

# 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, consisting of classified employees 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 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.** "The membership" shall refer to all employees represented by COPE, CEC and the Staff Council.

"The Council" shall refer to the elected members of Staff Council, composed of COPE and CEC members.

"The Presidency" refers to the President, President-elect and Past President of Staff Council.

**Section 2: Constituency.** The Staff Council consists of all members of the Classified Employees Council (CEC) and the Council of Professional Employees (COPE). The Staff Council Executive Committee consists of a President, President-Elect, Past-President (non-voting), the chairpersons of CEC and COPE, and a Member-at-Large.

The Member-at-Large is a member of the Staff Council elected by a majority of Staff Council members and serves for a term of one year.

The Executive Committee is an ad hoc committee, and will meet as needed. The committee exists to discuss agendas for Staff Council meetings, and to take emergency action where warranted. Any actions taken by the Executive Committee must be brought to the Staff Council at the earliest possible convenience for ratification.

### **Section 3: Representation.**

- A. Each year, COPE and CEC will alternately nominate a Staff Council member to serve as President-Elect. Candidates for this position must have served on Staff Council for at least one year.
- 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 each location may be appointed as ex-officio, non-voting members of CEC, COPE and Staff Council.
  - 1. This provision shall not be construed to restrict employees from non-Pocatello locations from standing for election as a voting member of CEC or COPE, representing the appropriate classification or division.
  - 2. If a voting member of CEC or COPE 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 and council (CEC or COPE).
  - 3. Ex-officio, non-voting members shall be appointed by the corresponding council chair. The appointment shall be confirmed by a simple majority vote of attending council 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. Council chairs shall consider these nominees before seeking alternative candidates.

**Section 4: Term.** A staff member elected to the Presidency 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.

### **Section 5: Presidency.**

- 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;
- e. attend COPE and CEC meetings as necessary.

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. The 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.

**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 for the conduct 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 will 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. The same shall apply to COPE and CEC and their respective officers.

2. *Minutes.* Minutes of Staff Council proceedings shall be kept by a Secretary appointed from the Council. 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. The same shall apply to COPE and CEC and their respective officers.
  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.
- D. COPE and CEC meetings shall be called by, and conducted under the direction of, the respective chairs. These meetings will be held monthly or as needed.
1. The Staff Council President and President-Elect may attend the regular meetings of both COPE and CEC in order to understand and represent staff interests and concerns.
  2. Members of the Staff Council Presidency shall not vote during COPE or CEC meetings, except in the case of a tie. In the event of a tie, a member of the Staff Council Presidency may vote. This voting member of the Presidency must have come from the same council where the vote is taking place.

**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 must be present for the meeting to proceed.

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

The Staff Council, 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. 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 the Staff Council voting membership. 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 Council, unless excused by the Council Chair or President, is absent from three properly called meetings.
- B. When a vacancy has occurred, the matter shall be presented by the Secretary or Chair or President of the Council to the Council. The Council shall confirm or reject the vacancy.
- C. Vacancies occurring after February 1 need not be filled before the 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 Council Chair shall appoint, subject to Council 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 Council Chair or Council President, the Vice Chair or President-Elect may assume that office. In the event of a vacancy in the office of Vice Chair or President-Elect, or if the Vice Chair or President-

Elect refuses the office of Chair or President, the Council may elect a replacement.

### **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 will receive proper representation from their respective COPE and CEC representatives on Staff Council 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 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 COPE and CEC.
- C. *Election process.* The following section applies individually to COPE and CEC.
  - 1. The Vice Chairs of each Board shall annually, no later than the last day of February, appoint election committees from each Board. Prior to elections, the election committees shall call for nominations from their respective memberships-at-large. 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 respective Board members. 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.
  - 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. The winner of the coin toss shall be named to the Board.
  - 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 Board members at the first regular meeting in May.

### **Section 13: Board Officers.**

A. *Officers.* Each Board shall elect its officers at the first regular meeting following each election. The term of office will be for one year. Only continuing Board members or newly-elected Board members will be eligible to vote for officers of their respective Boards. Only those persons who have served on their respective Boards for at least one (1) year shall be eligible for election to the offices of Chair or Vice Chair. If such qualified Board members are not available or are unwilling to serve as Chair or Vice Chair, this requirement may be waived.

1. *Replacement of officers.* In the event of a vacancy in the office of Chair, the Vice-Chair may assume that office. In the event of a vacancy in the office of Vice-Chair, or if the Vice Chair refuses the office of Chair, the Board may elect a replacement.
2. *Duties of the Chair.* The Chair shall:
  - a. Preside at all meetings of the Board.
  - b. With the approval of the Board, appoint required subcommittees.
  - c. With the approval of the Board, nominate representatives to University-level standing committees, where appropriate.
  - d. If necessary, appoint an Parliamentarian.
  - e. Perform all other duties pertaining to the office of Chair.
3. *Duties of the Vice Chair.* The Vice Chair shall:
  - a. If willing, assume the duties and responsibilities of the Chair in the event of absence or disability.
  - b. Carry out responsibilities pertaining to election proceedings as outlined in these bylaws.
  - c. Perform such other duties as may be assigned by the Chair or Board.
4. *Duties of the Secretary.* The Secretary shall:
  - a. Maintain an accurate record, including attendance, of all meetings of the Board.
  - b. Prepare reports of recommendations for presentation at the request of the Chair.
  - c. As necessary, obtain or maintain membership roster and be responsible for all mailings.
  - d. Work with the Historian or others to ensure relevant information is provided to the Board Web sites.
5. *Duties of the Treasurer.* The Treasurer shall:
  - a. Maintain accurate and current fiscal records.
  - b. Submit a monthly financial report to the appropriate Board.

- c. Initiate transfers of funds, and appropriately ensure that expenses are paid in a timely and accurate manner, as approved by the Board.
  - d. As requested, check quarterly to confirm employees who receive professional development funds complete write-ups on the benefits to them and their departments.
6. *Duties of the Historian.* (COPE only) The Historian shall:
- a. Document history of COPE and help maintain its Web site and other archives or communication on behalf of COPE and its membership.

**Section 14: Council of Professional Employees (COPE).**

- A. *General Function.* The COPE Board is an elected body that represents the interests of the non-classified employees by working with other components of Idaho State University for the improvement of personnel management, morale, work environment, and productivity.
  - 1. Board members shall be responsible for distributing COPE information to new members and explaining the purpose of the organization.
- B. Membership in COPE shall include all non-classified personnel:
  - 1. who are filling a non-classified position, half time or more and are exempt from:
    - a. personnel policies of the Idaho Personnel Commission (non-classified)
    - b. governance by faculty personnel policies and stipulations (non-faculty)
- C. A membership roster shall be maintained by the COPE secretary.
- D. A person ceases to be a COPE member upon termination of employment.
- E. Each group listed shall have at least one representative member on COPE. One additional representative is elected for every fifty (50) employees in each group.
- F. 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, Financial Aid, Scholarship, University Programs-Idaho Falls, University Programs-Twin Falls, University Programs-Boise, 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 - Financial Services
  - a. Controller, Budget, Grants Accounting, Mail Center, Business and Technology Center, College of Technology Fiscal Officer, Facilities Services Fiscal Officer, Athletics Fiscal Officer, ASISU Fiscal Officer, 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.
5. Group V – ISU-Boise
6. Group VI – ISU-Idaho Falls

**Section 15: Classified Employees Council (CEC).**

- A. *General Function.* The Classified Employees Council (CEC) is the representative voice of, and acts as an advocate for, the classified employees of Idaho State University. CEC will pursue ongoing improvements in the areas of personnel management, morale, working conditions, and productivity. The Board will facilitate communication with its constituents to ensure an ongoing, free exchange of information and ideas.
  1. To study and evaluate the University's interpretation and application of Idaho Personnel Commission rules and regulations and make recommendations to the University President.
  2. To provide classified employees an opportunity to serve on University committees and task-forces that may deal with governance, planning and policies.
- B. Membership in CEC shall include:
  1. Employment in a permanent position that falls under the policies of the Idaho Personnel Commission at Idaho State University. The employee may also be a new hire completing the six month probation period.
  2. Employment in a position on a half-time or greater basis.

- C. A membership roster shall be maintained by the CEC secretary.
- D. A person ceases to be a CEC member upon termination of employment.
- E. Each group listed shall have at least one representative member on CEC. One additional representative is elected for every fifty (50) employees in each group.
  - 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
- F. Before each annual election, a census shall be conducted through the Human Resource Office of employees within each group to determine proportional representation on CEC.
- G. *Officers.*
  - 1. *Replacement of officers.* In the event of a vacancy in the office of Chair, the Vice-Chair may assume that office. In the event of a vacancy in the office of Vice-Chair, or if the Vice Chair refuses the office of Chair, the Board may elect a replacement.
  - 2. *Duties of the Chair.* The Chair shall:
    - a. Appoint a Secretary, subject to the approval of the Board.
    - b. Appoint a Treasurer, subject to the approval of the Board.
    - c. Preside at all meetings of the Board.
    - d. With the approval of the Board, appoint required subcommittees.
    - e. With the approval of the Board, nominate representatives to University-level standing committees, where appropriate.
    - f. Perform all other duties pertaining to the office of Chair.
  - 3. *Duties of the Vice Chair.* The Vice Chair shall:
    - a. If willing, assume the duties and responsibilities of the Chair in the event of absence or disability.
    - b. Carry out responsibilities pertaining to election proceedings as outlined in these bylaws.
    - c. Perform such other duties as may be assigned by the Chair or Board.
  - 4. *Duties of the Secretary.* The Secretary shall:
    - a. Maintain an accurate record, including attendance, of all meetings of the Board.
    - b. Prepare reports of recommendations for presentation at the request of the Chair.

- c. Maintain membership roster and be responsible for all mailings.
  - d. Ensure relevant information is provided to the CEC Web site.
5. *Duties of the Treasurer.* The Treasurer shall:
- a. Maintain accurate fiscal records for CEC.
  - b. Complete purchase orders and travel authorizations as needed.
  - c. Check quarterly to confirm employees who receive development funds complete write-ups on the benefits to them and their departments.