

Revised 5/6/09

## Bylaws of the University of Alaska Fairbanks Staff Council

### Section 1. Preamble

The UAF Staff Council is a representative organization for all APT and Classified employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues

- IX. Ethics
- X. Staff development
- XI. Other matters affecting the welfare of the staff
- XII. Budget process

D. To provide consultative services by considering all appropriate matters referred to it by the Chancellor of the

- E. To provide a means of communication to and from the administration, faculty, students, staff, alumni, the government of the state, and the public.
- F. To participate in periodic reviews by the University of Alaska Fairbanks into its purposes, missions, planning, goals and objectives, and make recommendations to the Chancellor.
- G. To review and comment

I. There shall be one non-voting alternate for



A. President

- I. The duties of the President shall be to:
  - a. Preside over meetings.
  - b. Serve as member of the Administrative Committee.
  - c. Serve on the UAF Governance Coordinating Committee.
  - d. Serve on the System Governance Council.
  - e. Attend and report Staff Council issues to Faculty Senate.
  - f. Meet with the

- b. The position will have no specified duties other than those assigned to it by the current President and Vice-President.
- c. Assigned duties to the President Emeritus/Emerita position require approval of the Staff Council.

II. The term of office shall be until the current President completes their term of office. The President-Emeritus/Emerita officer position may be vacated for a representative or alternate position on Staff Council if the existing President-Emeritus/Emerita is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.

Section 5. Committees

A.

- a. The chairperson shall be elected from the committee members.
- b. The committee shall have the following responsibilities:
  1. Conduct elections for unit representatives, alternates, Vice-President, and President.
  2. Responsible for filling vacancies in units with no representation.
  3. Review unit composition and maintain a membership list.
  4. Review and maintain the Bylaws and Constitution to reflect the needs of the body.
  5. Review unit designations and generate petitions for unit designation changes as required.
  6. Accept petitions for proposed changes to unit designations from constituents.
  7. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, review unit change petitions prior to forwarding them to the Staff Council body as motions for formal action
    - i. It will be subject to formal action in the presence of a quorum
    - ii. Shall be approved upon receiving a two-thirds affirmative vote.
    - iii. There is no limit to the number of original or revised unit designation change petitions submitted to Elections, Membership, and Rules for consideration by a group of eligible constituents.
  8. Responsible for parliamentary procedure of the Staff Council meetings.
- c. The chairperson of the committee may establish subcommittees for specific issues.

#### IV. Staff Affairs Committee

- a. The chairperson shall be elected from the committee members.
- b. The committee shall work on policies related to the following:
  1. Benefits
  2. Compensation
  3. Grievance procedures

4. Position evaluation and hiring procedures
  5. Other human resources issues pertaining to staff
  6. Any matters which affect the health and welfare of the staff as outlined in the UAF Staff Council Bylaws Section 2, Article C.
- c. The chairperson of the committee may establish subcommittees for specific issues.

V. Rural Affairs Committee

- a. The chairperson shall be elected from the committee members.
- b. As an ex-officio member of the committee, the President is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and Governance Coordinating Committee.
- c. The committee shall have the following responsibilities:
  1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
  2. Monitor all activities affecting compliance with the College of Rural and Community Development mission statement of the University of Alaska Fairbanks.
- d. The chairperson





Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.

- E. The Administrative Committee shall schedule a reading, discussion, and vote of the proposed amendment(s) at the next scheduled meeting of the UAF Staff Council after distribution of the copies.
- F. Approval of amendment(s) to the Bylaws requires a quorum and two-thirds vote of all members representatives present eligible to vote in the UAF Staff Council. The vote will be by roll call vote.
- G. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

#### Section 7. Quorum

- A. A majority shall consist of 51% of the total count of unit representatives on Staff Council.
- B. The presence of a majority of the representatives or their designated alternates, either in person or by electronic media, shall constitute a quorum.

#### Section 8. Veto Powers

- A. Actions taken by the UAF Staff Council pertaining to University policy, procedures and regulations will be forwarded to the Chancellor for approval.
- B. An

- A. Any representative may be recalled by the unit from which the representative was chosen. Such a recall vote shall be held upon petition of one-quarter of the members of that unit. The majority of the votes cast shall rule.
- B. Any officer or member of the UAF Staff Council may be petitioned for recall with a one-quarter vote of the UAF Staff Council. The majority vote cast for recall by a quorum of the UAF Staff Council shall cause the recall of that officer or member.
- C. A referendum of the constituency on any of the specific actions of the UAF Staff Council will be presented