

***Excerpt from CLAS Bylaws  
in revision as of Spring 2025***

**ARTICLE III: CLAS STAFF COUNCIL**

**1. Role, Function, and Purpose**

- a. The CLAS Staff Council was established by the Dean of the College of Liberal Arts and Sciences on July 1, 2019, to represent all staff within CLAS. The Dean is the reporting authority with funding provided by the CLAS Dean's Office.
- b. The purpose of the CLAS Staff Council is to:
  - i. Promote an inclusive, respectful and collaborative work environment.
  - ii. Represent the voice of all CLAS staff in regard to CLAS initiatives.
  - iii. Provide opportunities for professional development.

**2. Representation on CLAS Staff Council:**

- a. "CLAS Staff Council Members" is defined as the body of representatives from the University of Colorado Denver currently representing all College of Liberal Arts and Sciences staff employees. Staff Employees are defined as all individuals who are considered classified employees, university staff, as well as classified or university staff working retirees. Any CLAS staff employee, as defined above, is eligible for membership on CLAS Staff Council.
- b. CLAS Staff Council shall consist of up to 15 members as elected in accordance with Article III, Section D.
- c. Each staff member of CLAS Staff Council shall be entitled to one vote, except for the CLAS Staff Council Chair who will only vote in the event of a tie.
- d. In order to ensure that the interests of all staff employees are addressed, all efforts will be made to recruit a balanced representation of classified staff; university staff; and classified or university staff working retirees within the Council by percentage of employees within CLAS.

**3. Membership Terms and Expectations:**

- a. CLAS staff employees elected to the CLAS Staff Council membership will begin their term of membership on July 1st.
- b. CLAS Staff Council Members are expected to serve a minimum of a one-year term and up to three consecutive terms without needing to be re-elected.
- c. There is no limit set on the number of terms a member may be re-elected to serve.

- d. During their term, all CLAS Staff Council Members are expected to:
  - i. Request time from their immediate supervisor to perform CLAS Staff Council functions.
  - ii. Participate in and regularly attend at least 75% of official CLAS Staff Council meetings and activities. Members are expected to notify the CLAS Staff Council Secretary in advance of missing a meeting when possible.
  - iii. Disseminate information regarding CLAS Staff Council business and activities to constituents.
  - iv. Bring concerns and questions from constituents to CLAS Staff Council.
  - v. Serve on at least one CLAS Staff Council committee.

#### **4. Membership Elections Process:**

- a. CLAS Staff Council elections will be facilitated by the Nominating/Election Committee, comprised of at least three CLAS Staff Council members.
- b. Membership on the CLAS Staff Council is open to all CLAS Staff [classified staff, university staff, and university or classified working retirees]. Prior to the end of the academic year, the Nominating/Election Committee shall solicit nominations for new members and re-election of members whose three-year terms are ending. Candidates are nominated either by a current council member or they may self-nominate.
  - i. If there are fewer eligible candidates than available seats, membership will be automatically appointed by the current CLAS Staff Council Members.
  - ii. If elections are needed, electronic ballots will be distributed to all CLAS staff employees. Members will be elected in order of the greatest number of votes received. Each voter will be permitted to cast only one vote per vacancy. There will be no proxy voting.
  - iii. In case of a tie, the tie will be broken by a vote of current members of CLAS Staff Council.
  - iv. A staff member who was removed from the council in a previous term must wait one year before being nominated again.
  - v. A copy of election results and ballots shall be kept until the results of the next election, in order to fill vacancies which may occur during the upcoming year.
  - vi. The results of the election will be announced after all newly elected members have accepted the position. The CLAS Dean will notify all supervisors of CLAS Staff Council members to confirm their appointments.

- c. The position of any member of CLAS Staff Council shall become vacant upon written resignation. Vacant positions on CLAS Staff Council may be filled by appointment beginning with the runners-up from the last election, and then other eligible staff employees may be considered by nomination. The employee filling the vacancy will have voting privileges and will complete the term of the member being replaced.
- d. Eligible CLAS staff who missed the election period but wish to join CLAS Staff Council in the middle of a term year where vacant seats are available, may do so as ex officio members. Ex officio members do not receive voting privileges but can contribute to meetings and committees.

## 6. **Executive Committee and Elected Officers**

- a. There shall be an Executive Committee of the CLAS Staff Council to act as a steering committee and expedite the completion of council business as needed.
- b. The four elected officers (Chair, Vice Chair, Secretary, and Treasurer) comprise the Executive Committee and shall work together as a collaborative leadership team to ensure that all duties of CLAS Staff Council are fulfilled, even when duties may fall outside of their elected roles.
- c. The Executive Committee is collectively responsible for:
  - i. Compiling recommendations for CLAS Staff Council consideration and action.
  - ii. Meeting with the CLAS Dean.
  - iii. Scheduling and setting agendas for CLAS Staff Council meetings.
  - iv. Calling special meetings and/or appointing ad hoc committees.
  - v. Communicating and reporting on the activities of CLAS Staff Council to stakeholders.
  - vi. Updating the CLAS Staff Council website, responding to the CLAS Staff Council general email address, and sending out correspondence to all CLAS staff.
  - vii. Orienting new CLAS Staff Council members and coordinating a transition process when members step on or off the council.
- d. Elected Officers making up the Executive Committee of the CLAS Staff Council
  - i. **Chair** – The CLAS Staff Council Chair serves a 2-year term and shall act as the spokesperson for CLAS Staff Council at official functions or functions where CLAS Staff Council representation is requested. The Chair shall preside at all CLAS Staff Council meetings, enforce all regulations and policies as specified in the CLAS Bylaws, and ensure that council members are performing their duties. The Chair will act as signature authority for the CLAS Staff Council business, oversee budget and expenditures in cooperation

with the Treasurer, and approve official communications sent by CLAS Staff Council. The Chair will vote only in the event of a tie.

- ii. **Vice Chair** – The CLAS Staff Council Vice Chair serves a 1-year term. In the absence of, or upon resignation of the Chair, the Vice Chair shall preside at the CLAS Staff Council meetings and assume the powers, responsibilities and prerogatives of the Chair. The Vice Chair shall facilitate CLAS Staff Council membership and executive committee officer elections in coordination with the Chair.
  - iii. **Secretary** - The CLAS Staff Council Secretary serves a 1-year term and shall be responsible for the recording, editing, and approval of meeting minutes, including member attendance. In coordination with other members, the Secretary shall ensure that all council documentation is saved in a secure location for future access.
  - iv. **Treasurer** – The CLAS Staff Council Treasurer serves a 1-year term and shall be responsible for the CLAS Staff Council annual budget, along with the review, tracking, and reconciliation of all financial records relating to CLAS Staff Council functions. The Treasurer shall provide regular updates at council meetings, abide by all CLAS and CU Denver processes and deadlines, and maintain a secure archive of financial records and backup documentation.
- e. CLAS Staff Council members in good standing who are at 0.5 FTE (full-time equivalent) or greater are eligible to hold an elected office. Members must have served on CLAS Staff Council for at least six months immediately prior to running for an executive officer position. However, exceptions may be made if a CLAS Staff Council member wishes to serve in an executive officer role and is uncontested.
  - f. CLAS Staff Council Executive Committee Officer elections are coordinated by the Nominating/Elections Committee and are held in June of each year for the following year of service, starting July 1st. Uncontested candidates who are willing to serve will be automatically appointed. For executive officer roles with more than one eligible candidate, voting will be by the current CLAS Staff Council Members. New officers are voted in by majority vote (more than 50% of the votes cast). There is no limit set on the number of terms an executive officer may be re-elected to serve.
  - g. In the event of an executive officer leaving their position in the middle of their term, the Executive Committee will request volunteers to complete the term. A vote by the members may be requested in the event of multiple volunteers for a position. The results of the vote will name the successor. In extenuating circumstances, the duties of more than one executive officer may be combined or delegated, e.g. Secretary/Treasurer.

## **7. Removal from CLAS Staff Council**

### **a. Removal due to Nonparticipation:**

- i. Falling below 75% participation will prompt a discussion between the member and the Chair of the CLAS Staff Council to determine why active participation expectations aren't being met. Actions for consideration for a member who is not actively participating include, but not limited to, an exception to remain a member of the Council through the end of the term of service, or a resignation and discontinuation of voting privileges from the CLAS Staff Council.

### **b. Removal due to a Complaint:**

- i. Removal of a member based on a complaint must be submitted in writing to an officer on the Executive Committee. If the complaint is against an Executive Committee officer, the remaining Executive Committee officers not named in the complaint will review the issue to determine the validity of the complaint. If all officers on the Executive Committee have a complaint filed against them, the complaint will be reviewed by the Associate Dean of Faculty and Staff Affairs and three council members not mentioned in the complaint to determine validity of the complaint. The member(s) with the complaint filed against them will be given the opportunity to discuss the issue with the Executive Committee (or the Associate Dean for Faculty and Staff Affairs, if complaint is against all Executive Committee members) prior to action being taken on the complaint with the full CLAS Staff Council membership.
- ii. The Executive Committee members will vote on the recommended action and must receive a majority vote (more than 50% of the votes cast). The complaint shall be discussed in a closed-door session at the meeting and a vote by secret ballot shall be conducted under the supervision of the Nominating/Election Committee. For a member to be dismissed from the CLAS Staff Council, the vote of full membership will be required with a majority vote (more than 50% of the votes cast) in support of removing the member from the CLAS Staff Council. The member whose dismissal from the CLAS Staff Council is being voted on must recuse themselves from the vote.
- iii. All CLAS Council members will receive notification of the action of the member's status on the CLAS Staff Council within five business days after the final required vote.

## **8. CLAS Staff Council Committees** All CLAS Staff Council members are required to actively participate on at least one committee.

- a. CLAS Staff Council committees will be formed at the beginning of the new term year to fulfill specific tasks or to address specific ongoing issues affecting the staff and the

CLAS Staff Council. Example committees may include a Professional Development committee, an Event Planning committee, a Communications and Newsletter committee, a Job Satisfaction committee, etc. This could also include joint committees formed in collaboration with other governance groups requesting CLAS staff input and membership.

- b. The Nominating/Elections Committee will convene annually to oversee and facilitate the nominations and elections for CLAS Staff Council membership and the Executive Committee officers. The committee is comprised of the Vice Chair and at least two additional members selected for the Committee one month before any election; either by volunteer or appointment.
- c. The Staff Awards Committee will convene annually to oversee and facilitate the nominations and recipients of the CLAS Staff Awards. The committee is comprised of at least three members who will serve as the selection committee for the Outstanding Newcomer, Student Engagement, Community Engagement, Inclusive Excellence, and Outstanding CLAS Staff awards.
  - i. Committees shall schedule their meetings to fit their individual requirements and availability of their membership.
  - ii. Each committee shall maintain a record of its activities and provide updates at the monthly CLAS Staff Council meeting.
  - iii. Upon termination of a committee's responsibilities, a summary shall be kept as resource material.
  - iv. When appropriate, guests may be invited to contribute to CLAS Staff Council committees. Guests may include non-CLAS staff members, faculty or administration partners, students, or others.

## **9. Staff Council Meetings**

- a. Regular meetings of CLAS Staff Council shall be held monthly unless otherwise noted by CLAS Staff Council.
- b. CLAS Staff Council meeting times will be posted on the CLAS Staff Council website and are open for all CLAS staff to attend.
- c. Meetings will be conducted in a hybrid or virtual format when it is not feasible for all members to meet in person.
- d. Committee meetings and executive committee meetings are not announced publicly, but staff who are interested in particular topics may be allowed to sit in on these meetings with permission from an executive officer and/or a committee organizer.
- e. All meetings shall be conducted in a respectful and orderly basis guided by the principles of the latest version of Robert's Rules of Order.

- f. Only members of the CLAS Staff Council have voting privileges.
- g. A quorum is required to transact business (approve action items) at a meeting. A quorum shall consist of one-half plus one of the current voting members. In the absence of a quorum, any item needing approval is null and void and tabled to the next meeting or shall be sent out for vote to all CLAS Staff Council members via email or other electronic voting method. In the absence of a quorum, present council members may adjust the meeting time to adjourn or recess, to obtain a quorum. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.
- h. Staff council members may recuse themselves from voting in cases where there may be a conflict of interest.
- i. In case of a planned absence during a regular meeting, members can submit their vote prior to the beginning of the meeting during which the issue is on the agenda.
- j. A joint meeting of new, continuing, and retiring members of CLAS Staff Council shall be held between May and July. This meeting will be for the introduction of new members and orientation to the duties of officers and members.