

THE STAFF COUNCIL OF IDAHO STATE UNIVERSITY

The Staff Council of Idaho State University was established as a collective organization, providing representation of all staff, comprised of classified and non-classified employees.

To provide leadership to staff members in the promotion and development of programs, policies, and procedures which enhance Idaho State University in the pursuit of its mission.

To promote an active role for staff members in the University governance structure.

To study and make recommendations concerning the establishing, interpreting, and publicizing of the University's operating policies and procedures affecting staff members.

To make recommendations on behalf of staff members in policy matters pertaining to personal and professional welfare.

To study problems and/or potential problems of staff members and to cooperate with the Faculty Senate in the formulation of joint recommendations concerning the solution of problems common to faculty and staff members.

To form, or serve on, committees, as required, to study special or continuing problems and report to Staff Council.

To provide opportunities for professional development for all staff members.

To recognize and honor staff members for their service to Idaho State University.

Section 1: Definitions.

Staff Council "Members" shall refer to all classified and non-classified employees.

Staff Council "Committee" refers to Staff Council Committee Members elected by their constituencies.

"The Presidency" refers to the President, President-Elect and Past President of Staff Council. Presidency members are Staff Council Officers.

Staff Council "Executive Committee" consists of the President, President-Elect, Past-President (non-voting), (4) Member-at-Large, a secretary, and a treasurer.

- The secretary and treasurer shall be a Staff Council Committee member and be elected by the Staff Council Committee. Members at-Large may be appointed as secretary or treasurer, or they may be selected from members of the Staff Council Committee.

- Members-at-large are nominated from, and elected by, Staff Council Committee members representing their respective constituency. (2) Members-at-Large shall represent each group of classified and non-classified staff.
- The Executive Committee is a standing committee and will meet as needed.
- The Executive Committee exists to:
 - Assist the President in his/her duties in representing the interests of Staff Council and all staff members.
 - Discuss and organize agendas for Staff Council meetings.
 - Take emergency action where warranted.
 - Form and chair annual election committee.
 - Form and chair committee to organize recognition events.
 - Record and maintain financial and historical records.

Any actions taken by the Executive Committee must be brought to the Staff Council at the earliest possible convenience for ratification.

“Member-at-Large” is a member of the Staff Council Executive Committee elected by a majority of the Staff Council Committee. A Member-at-Large is a Staff Council Officer.

Section 2: Constituency.

The Staff Council Committee shall be nominated and elected by their constituencies.

The Staff Council Committee shall be comprised of classified and non-classified employees representing their constituencies as defined in Section 14 of these bylaws.

Committee Members shall serve a three year term. If a Committee Member is elected President-Elect, they must be willing to serve as President-Elect, President, and Past President, which may extend the total term of service in excess of (3) years.

Section 3: Representation.

- A. Each year the Staff Council Committee shall nominate a Staff Council Committee member as President Elect. The nominee shall be selected alternately between a classified and non classified employee each year.

On year (1) the Staff Council Committee will nominate a non-classified committee member to serve as President Elect. Candidates for this position must have served on Staff Council for at least (1) year.

On year (2) the Staff Council Committee will nominate a classified committee member to serve as President Elect. Candidates for this position must have served on Staff Council for at least (1) year.

In the event that a suitable Committee member cannot be found from the appropriate group, nominees may be accepted from the alternate group.

The intent is to give each group equal opportunity to serve as President Elect, and ultimately, President of Staff Council.

- B. *Other locations.* In the interest of preserving a voice for employees based in locations outside of Pocatello, one classified and one non-classified employee from Idaho Falls, Twin Falls and Boise may be appointed as ex-officio, non-voting members of Staff Council Committee.
1. This provision shall not be construed to restrict employees from non-Pocatello locations from standing for election as a voting member of Staff Council representing their classified or non-classified constituents as appropriate.
 2. If a voting member of Staff Council is elected from a non-Pocatello location, that individual's position shall satisfy the requirement of non-Pocatello representation and an ex-officio member shall not be appointed for that location.
 3. Ex-officio, non-voting members shall be appointed by the Staff Council Executive Committee. The appointment shall be confirmed by a simple majority vote of attending Staff Council Committee members at a regularly called meeting.
 4. Nominations for the ex-officio, non-voting positions may be made by individuals employed in those locations. Self-nominations are accepted.

Section 4: Term.

A. President-Elect

A Staff Council Committee member or Member-at-Large elected as President-Elect shall serve for three years; the first year as President-Elect, the second year as President, and the third year as Past-President; consecutively. The President-Elect must be willing to serve these three years in the Presidency.

B. Member-at-Large

A Staff Council Committee member elected as Member-at-Large may serve up to two terms during their (3) year elected term. A Member-at-Large may serve up to two terms.

C. Committee

A Staff Council Committee Member shall serve a term of (3) years.

Section 5: Executive Committee

A. President

1. *Authority.* The President is empowered to represent the interests of the Staff Council and all staff members in official acts and meetings. The President receives his or her authority from and serves at the pleasure of the Staff Council.
2. *Duties.* The President shall:
 - a. Serve as chief liaison or staff representative at public events and meetings where a staff voice or staff presence is desired, including but not limited to:
 - 1) State Board of Education meetings
 - 2) Meetings of the Idaho Legislature
 - 3) Change in Employee Compensation Committee meetings;
 - b. Serve as a member of the University President's Cabinet and attend its meetings;
 - c. Attend other administrative meetings;
 - d. Schedule and preside over Staff Council meetings;

B. President-Elect

1. *Authority.* In the absence of the President, the President-Elect is the Acting President. The President-Elect receives his or her authority from and serves at the pleasure of the Staff Council.
2. *Duties.* The President-Elect shall:
 - a. Assist the President as assigned;
 - b. Fulfill the duties of the President when delegated to do so, or when the President is unable to perform his or her duties.

C. Past President

1. *Duties.* The Past President shall serve in an advisory, non-voting capacity. The intent of the office is to provide a source of institutional knowledge and experience:
 - a. To advise the President in the execution of his or her responsibilities.
 - b. To help prepare the President-Elect to assume the duties of the office of President.

D. Member-at-Large

1. *Duties.* Members-at-Large shall represent all classified and non-classified staff and serve as officers of the Executive Committee.

E. Secretary and Treasurer

1. *Duties of the Secretary.* The Secretary shall:

- a. Maintain an accurate record, including attendance, of all meetings.
- b. Prepare reports of recommendations for presentation at the request of the President
- c. As necessary, obtain or maintain membership roster and be responsible for all mailings.
- d. Work to ensure relevant information is provided to the Staff Council Web sites.

2. *Duties of the Treasurer.* The Treasurer shall:

- a. Maintain accurate and current fiscal records.
- b. Submit a monthly financial report to the Executive Committee.
- c. Initiate transfers of funds, and appropriately ensure that expenses are paid in a timely and accurate manner, as approved by the Executive Committee.
- d. As requested, check quarterly to confirm employees who receive professional development funds complete write-ups on the benefits to them and their departments.

Section 6: Meetings.

- A. "Robert's Rules of Order," in its most recently revised version, shall govern all meetings of the Staff Council in all cases to which they are applicable and in which they are not in conflict with these bylaws or with any other rules that are adopted by the Staff Council Committee for conducting of their meetings.
- B. The Staff Council President, representing all University staff, shall attend meetings of the University President's Cabinet and other meetings, events and functions as appropriately required.
- C. Staff Council meetings shall be called by, and conducted under the direction of, the Staff Council President. These meetings shall be held quarterly or as needed.
 1. *Agendas.* The Staff Council President shall issue a call for agenda items no later than five working days before the meeting. Any Staff Council member may submit agenda items. Agenda items shall be submitted no later than 24 hours before the meeting. The agenda shall be distributed to Staff Council members no later than 24 hours before the meeting. An agenda may include: a call to order, a roll call, a review and approval of minutes, announcements, discussion of old business, discussion of new business, committee reports, adjournment.

2. *Minutes.* Minutes of Staff Council proceedings shall be kept by a Secretary appointed by the Executive Committee from the Staff Council Committee. Minutes shall be distributed within 10 working days of the meeting. Minutes shall be reviewed and approved at the following meeting. Approved minutes shall be made public, which may include posting on the Staff Council Web site.
3. *Record of attendance.* The minutes of each meeting shall show the names of members present, those excused, and those unexcused.
4. *Open meetings.* The Open Meeting Law of the State of Idaho (Idaho Code §§ 67-2340 through 67-2347) will be observed.
5. The President may abstain from voting on measures in a Staff Council meeting. However, if there is a tie vote, the President shall cast the deciding vote.

Section 7: Grounds for Recall. Members of the Staff Council Presidency will be subject to recall for failing to fulfill the duties outlined in these bylaws, or for failure to uphold the duties of the office.

Any staff employee may seek to have a member of the Staff Council Presidency recalled by submitting to a representative of the Staff Council written justification of such recall that is supported and appropriately signed by at least 10 percent of the current membership of staff employees (i.e., 1,000 members requires 100 signatures).

The written justification and its signatures must be verified as containing the names of currently employed staff members. Verification must occur within 10 working days of receipt of the written justification.

Upon verification of the signatures, the representative who received the written justification is empowered and compelled to then call a special recall meeting. Such a meeting must be called within five working days of receiving the verified written justification and signatures, and announced at least 10 working days before the meeting is scheduled. The meeting must take place no later than 30 working days after receipt of verification of the signatures.

A quorum of the Staff Council Committee must be present for the meeting to proceed.

A recall vote requires a majority vote of the Staff Council Committee members present at an appropriately called meeting.

The Staff Council Committee, not including members of the Presidency, shall nominate and elect a Staff Council member to oversee the recall proceedings. The election shall be made by a simple majority vote.

Voting on the recall shall be done by secret ballot. In the event of a tie, the recall fails. No member of the Presidency may vote in the recall election.

Section 8: Amendments. An amendment to these bylaws may be proposed by the Executive Committee or by a majority vote of those present in a regular or special meeting of Staff Council Committee. Additionally, staff members wishing to propose an amendment may do so by submitting a proposed amendment to the Executive Committee through their constituent group representative. Proposed amendments shall be posted or distributed among the membership by any commonly employed methods of communication, including but not limited to, posted mail, electronic mail, online survey or other means, for a period of no less than five business days before a vote takes place.

Section 9: Ratification. Any material change to the bylaws shall be amended by a two-thirds majority of Staff Council Members. Voting may be by any commonly employed methods of communication, including but not limited to, posted mail, electronic mail, online survey or other means. Results of the vote shall be posted or distributed among the membership by similar means in a timely fashion. These bylaws and amendments thereto are subject to review and approval by the President of Idaho State University.

Section 10: Vacancies.

- A. A vacancy may occur when a member of the Staff Council Committee, is absent from three properly called meetings, unless excused by the President.
- B. When a vacancy has occurred, the matter shall be presented by the Executive Committee. The Staff Council Committee shall cast a vote to confirm the creation of a vacancy.
- C. Vacancies occurring after February 1 need not be filled before regular elections.
- D. When possible, vacancies shall be filled by appointment of the candidate who, at the most recent election for the position vacated, had the second highest number of votes. If the vacancy cannot be filled in this way, the President shall appoint, subject to Council Committee approval, a person from the same constituent group to complete the unexpired term. A person appointed to serve less than half of a full term shall be eligible for election to the succeeding term.
- E. In the event of a vacancy in the office of President, the President-Elect shall assume that office. In the event of a vacancy in the office of President-Elect, or if the President-Elect refuses the office of President, the Council Committee shall elect a replacement from the appropriate group. If the appropriate group is unable to provide a candidate, then the alternate group can provide a candidate.

Section 11: Grievance Procedures.

- A. *Grievance defined.* It is the policy of Idaho State University to consider the grievances of employees promptly and impartially. A grievance is defined as a work-related problem or condition that the employee believes to be unfair,

inequitable or in which the employee feels his or her rights under the announced rules or past practices have not been respected, excluding dismissals.

- B. *Due process and representation.* All University employees shall receive proper representation from their respective Staff Council representative(s) in any grievance procedure, as outlined in [Part IV, Section 5, Subsections A and B of the Faculty-Staff Handbook](#).

Section 12: Elections.

- A. *Term of Office.* Staff Council Committee members shall be elected for a three-year term. To provide continued membership on the Board, approximately one-third (1/3) of the membership positions shall be filled each year. At no time may all members of the same group serve the same term.
- B. Before each annual election, a census shall be conducted through the Office of Human Resources of employees within each group to determine proportional representation within non-classified and classified employees.
- C. *Election process.*
 1. An Election Committee shall be formed annually, no later than the last day of February, comprised of classified and non-classified members of the Staff Council Committee. Prior to elections, the election committee shall call for nominations from their respective constituencies. The call for nominations shall be publicized throughout campus media at least twice by the last day of March.
 2. Nominations must be submitted to the Election Committee. Names of nominees shall be published throughout campus media at least once before April 15.
 3. The Boards shall: (1) Confirm the eligibility and availability of each nominee through the Office of Human Resources; (2) Prepare and distribute ballots, ensuring that each eligible staff employee has an opportunity to vote; (3) Collect and count the ballots; (4) Record the order in which all candidates finished in the election; (5) Report the election results. NOTE: A ballot may be furnished in a printed or electronic format.
 4. Election shall be by simple majority of the members voting. In the event of a tie, the Staff Council President will determine the outcome with a coin toss.
 5. Elections shall take place no later than April 15.
- D. *Certification.* Election results shall be certified by April 30. Those elected shall be seated as Staff Council Committee members at the first regular meeting in May.

Section 13: Members-at-Large

- A. Staff Council Committee members shall elect its Members-at-Large at the first regular meeting following each election. The term of office will be for (1) year for a maximum of two terms. Only continuing Committee members or newly-elected Committee members will be eligible to vote for those representing their constituency.

In the event of a vacancy, Staff Council Committee members, representing their constituency, shall elect a replacement.

Section 14: Staff Council Committee Members

Before each annual election, a census shall be conducted through the Human Resource Office of employees within each group to determine proportional representation.

I. Non-Classified Representation

- A. Each group listed shall have at least one representative member on Staff Council Committee. One additional representative is elected for every fifty (50) employees in each group.

- B. Groups

- 1. Group I - Instruction - Academic Support

- a. Graduate School, Office of Research, Sponsored Programs, University Library, Idaho Museum of Natural History, Experiential Learning Assessment, Continuing Education and Conferences, Institutional Research, Registration and Records, ISU-Idaho Falls, ISU-Twin Falls, ISU-Meridian, Academic Support and University Summer Programs, Academic Advising, Native American Academic Services, Enrollment Planning, Admissions, Recruitment, Information Technology Services, Information Security and Operating Systems, Enterprise Applications, Networking and Telecommunications, Educational Technology Services, Center for Teaching and Learning, College of Technology.

- 2. Group II - Student Services

- a. Campus Recreation, Career Services, ADA & Disability Resource Center, Early Learning Center, Counseling and Testing Center, International Student Services, Student Health Center, Student Unions and Involvement, TRiO Student Services, University Housing, Public Safety, Maintenance and Operations, Shops, Transportation Services, Facilities Services, Campus Planning, Energy Conservation, Anderson Gender Resource Center.

3. Group III - Office of Finance and Administration
 - a. Controller, Budget, Grants, Accounting, Mail Center, Business and Technology Center, Financial Aid, Scholarships, University Business Officers and Department Fiscal Officers, Internal Auditor, Human Resources, Purchasing Services, Stores/Central Receiving.
4. Group IV - Auxiliary Enterprises and Institutional Support
 - a. University Relations, Development/ISU Foundation, Alumni Relations, Government Relations, Event Services, Athletics, Holt Arena, General Counsel, Risk Management, Affirmative Action, Records Management.

II. Classified Representation

- A. Each group listed shall have at least one representative member on Staff Council Committee. One additional representative is elected for every fifty (50) employees in each group.
- B. Groups
 1. Classified Administrative/Executive Professional Classified employees
 2. Secretarial/Clerical Classified employees
 3. Technical/Paraprofessional Classified employees
 4. Skilled Crafts Classified employees
 5. Service/Maintenance Classified employees