

CLAS STAFF COUNCIL BY-LAWS

Adopted on 9/25/2020

Article I. NAME AND LOCATION

The name of the organization shall be "College of Liberal Arts and Sciences (CLAS) Staff Council," hereinafter referred to as CLAS Staff Council, to be located at the University of Colorado Denver Campus.

Article II. AUTHORITY

- a. The CLAS Staff Council was established by the Dean of College of Liberal Arts and Sciences on July 1, 2019. A copy of the Bylaws is provided to the CLAS Human Resources office and the CLAS Dean. The bylaws are published on the CLAS Staff Council's website.
- b. The Dean is the reporting authority with funding provided by the Deans Office.
- c. The CLAS Staff Council represents all staff within CLAS.

Article III: MISSION AND PURPOSE

The CLAS Staff Council advocates for and promotes the interests of all CLAS staff by building and maintaining a community where each staff member is valued and respected. The council serves in an advisory capacity to the Dean of CLAS in matters pertaining to staff equity, interests, needs, and policies pertaining to CLAS Staff. The purpose of the CLAS Staff Council is to:

- a. Promote an inclusive, respectful and collaborative work environment.
- b. Represent the voice of all CLAS staff in regard to CLAS initiatives.
- c. Provide opportunities for professional development.

Article IV. MEMBERSHIP AND DEFINITIONS

A. DEFINITIONS

- 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, as defined below.
- b. Staff Employees are defined as all individuals who are considered classified employees, university staff, professional research assistants, as well as classified or university staff working retirees.

B. MEMBERSHIP

- a. CLAS Staff Council shall consist of up to 15 members as elected in accordance with Article V, Section 2.
- b. Any CLAS staff employee, as defined in Article IV, Section A, is eligible for membership on CLAS Staff Council.
- c. 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; professional research assistants and classified or university staff working retirees within the Council by percentage of employees within CLAS.

CLAS STAFF COUNCIL BY-LAWS

Article V. Section 1. DUTIES OF MEMBERS

- a. Request time to perform CLAS Staff Council functions with their immediate supervisor.
- b. Be an active participant by regularly attending official CLAS Staff Council meetings, committee meetings and council activities. This is defined as attending at least 75% of the meetings and activities throughout the council member's yearly term.
- c. When at all possible, notify the CLAS Staff Council Secretary in advance of missing a meeting.
- d. Disseminate information regarding CLAS Staff Council business and activities to constituents.
- e. Bring concerns and questions from constituents to CLAS Staff Council members and to the CLAS Dean, as appropriate.
- f. Serve on at least one CLAS Staff Council standing committee.

Article V. Section 2. NOMINATION AND ELECTION OF MEMBERS

- a. CLAS Staff Council elections will be the responsibility of the Vice Chair of the Executive Committee, who heads the Nominating/Election Committee. The Nominating/Election Committee will be comprised of at least three (3) CLAS Staff Council members.
- b. Nominations for CLAS Staff Council membership shall be solicited by the Nominating/Election Committee. Membership on the CLAS Staff Council is open to all CLAS Staff [classified staff, university staff, professional research assistant, and university or classified working retirees]. Starting the month of April, the Nominating/Election Committee shall solicit nominations through the campus locations' electronic communications systems (website, university announcements, etc.). Nominees will be contacted by the Nominating/Election Committee to determine their willingness to run. Self-nominations are welcome.
- c. Elections will be held electronically, and ballots shall be distributed via email to all CLAS staff employees by the third week in April. Ballots must be submitted no later than the deadline indicated on the ballot to be valid. There will be no proxy voting.
- d. 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.
- e. All ballots shall be preserved for thirty (30) days in case the election is contested.
- f. A copy of election results shall be kept until the results of the next election, in order to fill vacancies which may occur during the upcoming year.
- g. In case of a tie, the tie will be broken by a vote of current members of CLAS Staff Council.
- h. New members, their immediate supervisor, and the CLAS Dean will be notified by letter of the term of membership. All candidates will be notified of the results of the election in writing within five (5) business days after the voting deadline and must accept the membership within five (5) business days after notification.
- i. The results of the election will be announced within one (1) week after all newly elected members have accepted the position.
- j. CLAS staff employees elected to the CLAS Staff Council membership will begin their term of membership on July 1st.
- k. CLAS Staff Council Members are expected to serve at minimum a one-year term and no more than three consecutive terms. Consecutive terms will not require re-election

CLAS STAFF COUNCIL BY-LAWS

- l. There is no limit set on the number of nonconsecutive terms a member may be elected to serve.
- m. A staff member who was removed from the council in a previous term, must wait one year before being nominated again.
- n. The position of any member of CLAS Staff Council shall become vacant upon written resignation.
- o. 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 within 90 days will complete the term of the member being replaced.
- p. Chair of the Nominating/Election Committee will issue the invitation to join the council to the nominees.

Article VI. EXECUTIVE COMMITTEE AND THEIR DUTIES

Executive Committee: An elected internal committee consisting of the CLAS Staff Council Officers, that sets the CLAS Staff Council agenda and makes recommendations for CLAS Staff Council consideration and action.

- a. Comprised of all elected CLAS Staff Council Officers.
 - b. The Executive Committee shall meet at least once each month prior to the regularly scheduled CLAS Staff Council meetings. The Chair or any member of the Executive Committee may call special meetings as necessary.
 - c. The Executive Committee shall hear reports from committees, discuss and make recommendations for CLAS Staff Council consideration and action, and set agendas for CLAS Staff Council meetings.
 - d. The Executive Committee shall be responsible for new CLAS Staff Council Member orientation.
 - e. Appoint ad hoc committees for CLAS Staff Council as a whole
- A. Elected Officers making up the Executive Committee of the CLAS Staff Council shall be:
- 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer
- B. Position Classification Representative, when necessary. If the Executive Committee needs to be 'balanced,' one representative from each job classification [classified staff, university staff, professional research assistant, and university or classified working retirees] may be elected to the Executive Committee.
- 1. This process will be completed via special election as needed after the regular election period.
 - 2. One Representative may be an elected officer or one appointed by the Chair as determined by the nominating/election committee in consultation with the CLAS Staff Council each year.
 - 3. Terms of office (in years) are as follows: Chair two (2) years, Vice Chair one (1) year, Secretary one (1) year, Treasurer one (1) year.

CLAS STAFF COUNCIL BY-LAWS

4. Any CLAS Staff Council member in good standing is eligible to hold an elected office. Members must serve on CLAS Staff Council for at least six months immediately prior to running for Chair.
5. In the event of the Chair's resignation or removal, the Vice Chair will become Chair and a new Vice Chair will be elected by the council to fulfill the remaining term.
6. In the event of an officer leaving office, 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.
7. In the event of vacated offices, the duties of more than one officer may be combined or delegated, e.g. Secretary/Treasurer.

Article VI. Section 1. THE CHAIR SHALL

- a. Preside at all CLAS Staff Council meetings and enforce all regulations and policies as specified in the CLAS Staff Council By-laws.
- b. Appoint the Vice Chair to preside in the absence of the Chair.
- c. Prepare, in cooperation with the elected officers, an agenda for all regular and special CLAS Staff Council meetings.
- d. Represent CLAS Staff Council along with the Executive Committee and CLAS Staff Council members at the annual meeting with the Dean.
- e. Submit a written annual report summarizing all activities to the Dean and members of CLAS Staff Council, including accomplishments of committees.
- f. Act as the spokesperson for CLAS Staff Council at official functions or functions where CLAS Staff Council representation is requested.
- g. Approve official communications sent by CLAS Staff Council, in cooperation with the Executive Committee.
- h. Vote only in case of a tie.
- i. Act as signature authority for the CLAS Staff Council account.
- j. Call special meetings for CLAS Staff Council and the Executive Committee, as necessary.
- k. Oversee budget and expenditures in cooperation with the Secretary and Treasurer. Review and initial with the Treasurer, budget summaries at the beginning and end of their term of office.
- l. Ensure that the agenda is available and distributed to CLAS Staff Council members in advance of meetings.
- m. Retain ex-officio membership on all CLAS Staff Council Committees.
- n. Ensure that council members are performing their duties as defined in Article V section 1.

Article VI. Section 2. THE VICE CHAIR SHALL:

- a. In the absence of, or upon resignation of the Chair, preside at the CLAS Staff Council meetings and assume the powers, responsibilities and prerogatives of the Chair.
- b. Facilitate CLAS Staff Council membership elections.

CLAS STAFF COUNCIL BY-LAWS

- c. Oversee Executive Committee Officer elections in coordination with the Chair in accordance with Article VII.
- d. Assist the Chair as requested.
- e. Serve as a voting member of the Executive Committee.
- f. Communicate with committee chairs to ensure effective communication with other Executive Committee Members and CLAS Staff Council members
- g. Assemble packet of information for new members, including a meeting schedule of time and place, bylaws, and a current membership roster.

Article VI. Section 3. THE SECRETARY SHALL

- a. Record the minutes and attendance of meetings
- b. Edit the minutes, if supplied by any other recorder.
- c. Keep the recorded minutes, as well as other council documents, in a secure archive to be available in the future.
- d. Ensure the distribution of the agenda, minutes and committee reports in advance of regular meetings.
- e. Notify members of special meetings. Members of the Executive Committee may call special meetings or as voted on by members of the council via email or in a regular meeting when deemed necessary.
- f. Keep a listing of all CLAS Staff Council Members, their committee membership and contact information.
- g. Assist with CLAS Staff Council correspondence, notices and other official business as requested by members of the Executive Committee.
- h. Be responsible for communication with CLAS Staff on behalf of the council.
- i. Maintain CLAS Staff Council Website
- j. Monitor the CLAS Staff Council email address and respond as necessary.

Article VI. Section 4. THE TREASURER SHALL

- a. Provide assistance with paying or arranging payment for CLAS Staff Council functions and expenditures.
- b. Participate with the Executive Committee to prepare the annual budget request.
- c. Report financial transactions at the regular council meetings.
- d. Reconcile financial records with the staff governance office in accordance with CLAS Dean's Office by end of fiscal year.
- e. Oversee and review the financial records and backup documentation, hold responsibility for recording accounts receivable and accounts payable.
- f. Keep a secure archive of financial records and backup documentation.

CLAS STAFF COUNCIL BY-LAWS

Article VII. NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE OFFICERS

- a. CLAS Staff Council Executive Committee Officer elections are held in June of each year for the following year of service, starting July 1st.
- b. Only CLAS Staff Council members with terms continuing through the following year are eligible to run for the Executive Committee.
- c. Nominations shall be solicited by the Nominating Committee at the beginning of June. Candidates are nominated either by a current council member or they may self-nominate.
- d. Voting will be by CLAS Staff Council Members.
- e. A ballot will be sent electronically within a one week after nominations have closed. Voting by the sitting council and Executive Committee occurs before the end of June; new officers are voted in by majority vote (more than 50% of the votes cast) and preside at the July meeting.
- f. Ballots will be tabulated by the committee; committee members running for office will be excused. The Vice Chair and/or Chair will confirm the results before announcements are made.

Article VIII. REMOVAL FROM CLAS STAFF COUNCIL

- a. Active participation in at least 75% of the CLAS Staff Council meetings, committee meetings and activities is expected within a service year. 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.
- b. The Chair of CLAS Staff Council will notify the Executive Committee of the discussion with the member to determine if actions any action should be taken. The member must respond to the Chair within 10 business days to discuss their participation status. Failure to respond will result in an immediate vote of CLAS Staff Council to dismiss the member.
- c. 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, a leave of absence from the Council, or discontinuation of voting privileges or removal from the CLAS Staff Council.
- d. 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 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.

CLAS STAFF COUNCIL BY-LAWS

- e. 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 and 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.
- f. All CLAS Council members will receive notification of the action of the member's status on the CLAS Staff Council within five (5) business days after the final required vote.

Article IX. Section 1. COMMITTEES

- a. Standing Committees: Internal CLAS Staff Council committees that addresses specific ongoing issues affecting the staff and the CLAS Staff Council.
- b. Nominating and Elections Committee: Oversees and facilitates the nominations and elections for CLAS Staff Council membership and the Executive Committee officers.
- c. Special Interest Committee: A committee constituted and executed by CLAS Staff Council in order to consider matters of a current and temporary nature. This may include committees formed on campus by other governance groups requesting staff input and membership.

Article IX. Section 2. STANDING COMMITTEES

- a. All CLAS Staff Council members are required to actively participate on at least one standing committee. Preference is given to areas of interest.
- b. Committees shall schedule their monthly meetings to fit their individual requirements and availability of their membership.
- c. CLAS Staff Council members shall chair only one committee as elected by committee members.
- d. Each committee shall elect a chairperson following the July meeting.
- e. Each committee shall maintain a record of its activities and present a report at the monthly CLAS Staff Council meeting.
- f. Upon termination of a committee's responsibilities, a summary shall be kept as resource material.

Article IX. Section 4. NOMINATING and ELECTION COMMITTEE

- a. Comprised of the Vice Chair and at least two (2) additional members selected for the Committee one month before any election; either by volunteer or appointment.
- b. The Nominating/Election Committee shall present to CLAS Staff Council in April a slate of nominees for members of CLAS Staff Council, along with information on each nominee.
- c. The Nominating/Election committee shall present to CLAS Staff Council in June a slate of nominees for Officers of CLAS Staff Council and representatives to the CLAS Staff Council.

CLAS STAFF COUNCIL BY-LAWS

Article X. STAFF COUNCIL MEETINGS

- a. Regular meetings of CLAS Staff Council shall be held monthly unless otherwise noted by CLAS Staff Council.
- b. Meetings may be conducted virtually via Zoom or other platforms when it is not feasible for members to meet in person. Any member who is not able to attend a meeting in person may join the meeting via telephone or virtually.
- c. Meetings shall be conducted in a respectful and orderly basis guided by the principles of the latest version of Robert's Rules of Order.
- d. 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. In the absence of a quorum, present council members may adjust the meeting time to adjourn or recess, in order to obtain a quorum. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.
- e. CLAS Staff Council meetings will be posted on the CLAS Staff Council website and will be announced to all CLAS staff via email one week prior to the meeting. The meetings are open for all CLAS staff to attend. Executive sessions of the meeting may be called by the Chair and held as needed; these sessions are closed to the public.
- f. Only members of the CLAS Staff Council have voting privileges.
- g. Staff council members may recuse themselves from voting in cases where there may be a conflict of interest.
- h. In cases of long-term leave of absences, a substitute may be appointed with voting privileges with the approval of CLAS Staff Council.
- i. 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 introduction of new members and orientation to the duties of officers and members.
- j. In case of an absence, members can submit their vote prior to the beginning of the meeting during which the issue is on the agenda.

Article XI. AMENDMENTS TO BYLAWS

- a. Bylaws will be reviewed annually and updated as necessary.
- b. Changes will be announced to all CLAS staff and will be open for comment for ten (10) business days. Any changes to the bylaws after this comment period will be approved by the CLAS Staff Council members with a majority vote (more than half of the votes cast) before being submitted and will be submitted to the Dean for approval. In the case of significant changes to the bylaws, the CLAS Staff Council will require an all staff vote with a majority vote (more than half of the votes cast) for approval before the newly approved bylaws are sent to the Dean for approval.
 1. An amendment to the bylaws may be proposed by any CLAS Staff Council member in writing to the Executive Committee at least two weeks prior to the monthly meeting.
 2. At the next scheduled monthly meeting, the amendment will be read and considered.