics Department Administration
110000000	Office of VP Financial Affairs & Administration*
110000000	Facilities*
120000000	Office of VP Research & Economic Development
130000000	Office of VP Diversity, Equity & Inclusion
170000000	University Relations
180000000	Office of VP Development, Alumni, & External Relations
190000000	Office of VP Information Technology
200000000	Office of the Provost
230000000	UAB Libraries
260000000	Office of VP Student Affairs
310000000	School of Medicine
320000000	School of Dentistry
330000000	School of Optometry
340000000	School of Nursing
350000000	School of Health Professions
370000000	School of Public Health
420000000	Collat School of Business
430000000	School of Education
440000000	School of Engineering
480000000	College of Arts and Sciences
510000000	Graduate School
520000000	Honors College

\* Facilities is broken out from Financial Affairs from the 2024-2026 period.

## A.2 Number of Representatives and Alternates by Unit

Unit	Representatives	Alternates
Advancement	2	2
Athletics Department	3	2
Collat School of Business	1	1
College of Arts and Sciences	3	2
Dentistry	3	2
Diversity, Equity and Inclusion	1	1
Education	2	2
Engineering	2	2
Facilities*	4	2
Financial Affairs	4	2
Graduate School	1	1
Health Professions	3	2
Heersink School of Medicine	4	2
Honors College	1	1
Information Technology	3	2
Libraries	1	1
Marketing and Communication	2	2
Nursing	3	2
Optometry	2	2
Provost	3	2
Public Health	3	2
Research	3	2
Student Affairs	2	2

\* Facilities is broken out from Financial Affairs from the 2024-2026 period.

**Facilities Departments (formerly under Office of VP Financial Affairs & Administration)**

Asst VP Facilities Planning/Design  
Bell-Wallace Gymnasium  
Bldg Svcs Woodward House  
Building Automation & Controls  
Building Services  
Campus Maintenance  
Campus Services  
Chilled Water  
Decentralized Boilers  
Elevator Maintenance  
Energy Mgmt  
Environmental Health & Safety  
Facil Financial Mgmt  
Facil Human Resources  
Facil Information Technology  
Facilities Dispatch  
Facilities Support Services  
FAEHS Operations  
FA-Operations Center  
Fleet Operations  
Grounds  
Hospital Maintenance  
Ofc of AVP Fac Adm & Env Hlth & Sfty  
Office Asst VP Facilities Management  
Office Of Chief Facilities Officer  
Planning, Design, & Construction  
Real Estate  
Recycling  
Roofing  
Steam Operations  
Transportation Services  
UAB Sustainability  
Utilities & Energy Mgmt



### **A.3 Executive Committee Job Descriptions**

#### **The Chair shall:**

- Preside at all meetings of the Council and Executive Committee;
- Convene the Executive Committee, and appoint Council members to all ad hoc, external, or standing committees. These appointments are subject to the acceptance of the members so appointed;
- Appoint committee chairs;
- Submit appointments or recommendations for representation on University committees in consultation, as necessary, with the Executive Committee;
- Prepare an agenda for each meeting over which the Chair presides;
- Prepare the Annual Report for the President of the University to be presented at the Council's first meeting of each year;
- Submit Council recommendations to appropriate University officials;
- Serve as Past Chair the following year;
- Perform such duties as may arise pertaining to the office of Chair;
- Ensure all units maintain appropriate representation, including when representatives leave UAB or their unit.

#### **The Chair-Elect shall:**

- Perform the duties of the Chair in the event of his/her absence.
- Perform such duties as the Chair shall designate.
- Assume the office of Chair the following year.
- Advise the Chair on procedure during meetings to ensure that meetings are orderly and civil, and to help the Staff Council operate according to its constitution and bylaws.
- Chair the constitution/bylaws revision committee and review annually.

- Act as Parliamentarian by assisting the presiding officer by keeping track of those wishing to speak, motions, amendments, voting, etc., during meetings.

**The Associate Chair shall:**

- Be responsible for recording minutes of the Staff Council and all Executive Committee meetings, and distribute minutes to Staff Council Representatives.
- Send announcement reminders and meeting highlights as needed.
- Be responsible for the Council meeting attendance roster.
- Conduct correspondence, as necessary.
- Be knowledgeable about meeting procedures.
- Be responsible for the dissemination of all meeting agendas and approved meeting minutes.
- Assist Chair in the creation of meeting agendas.

**The Past Chair shall:**

- Ensure an effective transition by archiving all appropriate documents in Box, sharing all relevant emails, and transferring access to the new Chair.
- Advise the Chair and participate as a member of the Executive Committee.
- Maintain UAB committee assignments for up to a year, or until a replacement is appointed by the Chair.
- Attend quarterly meetings with Staff Council Executive Sponsor.
- Assist in planning and facilitation of Staff Council events and committee initiatives.
- Perform other duties as requested by the Chair.

**The Treasurer shall:**

- Be responsible for all fiduciary responsibilities of the Staff Council and associated committees.
- Create quarterly reports for Executive Committee.
- Develop organization and structure consistent with accounting laws and rules of the University.
- Be responsible for ordering of swag, picnic items, and other purchases through the Staff Council budget.
- Be responsible for ensuring the accuracy and completeness of billing data, resolving billing issues and maintaining accurate records, reviewing and preparing invoices and ensuring all outstanding invoices are paid in full and on time.

#### **A.4 Standing Committee Chair Job Description**

Appointed committee chair(s) will be responsible for the below activities:

- Maintaining overall clarity of purpose for committee function.
- Reporting activities to the Executive Committee and the Staff Council.
- Making recommendations to Executive Committee and Staff Council.
- Delegating responsibilities to committee members.
- Recruiting subject matter experts from the Staff Council to participant in committee responsibilities.

#### **A.5 Ex-Officio Representative Job Description**

Ex-Officio members will serve the below function within the Staff Council:

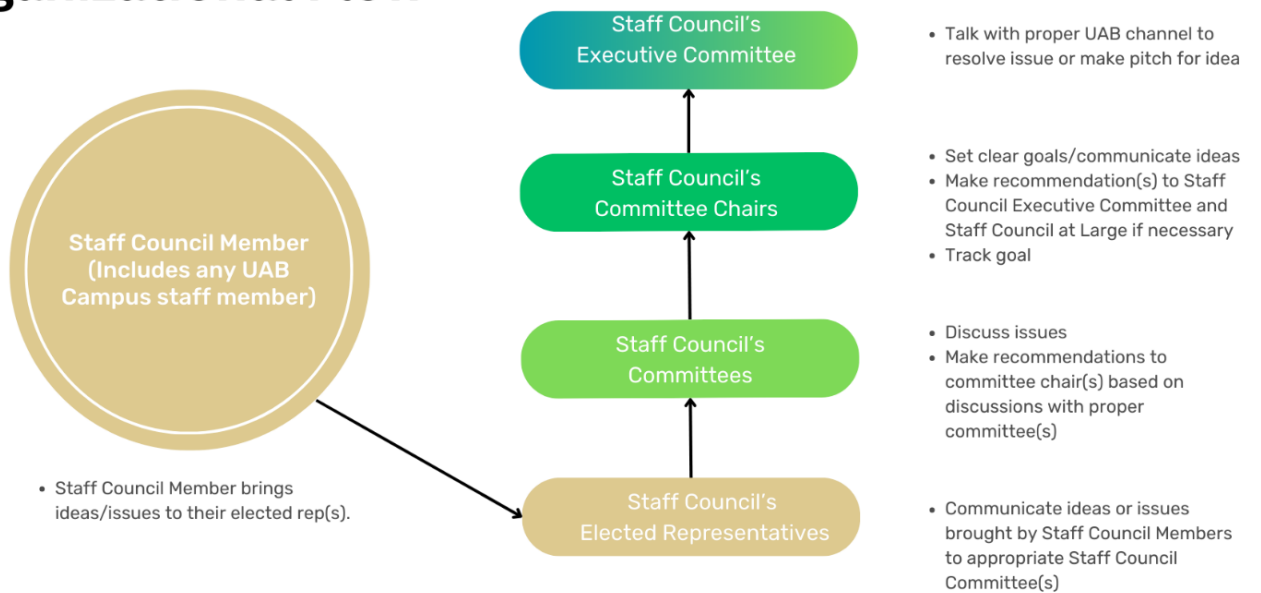
- Act as liaisons between the Staff Council and the governing body of the University (President's Office, Human Resources etc.).
- Act as advisors to the Elected Representatives or Executive Committee when

called upon.

- Act in a leadership capacity to ensure continuity of services and experience within the Elected Representatives/Executive Committee.
- Without exception, ex-officio members of committees have exactly the same rights and privileges as do all other members, including the right to vote.

## A.6 Membership Organization Chart and Responsibility Matrix

### UAB Staff Council Organizational Flow



## **A.7 Amendment History**

### **Amendment 1**

***Voted and Approved 10.17.16***

- a. Modify Executive Committee titles from President to Chair and President Elect to Chair Elect.

### **Amendment 2**

***Voted and Approved 1.19.17***

- a. Addition of Staff Council Proposal Form with the additional requirement that committee chairs submit all proposals using this form. (Appendix A9)
- b. Clarification of guidelines regarding the assignment of Alternates when a unit depletes its list of acting Alternates. (Article VI, Section 8)

### **Amendment 3**

***Voted and Approved 9.27.17***

- a. Inclusion of verbiage that documents linkage between Staff Council and UAB Compliance Office regarding the review and feedback of staff related UAB policy. (Article X, Section 5)
- b. Merging of Communication and Website Committees

### **Amendment 4**

***Voted and Approved 3.27.19***

- a. Clarification of membership eligibility to be individuals with a primary designation of staff. (Article V; Section 1)
- b. Clarification of elected representative eligibility to be employees who have been employed by UAB for at least 12 months at the time of nomination. (Article V; Section 1)
- c. Removal of redundant verbiage from composition and demographics section. (Article V, Section 2)
- d. Removal of requirement for committees to maintain an odd number of members. (Article V, Section 5)
- e. Addition of committee co-chairs. (Article V, Section 5)
- f. Clarification of quorum being 2/3 of elected members for Staff Council business. (Article VIII, Section 1)
- g. Addition of verbiage defining quorum as 2/3 of voting members for Executive Committee business. (Article VIII, Section 1)
- h. Removal of redundant verbiage from Communications and Website Committee duties. (Article X, Section 3)
- i. Clarification of agenda voting procedures to be 2/3 of present representatives. (Article XI)

## **Amendment 5**

### ***Voted and Approved 6.26.19***

- a. Addition of Staff Recognition Committee (Article X, Section 3)
- b. Merging of Bylaws Committee and Election Committee (Article X, Section 3)

## **Amendment 6**

### ***Voted and Approved 9.23.20***

- a. Clarification of "good standing" for elected Staff Council representatives (Article IV, Section 1)
- b. Merging of Institutional Pride and Events Committee (Article X, Section 3)
- c. Modify Executive Committee title from Secretary to Associate Chair

## **Amendment 7**

### ***Voted and Approved (8.28.24)***

- a. Added Facilities as a separate organization eligible to participate & elect council representatives to UABSC (Appendix 1)
- b. Added University Relations as an organization eligible to participate & elect council representatives to UABSC (Appendix 1)
- c. Updated number of representatives and alternates (Appendix 2)
- d. Clarified procedure for replacement alternates
- e. Updated "Executive Council" to "Executive Committee" throughout
- f. Updated references to Elections Committee throughout
- g. Merging of Staff Development and Staff Recognition Committees
- h. Addition of duties for Staff Development and Recognition Committee
- i. Removed requirement to use Staff Council Proposal Form
- j. Removed Robert's Rules of Order and election-related email templates as redundant
- k. Formatting changes and font updates to be more consistent with UAB brand