



# STAFF COUNCIL

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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 between 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 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
- 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 Council
- A written letter of reprimand kept in a disciplinary file with the UABSC's Secretary
- Dismissal by UABSC's Executive Council

## **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 will have 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 two (2) Council Representatives and two (2) Alternates.
- 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 Secretary 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 Council 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 Council**

### **A. Members**

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

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

Appendix 3: Executive Council Job Descriptions

- Chair
- Chair Elect
- Past Chair
- Treasurer
- Secretary

Appendix 4: Standing Committee Chair Job Descriptions

Appendix 5: Ex-Officio Job Description

## **Section 5: Committees**

The Executive Council 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 Council shall ensure active member participation. The Executive Council shall be able to appoint committees to 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 co-chair appointed by the Executive Council. Committee members are allowed to add staff members, pending committee chair approval and to assist in completing the committee's charge.

## **Article VI. Representative Elections**

### **Section 1: Election Committee**

The Chair and Executive Council will appoint an Election Committee to oversee all elections. The objective of this committee will be the assurance of a secure, transparent election process. Duties of the Election 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 Council, Council Representatives, Council Members, and the University. The Election 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 Election Committee via the UAB Staff Council (UABSC) website. Prior to this, the Election 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 of the membership requirements and duties stated in article IV, section 1. The Election Committee will review all nominations and verify standing with the organization. Upon approval of the nomination by the Election 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 Election Committee. The voting process will occur via the UABSC website. 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. Furthermore, eligible voters will be restricted to a maximum of two votes, or one per open seat. The person receiving a plurality of votes in the elective process is considered duly elected to represent that constituency. If a tie occurs the Election 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 June Orientation meeting.

#### **Section 5: Attendance**

Three consecutive absences necessitate a review by the Executive Council for continued appointment as a Council Representative. If removal of a Council Representative occurs, an Alternate Representative shall be appointed by the Executive Council 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 Election 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 Council 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 Election 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 Council before the next scheduled meeting. The Executive Council 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 Election Committee will solicit nominations from that campus organization's staff leadership.

#### **Section 8: Alternates**

Those elected into 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 Elections Committee will solicit recommendations for replacements from the sitting representative. The proposed nominee will undergo the standard vetting process. Once cleared, the Executive Council will vote and approve the Alternate.

## **Article VII- Executive Council Elections**

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

Any elected Council Representative may run for an Executive Council 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. Elections of the Executive Council will take place annually during the August meeting.

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

Nominations and Elections will take place via the UAB Staff Council email site. All Executive Council 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 Council members is open to all Council Representatives. The person receiving a plurality of the votes will be elected to the seat.

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

The Secretary 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 Council 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 Council 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 Secretary 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 Secretary 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, in the event that no one is willing to step forward, the Executive Council 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 Secretary are voted off the Staff Council, they shall retain their official post until after Executive Council elections in August and a smooth transition has occurred no later than 30 days post Executive Council elections.

#### **Section 4: Inaugural Year Volunteer Group**

The Staff Council Volunteer Group shall act as Past Chair and Ex-Officio for the Executive Council during the inaugural year of the council. This will allow a seamless transition from volunteers who have historical knowledge regarding the founding of this group. As per Article VII, Section 2, the Volunteer Group's service as Past Chair will expire after the inaugural academic year.

## **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.

#### **A. 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 Council shall constitute a quorum for the transaction of all business of the Executive Council.

#### **B. 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 Council 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.

#### **C. 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 Council may meet at its discretion.

#### **D. 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 Secretary. 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.

#### **E. 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 Council.

#### **F. 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 Secretary 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. A listing of Robert's Rules of Order can be found in Appendix 7.

## **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 Council 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 Council.

### **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 co-chair) appointed by the Executive Council.
- E. Committee members shall 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 at least quarterly, or as requested by the Executive Council;
  - 4. Complete and submit to the Executive Committee Chair a **Staff Council Committee Proposal Form** for any proposed actions and activities by that committee and or by the Staff Council. (Appendix A.9).

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

#### **A. Activities and Events Committee**

Responsible for:

1. 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. Staff Appreciation BBQ
  - d. Biannual Open Forum
  - e. Emergency Open Forum, when required
  - f. Scheduling of Staff Council meeting location;
2. Working with the Communications and Website Committee to coordinate the necessary marketing materials to promote Council activities and events;
3. Participating in other major University events, such as Homecoming, Graduation, and Fall Welcome.

## **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. Maintaining the Spark site and relaying ideas and concerns to the Council or Executive Council;
5. Providing any other marketing materials needed to promote various Council activities and events and to recruit Council members.
6. Ensuring the website and content remain accessible to all members of staff;
7. 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;
8. Coordinating with other Committees to facilitate consistency across all channels and to source relevant information.

## **C. Bylaws and Elections 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 Committee to prepare a Call for Nominations announcement, to be approved by the Executive Council, and distributed by the Executive Council Secretary;
  - b. Conducting all elections, including the general Staff Council Representative election and Executive Council elections, and all special elections as needed;
  - c. Presenting a written report with election results to the Executive Council for confirmation at the next scheduled meeting;
  - d. Working with Secretary to send out a welcome letter to all newly elected Council Representatives.

#### **D. Professional/Staff Development 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 with regard to professional development issues they are exploring;
5. Participating in established University Committees with regard to the safety and wellness.

#### **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 Council for approval;
3. Presenting community outreach ideas, as approved by the Executive Council 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 Council Treasurer with funds, effort, or products raised.

#### **F. Institutional Pride Committee**

Responsible for:

1. Generating ideas to bolster a sense of UAB pride from the staff perspective;
2. Presenting ideas to Executive Council for approval;
3. Presenting ideas to Staff Council for vote;
4. Presenting to University President or other stake holders where applicable;
5. Collaborating with Communications Committee with regard to dissemination of ideas to the University Staff.

#### **G. Staff Recognition Committee**

Responsible for:

1. 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
2. Coordinating with UAB Human Resources to promote and celebrate excellence and accomplishments of staff at UAB, including but not limited to:
  - a. UAB Employee of the Month/Year Program
  - b. UAB Service Awards

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

The Executive Council may appoint an elected Council Representative Staff 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 Council 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 of 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 Council.

#### **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 Council 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 Executive Council Job Description
- A.3 Standing Committee Chair Job Description
- A.4 Ex-Officio Representative Job Description
- A.5 Election Templates
- A.6 Parliamentary Procedures for Meetings
- A.7 Amendment History
- A.8 Membership Organization Chart and Reporting Matrix
- A.9 UAB Staff Council Committee Proposal Form

**A.1: Organizations Eligible to Participate & Elect Council Representatives to the UABSC**

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

## **A.2: Executive Council Job Description**

### **The Chair shall:**

- Preside at all meetings of the Council and Executive Council
- Convene the Executive Council, 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 Council
- 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
- Act as the direct interface with the UAB Compliance Office with regard to the dissemination, review/comment, and report of UAB staff related policy

### **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 Secretary shall:**

- Be responsible for recording minutes of the Staff Council and all Executive Council meetings, and distribute minutes to Staff Council Representatives
- 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:**

- Advise and participate as a member of the Executive Council

**The Treasurer shall:**

- Be responsible for all fiduciary responsibilities of the Staff Council and associated committees
- Create quarterly reports for Executive Council
- Develop organization and structure consistent with accounting laws and rules of the University

**A.3: Standing Committee Chair Job Description**

Appointed committee chair will be responsible for the below activities:

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

**A.4: Ex-Officio Representative Job Description**

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

- Act as a liaison between the Staff Council and the governing body of the University (President's Office, Human Resources etc.)
- Act as an advisor to the Elected Representatives or Executive Council when called upon
- Act in a leadership capacity so as to ensure continuity of services and experience within the Elected Representatives/Executive Council

## A.5: Election Templates

### 5.1 Nominee Notification:

<Nominee>,

You have been nominated to serve as a Representative for the UAB Staff Council. Staff Council elections will be held <election timeframe>

Do you wish to stand as a candidate for <Campus Organization>? The estimated time commitment is 4-6 hours per month.

Candidates must:

- Have been employed by UAB for at least twelve (12) consecutive months;
- Be in good standing with his/her department/unit and UAB

**Please respond by <DATE> as non-response will be considered a decline.**

Further information is available at [www.uab.edu/staffcouncil/FAQs](http://www.uab.edu/staffcouncil/FAQs), but if you have a question about the role or potential requirement that is not answered on the Staff Council website, please email [StaffCouncil@uab.edu](mailto:StaffCouncil@uab.edu).

UAB Staff Council Election Committee  
[StaffCouncil@uab.edu](mailto:StaffCouncil@uab.edu)

## 5.2 Supervisor Approval

<Supervisor Name>,

<Nominee> from your division has been nominated as a Representative for the Staff Council. The election for the Staff Council will be held at the beginning of next month.

**Please answer the following questions with Yes or No, sending your reply by <DATE>.**

Non-response will be considered approval.

- 1) Is <Nominee> in good standing?
  - a. Has <Nominee> passed the probationary period?
  - b. Has <Nominee> had any verbal/written warnings in the last 12 months?
- 2) Are you supportive of the time commitment required, estimated at 4-6 hours per month?
- 3) Is there a reason you would not support this nomination?

Further information is available at [www.uab.edu/staffcouncil/FAQs](http://www.uab.edu/staffcouncil/FAQs), but if you have a question about the role or potential requirement that is not answered on the Staff Council website, please email [StaffCouncil@uab.edu](mailto:StaffCouncil@uab.edu).

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[StaffCouncil@uab.edu](mailto:StaffCouncil@uab.edu)

### 5.3 Elected Representative Notification

Dear <Elected Nominee>,

The Staff Council elections have ended, and the <Campus Organization> has selected you as one of their two Representatives. Please read the following key requirements carefully, and familiarize yourself with the [Staff Council Bylaws](#). The Bylaws include more information.

- The term of service is two (2) years, from Aug <Year> to July <Year>.
- Representatives will be expected to attend monthly meetings during the two-year term, and may not miss more than 3 during any one-year period.
- Representatives will be expected to attend the initial orientation meeting
- The estimated time required is 4-6 hours per month.
- Representatives must remain in good standing with UAB.
- Representatives must make a good faith effort to stay abreast of University policies, procedures, and expectations affecting the interest of staff and the function of the University.

The Staff Council Communication Committee will be sending additional information regarding upcoming meetings.

**Are you willing to accept this position? Please respond by <DATE>.**

UAB Staff Council Election Committee

## 5.4 Alternate Notification

Dear <Alternate Name>,

The Staff Council elections have ended, and you have been selected as one of the two **Alternate Representatives** for the <Campus Organization>. Alternate Representatives are encouraged to attend monthly meetings. If the Elected Representative leaves UAB or transfers from one organization to another you may be appointed as Representative for the remainder of the elected term.

Please read the following key requirements carefully, and familiarize yourself with the [Staff Council Bylaws](#). The Bylaws include more information regarding the responsibility of Alternate Representatives.

- The term of service is two (2) years, from Aug <Year> to July <Year>.
- Alternate Representatives will be required to attend monthly meetings *in the event that the Elected Representative is unable to attend*. This should not occur more than 3 times in any year.
- Alternate Representatives will be expected to attend the initial orientation meeting
- Alternate Representatives must remain in good standing with UAB.
- Alternate Representatives must make a good faith effort to stay abreast of University policies, procedures, and expectations affecting the interest of staff and the function of the University.

Note: it is the responsibility of the Elected Representative from your campus organization to inform you of dates in which you will attend in their stead. Furthermore, it is the responsibility of the Elected Representative to keep you apprised of any issues or topics that will be discussed at that meeting date.

**Are you willing to accept this position? Please respond by <DATE>.**

Sincerely,

UAB Staff Council Election Committee

## A.6: Parliamentary Procedures for Meetings

### Simplified Robert's Rules of Order

#### Main Ideas:

- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- The [members] discuss only one thing at a time.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Call to order.
- Second motions.
- Debate motions.
- Vote on motions.

#### There are Four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How Are the Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished
  - b. Rise and address the Chairman by saying "Mr. Chairman" or "Madam Chair"
  - c. Wait until the Chairman recognizes you
2. Make your motion
  - a. Speak in a clear and concise manner
  - b. Always state a motion affirmatively. Say, "I move that we..." rather than "I move that we do not..."
  - c. Avoid personalities and stay on your subject
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chairman states your motion.

- a. The Chairman will say, “It has been moved and seconded that we...” Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes “assembly property,” and cannot be changed by you without the consent of the members.
7. Expanding on your motion.
- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership.
- a. The Chairman asks, “Are you ready to vote on the question?”
  - b. If there is no more discussion, a vote is taken

### **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice: The Chairman asks those in favor to say, “Aye,” those opposed to say, “No.” Any member may move for an exact count.
2. By Roll Call: Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent: When a motion is not likely to be opposed, the chairman says, “If there is no objection...” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division: This is a slight verification vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot: Members write their vote on a slip of paper, this method is used when secrecy is desired.

### **Robert’s Rules of Order Definitions**

**AMEND:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.

**COMMIT/REFER/RECOMMIT TO COMMITTEE:** State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).

**EXTEND DEBATE:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.

**MOVE TO TABLE:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.

**LIMIT DEBATE:** Closing debate at a certain time, or limiting to a certain period of time.

**MAIN MOTION:** Brings new business (the next item on the agenda) before the assembly.

**PARLIAMENTARY INQUIRY:** Inquire as to the correct motion – to accomplish a desired result, or raise a point of order.

**PREVIOUS QUESTION:** Closes debate if successful – may be moved to “Close Debate” if preferred.

**POINT OF INFORMATION:** Generally applies to information desired from the speaker: “I should like to ask the (speaker) a question.”

**POINT OF ORDER:** Infraction of the rules, or improper decorum in speaking. Point Of Order must be raised immediately after the error is made.

**PERSONAL PRIVILEGE:** Pertains to noise, personal comfort, etc. – may interrupt only if necessary!

**RECONSIDER:** Can be made only by one on the prevailing side who has changed position or view.

**SUSPEND THE RULES:** Allows a violation of the assembly’s own rules (except Constitution); the object of the suspension must be specified.

**WITHDRAW/MODIFY MOTION:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.

## **A.7: Amendment History**

### **Amendment 1**

#### **Voted and Approved 10.17.16**

- Modify Executive Council titles from President to Chair and President Elect to Chair Elect.

### **Amendment 2**

#### **Voted and Approved 1.19.17**

- Addition of Staff Council Proposal Form with the additional requirement that committee chairs submit all proposals using this form. (Appendix A9)
- 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**

- 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)
- Merging of Communication and Website Committees

### **Amendment 4**

#### **Voted and Approved 3.27.19**

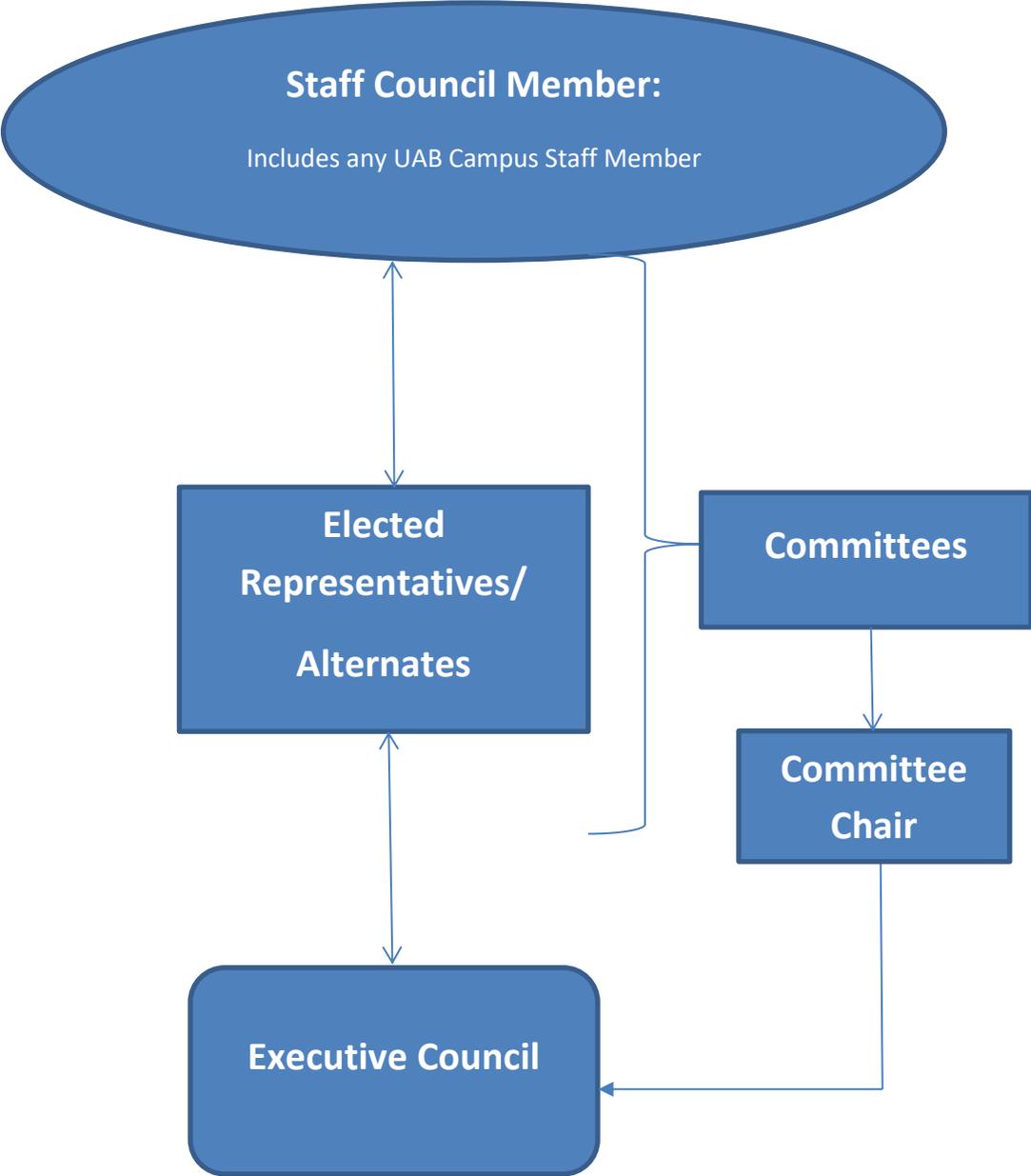
- Clarification of membership eligibility to be individuals with a primary designation of staff. (Article V; Section 1)
- Clarification of elected representative eligibility to be employees who have been employed by UAB for at least 12 months at the time of nomination. (Article V; Section 1)
- Removal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

### **Amendment 5**

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

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

**A.8: Membership Organization Chart and Responsibility Matrix**



## A.9 Staff Council Committee Proposal Form



Knowledge that will change your world

### UAB Staff Council- Committee Proposal Form

Committee: \_\_\_\_\_

Committee Chair/ Champion: \_\_\_\_\_

Date Proposed: \_\_\_\_\_

Activity Proposed: \_\_\_\_\_

**Activity Details:** *(for the proposed activity, please summarize actions that will take place and how this activity meets the mission and vision of the Staff Council):*

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Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Does this involve any other active Staff Council Committee? Yes    No

If yes, please list: \_\_\_\_\_

Does the project involve any financial or tangible resource expenditure? Yes    No

If yes, please provide details:

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If yes, is the Staff Council Treasurer aware and involved? Yes    No

Date Reviewed by EC: \_\_/\_\_/\_\_\_\_

EC Decision: Approved Disapproved

Agenda Date:

Council Vote Outcome:

