

Bylaws of the Genesee Staff Council of the University of Rochester

I. Mission

The mission of the Genesee Staff Council (GSC) is to facilitate active and direct communication between University staff and senior administration and to provide a forum for input and discussion of issues important to the staff and the University. The Council will be composed of a group of diverse staff from across various University offices and academic departments.

II. Membership

A. Membership is composed of seats allocated to represented districts. Members shall be elected by peers from within their respective districts to fill the seat(s) for the term.

- i. Members elected in the annual election shall serve for a two-year term effective Labor Day following their election
- ii. Shall have no term limits.
- iii. Composition and number of representatives shall be determined by the Election Committee prior to the beginning of the election period based on district census data.
- iv. Members who are elected to the council to fill a vacated seat shall serve the remainder of the original two-year term associated with the seat.
- v. Members who are elected council Co-chair shall serve for their full two-year co-chair term before their seat is eligible for re-election. This can result in a three-year term for their district seat.

B. Officers

- i. Co-chairs
 - a. Shall be elected for two-year terms.
 1. Inaugural Co-chairs shall serve different term lengths to create a staggered change of leadership and to promote continuity – one for a 2-year term (2019-2021) and one for a 3-year term (2019-2022).
 - b. Shall not serve more than one consecutive term.
 - c. Shall remain on the council for at least one additional year following their term as ex officio members to create continuity of leadership.
 - d. Shall be elected by an internal process of the Staff Council, conducted at the first meeting of each term.
 - e. Shall be responsible for setting agendas and priorities, representing the Council to University administration and faculty.
 - f. Shall prepare and distribute meeting agendas.
 - g. Shall prepare the annual report of the Council for the Chief Diversity Officer and the Chief Human Resources Officer.

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- h. Shall appoint a member to review and amend meeting minutes in the absence of the Secretary.
 - i. Shall recommend Parliamentarian candidate for appointment.
 - j. Shall prepare an annual budget for approval by the Council.
 - ii. Secretary
 - a. Shall be appointed by the Co-chairs for a one-year term.
 - b. Shall maintain records of the Council's proceedings, including, but not limited to, attendance, minutes, and member and appointee terms.

C. Ex Officio Members

Ex officio members are non-voting members of the Council and shall be recommended for appointment by the Co-chairs and ratified by two-thirds vote of the Council.

- i. Parliamentarian
 - a. Shall be appointed for a two-year term.
 - b. Shall have previous experience with the operation of the Council.
 - c. Shall preside over questions of procedure.
 - d. Shall maintain and uphold the Council bylaws.
- ii. Representation from the Office of Equity and Inclusion
- iii. Representation from the Office of Human Resources
- iv. Council members who are no longer eligible to complete their elected term, but remain employees in good standing, may serve up to six months of their term at the discretion of the Executive Committee.
- v. Immediate past Co-chairs (who do not remain as elected members of the Council) can be appointed as ex officio members at the discretion of the Council.

D. Removal from the Council

- i. Members shall be removed from the Council for the following reasons:
 - a. Departure from the University.
 - b. No longer meets eligibility requirements to remain on the Council (please refer to section VI B).
- ii. Members of the Council may be removed at the recommendation of the Executive Committee pending confirmation by a two-thirds majority of the Council. Removal must be based on, but is not limited to:
 - a. Failure to fulfill roles and responsibilities of a Council member.
 - b. Conduct unbecoming of a member of the Council.
 - c. Insufficient meeting attendance.

III. Roles and Responsibilities - Members

- A. Shall fulfill the mission of the Council.

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- B. Shall maintain effective communication with their supervisor to ensure that job responsibilities are organized in cooperation with their staff council role.
- C. Shall attend all Council and committee meetings where possible. If a member is unable to attend a scheduled meeting, notification shall be provided in advance to the Secretary of the Council or committee chair.
- D. Shall encourage informed communication among University Staff and the broader University community, including the recognized governance groups.
- E. Shall solicit nominees and make recommendations for University committees and other committees as requested by senior administration.

IV. Meetings

A. Council Meetings

- i. Shall be held regularly, as needed, and be scheduled by the Co-chairs.
- ii. Notification shall be given to all Council members two business days prior to the meeting, if a special, unscheduled meeting is needed.
- iii. A mandatory full-day workshop shall be scheduled annually.

B. Quorum shall be defined as two-thirds of the voting members.

C. Voting

- i. For motions on the floor, a simple majority of voting members present shall carry the motion.
- ii. For election of Co-chairs, a plurality of voting members present shall determine the winners. Votes shall be cast by anonymous ballot.

V. Committees

A. Executive Committee

- i. Shall serve as an agenda committee for the deliberations of the Council and may make recommendations to the Council.
- ii. Shall consist of the Co-chairs, Secretary of the Council, representation from Human Resources, appointees at the discretion of the Co-chairs, and the immediate past Co-chair.
- iii. Standing invitations shall be extended to the chairs of Council committees.
- iv. Shall review any budgeted expenses over \$1,000 prior to proceeding.
- v. Shall review any non-budgeted expenses over \$250 prior to proceeding.

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B. Bylaws Committee

- i. Shall annually review Council bylaws.
- ii. Shall propose changes to the Council bylaws as necessary.
- iii. The Parliamentarian shall serve as a standing member of the Bylaws Committee.

C. Election Committee

- i. Shall oversee the election process and is composed of members not seeking election.
- ii. The Election Committee Chair shall report directly to the Co-chairs and certifies and announces the results of elections.
- iii. The Parliamentarian shall serve as a standing member of the Election Committee.
- iv. Shall maintain a process for filling vacancies in the event a council member leaves their seat prior to the end of their elected term.

D. Ad hoc Committees

- i. Committees on project-related work shall be appointed by the Co-chairs and ratified by a majority of the Council.
- ii. Committees shall exist for the duration of their work.
- iii. Committees shall consist of a minimum of four Council members.
- iv. Ad hoc committees may be disbanded at the request of the Council or the membership of the committee.

VI. Election Process

To provide Genesee Staff Council representation across the units and departments, there shall be 11 district groups based on division and department family, with the number of representatives determined by the total size of the district. Districts are: Advancement, Arts, Sciences & Engineering, Auxiliary Union, Central Administration, Eastman School of Music, Laboratory for Laser Energetics, Memorial Art Gallery, River Campus Libraries, Simon School of Business, University Information Technology, Warner School of Education.

A. The Election Committee shall oversee the election process.

B. Eligibility to run for Council:

To be eligible for the Genesee Staff Council, nominees shall meet all of the following criteria:

- i. At least one year of employment with the University as of the beginning of the nomination period.

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- ii. Be in a primary staff position, not on a faculty appointment.
- iii. Work in an eligible district.
- iv. Work full time or part time.
- v. Be in good standing (not have an active performance improvement plan).
- vi. Shall be verified eligible by Human Resources prior to the election.
- vii. Shall not be eligible for a period of five years if previously removed from the Council for cause.

C. Nomination period for the Council shall remain open for two weeks.

- i. Staff will be allowed to nominate themselves or others.
- ii. Staff can nominate individuals outside of their own district.

D. Election committee will confirm that a candidate accepts their nomination and confers with their supervisor that they are eligible to run within two weeks of the close of nominations.

E. After the slate of candidates is determined, a ballot shall be distributed to all represented staff. Ballots shall be collected for a minimum of ten days. Paper ballots shall be made available for departments whose employees do not have regular access to electronic balloting.

F. Results of the election shall be tallied by the Election Committee and certified by the Parliamentarian.

- i. Ties shall be decided by a single runoff of tied candidates.
- ii. If the single runoff results in a tie, the victor shall be decided by coin flip conducted by the Parliamentarian and witnessed by the Election Committee.

G. Election results shall be announced within one week of close of the election period.

VII. Amendment Process

A. Bylaws may be changed by a two-thirds majority vote of Council members.

- i. This vote shall be held at a Council meeting.
- ii. Before such a vote takes place, Council members shall be given notice regarding the intent to vote on proposed changes to the bylaws.
- iii. All proposals shall be discussed during at least one Council meeting prior to a vote on the proposed changes.