

# UVM Staff Council Constitution and Bylaws

Last Revised June 7, 2024

## **Article I. Name**

The name of this body shall be the Staff Council of the University of Vermont.

## **Article II. Purpose**

Under the authority of the President of the University of Vermont, the Staff Council is a governance body that serves in an advisory capacity to the Office of the President. The Staff Council's primary responsibilities include:

- A. To listen to, pursue and respond to the ideas and opinions of staff employees;
- B. To convey these ideas and opinions to the University administration;
- C. To advise the President of the University (or the President's representatives) on all subjects that affect staff employees;
- D. To inform staff employees of issues and policies affecting them.

## **Article III. Statement of Values**

The Staff Council supports the following principles as it carries out its mission, as well as in all of its communication with the University community. We aspire to be a community that values:

### Respect

We respect each other. We listen to each other, encourage each other, and care about each other. We are strengthened by our diverse perspectives.

### Integrity

We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

### Innovation

We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

### Openness

We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

### Justice

As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation and harassment, and we challenge injustice toward any member of our community.

### Responsibility

We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.

*(\*) This statement of values, known to the UVM community as Our Common Ground, is borrowed from the University document referred to as the Campus Values Statement.*

## **Article IV. Meetings**

### **A. Regular Meetings**

1. **Occasion:** At minimum, regular meetings shall be scheduled on a monthly basis. As much as possible, they shall be scheduled to meet at the same time and in the same place each month.
2. **Notification:** All regular meetings of the Staff Council, its boards and committees shall be open and noticed at least seven days in advance, using multiple accessible modalities such as through the website, newsletter, bulletin board, and/or similar venues.
3. **Quorum:** At any meeting of the Staff Council, the presence of a majority of the elected membership of the Council shall be necessary to constitute a quorum for the transaction of business. The act of a majority of the Representatives present at a meeting at which there is a quorum shall be the act of the Council, unless a greater percentage is required by law or stipulated by these bylaws. Should a quorum not be present, a lesser number may adjourn the meeting to some later time.
4. **Voting:** At all meetings of the Staff Council, each Regular member (cf. Article V.), shall have one vote. In order to encourage full participation in discussion, members are not entitled to vote by proxy or absentee ballot. In the event that a meeting is fully or partially virtual, voting will be done by an appropriate, agreed-upon method that is accessible to all meeting participants. Should Staff Council find it necessary to hold a virtual vote outside of the normal monthly meetings, notice of this vote must be added as an addendum to that month's regular meeting minutes and promptly posted publicly.
5. **Venue:** Meetings of the Staff Council will usually be conducted wholly in-person. When necessary to accommodate teleworkers, meetings may be held as a hybrid physical/virtual event, with auditory and visual components. If circumstances make meeting in-person unsafe, meetings may be conducted wholly virtually, via remote access. The decision of whether to meet wholly in person or via remote access will be made by the Staff Council President.
6. **Access:** The Staff Council Office will ensure maximum accessibility for meetings, methods for which may include closed captioning of recorded meetings; the use of microphones or amplification devices at in-person meetings; and/or sign language interpreters when requested and available.

### **B. Special Meetings**

1. **Occasion:** Special meetings shall be called as necessary by the Staff Council President or by the Executive Board. Any Council member can request that the President or the Executive Board call a special meeting.
2. **Notification:** Special meetings of the Staff Council shall be open and noticed at least seven days in advance, using multiple accessible modalities such as through the website, newsletter, bulletin board, and/or similar venues. Staff Council members shall also be informed of special meetings a minimum of seven days prior to the meeting, and the agenda for the meeting shall be published along with the notification. Only business appearing on the warned agenda shall be brought to the floor of a special meeting.
3. **Quorum and Voting:** The quorum and voting guidelines for a special meeting shall be the same as for a Regular meeting.
4. **Access:** The Staff Council Office will ensure maximum accessibility for special meetings, methods for which may include closed captioning of recorded meetings; the use of microphones or amplification devices at in-person meetings; and/or sign language interpreters when requested and available.

### C. Procedure for Regular and Special Meetings

1. Council meetings shall be chaired by the Staff Council President. In the absence of the President, or in the event that a conflict of interest arises, the Vice President shall assume the chair, followed by the Staff Council Parliamentarian.
2. The standard manual for parliamentary procedure shall be *Robert's Rules of Order, Newly Revised*, which shall be consulted as deemed appropriate.

## Article V. Staff Council Members

### A. Responsibilities

1. Council members shall be responsible to participate in all Staff Council meetings. The [Absenteeism and Removal Policy Statement](#) details policies around absenteeism.
  2. Council members shall serve on at least one, but no more than three, Staff Council committees.
  3. Council members may need to perform duties or communicate about issues or decisions in between monthly meetings, to allow their committees to respond in timely and efficient ways to current events.
- 4. Council members shall represent the University as a whole, and the unit which elected them in particular. When and where appropriate, they shall voice the concerns of their constituency, and they shall bring news of Council discussion and actions back to the same membership**

1. **Qualifications:** Individuals qualified to serve as Regular members of the Staff Council are those whose record in Human Resource Services shows that they: (a.) are regular full-time or part-time employees at the University of Vermont, who are not on probation at the time of election; (b.) whose jobs are part of the University's Career/Pay System (including all grant funded employees); and (c.) who are not employed in the Staff Council Office.
2. **Categories**
  - a. **Regular Members:** All elected Representatives, including members-at-large, (cf. Article V.E.2.) serve as Regular members of the Staff Council.
  - b. **Ex Officio Members:** The Staff Council Administrator shall serve as an *ex officio* member of the Staff Council, the Executive Board and of all Staff Council standing and ad-hoc committees. Additional *ex officio* members may be invited to serve for a one-year term by approval of the Council. *Ex officio* members have no vote unless otherwise indicated in the Staff Council Constitution and Bylaws and should not be counted in determining whether a quorum is present for a meeting.

### C. Elections.

1. **The regular election** for Staff Council members shall be held annually in April. Elections shall be by unit, by secret ballot, with at least one week allowed for balloting.
2. **Election results** shall become final if not disputed within two weeks of the close of balloting. Concerns regarding election irregularities must be communicated to the Staff Council Office within this time frame.
3. **Each unit with an available seat(s)** shall elect a Representative to fill that seat(s) from among the eligible candidates in that unit. As much as possible, each unit within the University shall elect a Representative; if there are multiple representatives within a unit, the Representatives shall, as much as possible, be spread out within the subdivisions of that unit.
4. **Two members of the Executive Board** shall work with the Staff Council Office to review the election results. Any concern about the elections shall be forwarded to the Executive Board for appropriate action.

5. **In the event that several candidates are contesting a seat**, the candidate with the most votes wins. A run-off election shall be held only if two candidates tie for the greatest number of votes.
6. As referred to in these bylaws, a **Special Election** shall be unique only in that it shall take place at a time other than the regular election. In all other ways it shall be identical to a regular election.
7. The Executive Board shall maintain a **Representative Election Policy Statement** outlining the guidelines and procedures that articulate the Representative election process.

#### D. **Term**

1. **The Council year** shall run from July 1 through June 30.
2. **Council members shall be elected by their unit** to serve a three-year term, with no limitation on serving consecutive terms. The commencement of the terms for the various units will be staggered so as to ensure that approximately one-third of the Council seats come up for re-election each year.

#### E. **Vacancies**

1. **A vacancy shall occur** when a Council member either resigns, ceases to meet the qualifications for membership outlined in Article V.B., or is removed from office.
2. **In the event that a Regular Council member changes** the place of employment from one unit to another within the University, the council seat must be vacated immediately. However, the remainder of the said Council member's original term may be fulfilled, with full rights and privileges, under the designation "**member-at-large**." (If a seat becomes available in the individual's new unit, said individual may choose to secure that seat by election before dropping the member-at-large designation.)
3. **It shall be left to the discretion of the leadership of the Unit/Division/College** holding a vacant seat, whether to host a special election to fill that vacancy, or whether to wait until the regular elections in the spring. In either case, the individual elected to fill the vacancy shall be elected to finish the remainder of the unexpired term. If Unit/Division/College leadership chooses to wait until the regular elections in the spring, an individual may be appointed by the leadership to serve as a Representative on an interim basis.
4. **In the event that a Regular Council Representative takes a leave of absence** from the University, whether and how their seat is temporarily filled by another individual is to be determined on a case-by-case basis, in coordination with the Staff Council Office, the Representative in question, and their unit.

#### F. **Removal**

1. **The Executive Board shall maintain a Removal Policy Statement**, outlining both the grounds and the procedure for removing an individual from Staff Council membership. The Policy Statement shall pertain to every Regular member of the Staff Council, and Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.
2. **The aim of the Council** shall always be restoration rather than removal; however, in the event that removal is recommended by the Executive Board, it shall be brought before the Staff Council for a vote. Voting shall be by secret ballot and removal shall require a two-thirds majority.

## Article VI. Staff Council President

A. **Qualifications:** The stipulated qualifications for President of Staff Council are the same as the requirements for Regular membership (cf. Article V.B.1.). In addition, the President shall have a minimum of six months of elected Staff Council experience within the previous six years.

### B. Election and Term of Office

1. The regular election for Staff Council President shall be held in May. Elections shall be by secret ballot, with at least one week allowed for balloting.
2. The president shall be elected to serve one two-year term, commencing July 1. They may choose to run for one additional two-year term as President at the conclusion of this term. After these two terms, they must wait at least one year before future service as Staff Council President.
3. The President shall be elected by and from the ranks of all staff members at the University of Vermont who are part of the Career/Pay System.
  - a. **Nominations for the office of President** shall be placed on the official ballot by the Nominating Committee.
  - b. **To be elected**, a candidate shall require a majority of affirmative votes. If there is more than one candidate, the candidate with the most votes shall be elected.
  - c. **Two members of the Executive Board** shall work with the Staff Council Office to review the election results. Any concern about the elections shall be forwarded to the Executive Board for appropriate action.
4. If the President is a Regular member of Staff Council at the time of election, the seat shall be vacated. At this time, the unit from which the President was elected shall cease to be represented by this individual.
5. Upon completion of their final year, the outgoing President shall serve in the role of Immediate Past President. This role is designed to provide transitional leadership to the Council and includes serving one year as a Staff Council member-at-large with full voting responsibilities as a member of the Executive Board, plus service on the Nominating Committee for a period of two years.

### C. Responsibilities of the President

1. The President shall **preside** at all Staff Council and Executive Board meetings and may vote in order to break a tie.
2. The President shall **prepare** the agenda for Staff Council meetings.
3. The President shall **manage** Council activities, including the assignment and monitoring of projects.
4. In keeping with the **Representative Policy Statement** (cf. Article XIII.C.), the President shall appoint Staff Council members to the following positions:
  - a. Staff Council **Parliamentarian**, to serve for the entirety of the Council year.
  - b. Chairpersons of Staff Council **ad hoc committees**, when those committees are created by the President.
  - c. Representatives to **University committees**.
  - d. Representatives to **Board of Trustees committees**.
5. The President shall serve in the following capacities:
  - a. **Ex officio member** of all Staff Council standing and ad hoc committees, with the ability to vote in order to break a tie.
  - b. Staff Council Representative to the University Leadership Meetings, (e.g., the

President's Advisory Council). See Addendum I for a current list of these meetings.

- c. Staff Council Representative to the **Executive Committee** of the Board of Trustees.
  - d. **Primary spokesperson** representing Staff Council before the administration and other University bodies, communicating information from those bodies to Staff Council and the larger UVM community.
  - e. **Official representative** of the Staff Council at University functions including Convocation and Commencement.
6. The President shall maintain a collaborative working relationship with the Staff Council Office personnel:
- a. The President does not manage the Staff Council Office budget nor make budgetary decisions.
  - b. The President does not supervise the Staff Council Office personnel.

#### D. **Vacancies**

1. **A vacancy shall occur** when the President either resigns, ceases to meet the qualifications for Council membership outlined in Article V, or is removed from office.
2. **In the event of a vacancy**, the Vice President shall serve as Acting Council President (cf. Article VII.C.1.).
3. **The Executive Board shall be charged** with the responsibility of determining whether there is sufficient time remaining in the presidential term to hold a special election, or whether the Acting Council President shall fulfill the remainder of the term.

#### E. **Removal from Leadership**

1. The Executive Board **shall maintain a Presidential Policy Statement** outlining both the grounds and the procedure for removing a President or Vice President from leadership. Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.
2. **Removal from a leadership role** shall include removal from all the rights and responsibilities of Council membership.
3. **When removal becomes necessary**, the Executive Board shall bring the question of removal before Staff Council for a vote. Voting shall be by secret ballot, and removal shall require a two-thirds majority.

### **Article VII. Staff Council Vice President**

- A. **Qualifications:** The stipulated qualifications for Vice President of Staff Council are the same as the requirements for Regular membership (cf. Article V.B.1.). In addition, the Vice President shall have a minimum of six months of Staff Council experience within the previous six years.

#### B. **Election and Term of Office**

1. The regular election for Staff Council Vice President shall be held in May. Elections shall be by secret ballot, with at least one week allowed for balloting.
2. The Vice President shall be elected to serve one two-year term, commencing July 1. They may choose to run for one additional two-year term as Vice President at the conclusion of this term. After these two terms, they must wait at least one year before future service as Staff Council Vice President.
3. **The Vice President shall be elected** by and from the ranks of all staff members at the University of Vermont who are part of the Career/Pay System. The process for nomination and election of the Vice President shall be the same as for the President.

#### C. **Responsibilities of the Vice President**

1. The Vice President **shall perform the duties** of the President in the absence of the President.
2. The Vice President **shall accompany the President** to relevant University meetings whenever possible.
3. The Vice President **may be assigned special projects** and other duties by the President or the Executive Board.
4. The Vice President shall maintain a collaborative working relationship with the Staff Council Office personnel:
  - a. The Vice President does not manage the Staff Council Office budget nor make budgetary decisions.
  - b. The Vice President does not supervise the Staff Council Office personnel.

#### D. Vacancies

1. **A vacancy shall occur** when the Vice President either resigns, ceases to meet the qualifications for Council membership outlined in Article V, or is removed from office.
2. **In the event of a vacancy**, the Executive Board member with the greatest amount of time in service to the University shall assume the role of Acting Vice President.
3. **The Executive Board shall be charged** with the responsibility of determining whether there is sufficient time remaining in the Vice Presidential term to hold a Special Election, or whether the Acting Vice President shall fulfill the remainder of the term.

#### E. Removal from Leadership

1. **The Executive Board shall maintain a Presidential Policy Statement** outlining both the grounds and the procedure for removing a President or Vice President from leadership. Staff Council shall be responsible to approve changes to the policy by a two-thirds majority vote.
2. **Removal from a leadership role** shall include removal from all the rights and responsibilities of Council membership.
3. **When removal becomes necessary**, the Executive Board shall bring the question of removal before Staff Council for a vote. Voting shall be by secret ballot, and removal shall require a two-thirds majority.

### Article VIII. Standing Committees

#### A. Creation and Dissolution

1. Standing Committees may be created or dissolved at any time by a two-thirds vote of the Council.

#### B. Organization

1. Standing Committees shall be organized with a **committee Chairperson and Vice Chairperson** who shall be chosen annually by each committee at its August meeting, subject to approval by a majority of the Council at the September Council meeting. The committee Chairperson shall be a Regular member of the Council at the time of their election. The Vice Chairperson shall be a Regular member of the Council at the time of their election. Incoming Standing Committee leadership may also opt to choose a designation of “Co-Chairs,” allowing them to alternate or share the responsibilities of committee leadership equally.
2. The Standing Committee Chairperson and Vice Chairperson shall serve one-year terms commencing upon Council approval and ending when the next chair is approved.
3. A Chairperson or Vice Chairperson may be **removed** from chairing a committee by the Executive Board, with approval by a majority of the Council.
4. Standing Committee members shall be **appointed or removed** by the committee

Chairperson. Removal of a committee member shall require approval by a majority of the Executive Board.

5. Each committee should have no fewer than six (6) Regular members of the Council.
6. Standing Committees **may also include** faculty, retirees, students, and staff members who are not members of the Council.
7. Each committee shall meet for at least an hour on a monthly basis during the regular Council year.
8. Standing Committees are charged with communicating and educating staff on the work of the committee as well as on larger University concerns, issues and initiatives that fall under the committee purview.
9. Standing committees shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure transparency and equity while promoting effective problem resolution and efficient use of University resources.

### **C. Responsibilities**

1. They shall make recommendations in their areas of responsibility to the Staff Council. They may initiate action on matters clearly within their scope of work and request that they be placed on the agenda of the Staff Council meeting by the Executive Board.
2. They shall receive and consider policy proposals or changes in policy in their areas of responsibility from the Staff Council, the administration, student bodies, etc. and present their recommendations to the Staff Council for action.
3. They may consult with the administration, student groups, etc. in their areas of responsibility when requested to do so. Policy proposals or changes to policy generated as a result of these consultations, and of the committee work, shall be presented to the Staff Council for notification and discussion before being presented to the Staff Council Executive Board for final action.

#### **i. Compensation, Benefits, & Budget**

The committee shall be responsible for monitoring and reviewing all matters that deal with non-represented staff compensation as they relate to conditions of employment. It shall work to educate and communicate to non-represented staff on the University's budget practices and salary raise pools as well as changes, additions or deletions to benefits.

The committee shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure transparency and equity while promoting effective problem resolution and efficient use of University resources.

#### **Specific responsibilities of this committee include, but are not limited to:**

- Annual Compensation Recommendation
- Communications on specific compensation issues, including benefits
- Communicate monthly to the Staff Council and the non-represented staff community (e.g., monthly committee summary)
- Work collaboratively with the Staff Council Office
- Collaborate with other Standing Committees when appropriate and necessary

#### **ii. Personal and Professional Development**

The committee shall be responsible for monitoring and reviewing all matters that deal with



personal and professional development of staff as they relate to conditions of employment. It shall work to promote the continued education of staff through training and enrichment opportunities sponsored by the University as well as outside vendors. The committee shall also address employee environment and facilities issues including ability and access concerns.

The committee shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure transparency and equity while promoting effective problem resolution and efficient use of University resources.

**Specific responsibilities of this committee include, but are not limited to:**

- Communicate monthly to the Staff Council and the staff community (e.g., monthly committee summary)
- Field occupational environment matters (e.g., parking, office environment, ergonomic assessment)
- Promote personal development (e.g., work-life balance, retirement planning)
- Promote professional development (e.g., training, workshops, conferences)
- Work collaboratively with the Staff Council Office
- Collaborate with other Standing Committees when appropriate and necessary
- Oversees the Professional Development Fund Subcommittee, which provides funding for learning opportunities for qualified non-represented UVM staff seeking to participate in trainings, conferences, or other professional development opportunities.

**iii. Community Engagement**

The committee shall be responsible for being an ally and advocate for staff members and strive to build strong community connections within and outside of the UVM community. The committee aims to address a variety of social and economic factors as they relate to fostering a strong community. In addition, the committee shall organize, coordinate, and promote community service and volunteer opportunities within the UVM and greater Burlington community.

**Specific responsibilities of this committee include, but are not limited to:**

- Organizing events to foster more connection and community among staff.
- Collaborating with/and promoting UVM departments and programs with identifying and offering relevant educational programming.
- Assisting with the promotion of educational campaigns using both online (social networks, blogs, etc.) and offline approaches (distributing flyers, participating in community events or conferences, etc.).
- Maintaining and posting a list of volunteering opportunities for UVM staff
- Maintain and make determinations on the Staff Council Community Service Award program
- Tracking the number of hours the committee members are dedicating to the work and the number of employees who are engaged with the programs.
- Advising UVM administration on policies and procedures related to the above topics.

**iv. Social**

The committee shall be responsible for planning and executing social and recreational activities for staff and the University community.

The committee shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure

transparency and equity while promoting effective problem resolution and efficient use of University resources.

**Specific responsibilities of this committee include, but are not limited to:**

- Coordinate and promote events and activities
- Communicate monthly to the Staff Council and the staff community (e.g. monthly committee summary)
- Work collaboratively with the Staff Council Office
- Collaborate with other Standing Committees when appropriate and necessary

**Article IX. Ad Hoc Committees**

Ad Hoc Committees may be created at any time by action of either the Staff Council or the Staff Council President. They shall be created for a specific **purpose**, given a finite **period** of time in which to accomplish their mission, and have their **reporting structure** clearly articulated from the outset. The committee may be chaired by the President or Vice President, or by any Regular member of the Staff Council. If the President creates the committee, the President shall appoint the Chairperson of the Committee; if the Council creates the Committee, then it shall appoint the Chairperson.

**Article X. Nominating Committee**

**A. Purpose**

The Nominating Committee shall **receive nominations** for the offices of Staff Council President and Vice President, shall establish and communicate procedures and deadlines for receipt of nominations, shall investigate each of the nominees to determine whether the individual is willing and qualified to serve, and shall present the qualified nominees to the University for the purpose of election.

**B. Composition**

The Nominating Committee shall be made up of **seven individuals** as follows: the parliamentarian (who shall chair the committee), two individuals selected by the Executive Board, two individuals selected by the Staff Council from among its membership, and two individuals selected by the Staff Council Office from among those in the University community who meet the qualifications for Staff Council membership.

**C. Term**

The Nominating Committee **shall be named** as soon as practical following the regular election of a new Staff Council President and shall serve for two years. If it becomes necessary to replace a committee member, any individual appointed midterm shall serve for the duration of the original two-year term. Those appointed to serve on the Nominating Committee while serving as Staff Council Representatives may continue to serve on the Nominating Committee if individual's term on the Council expires, provided they have not been removed from membership under provision of Article V.F.

**D. Reporting**

The Nominating Committee **shall report** both to the Executive Board and to the full Staff Council.

## **Article XI. Professional Development Fund Committee**

### **A. Purpose**

The Committee shall be responsible for oversight of the Staff Council Professional Development Fund. The Committee shall meet four times a year to select awardees and, at additional times when necessary, to make administrative decisions regarding the Fund.

Specific responsibilities of this committee include, but are not limited to:

- Creating and maintaining application procedures for granting awards to staff members.
- Meeting to select awardees on a quarterly basis whenever there is a positive balance in the Fund.
- Working with the Staff Council Office to source additional funding for the Professional Development Fund program.

### **B. Composition**

The Professional Development Fund Committee will be chaired by the Staff Council Vice President and will consist of six additional members who will be selected from among the ranks of currently serving members of other Standing Committees.

### **C. Term**

The Professional Development Fund Committee members shall serve for two years. If it becomes necessary to replace a committee member, any individual appointed midterm shall serve for the duration of the original two-year term. Those appointed to serve on the Professional Development Fund Committee while serving as Staff Council Representatives may continue to serve on the Professional Development Fund Committee if individual's term on the Council expires, provided they have not been removed from membership under provision of Article V.F.

### **D. Reporting**

The Professional Development Fund Committee **shall report** both to the Executive Board and to the full Staff Council.

## **Article XII. Executive Board**

### **A. Composition**

The Executive Board shall consist of the Staff Council President, Vice President, Immediate Past President, the Standing Committee Chairpersons and Vice Chairpersons, two additional members elected annually by the Staff Council from among its regular membership at the first committee meeting of the new Council year. In the event that a committee Chairperson or Vice Chairperson cannot attend, the Chairperson or Vice Chairperson is recommended to choose another member of the committee to serve as a substitute.

### **B. Purpose**

The Executive Board shall exist for the purpose of hearing reports, discussing University policy questions, advising the Staff Council President, reviewing the agenda for Staff Council Meetings, maintaining parliamentary procedure during Staff Council meetings, maintaining bylaws, developing and updating Staff Council policies and procedures, monitoring Staff Council Presidential, Vice Presidential and Representative elections, monitoring and reviewing

the staff emergency loan fund procedure, and making emergency loan application exceptions. Receive requests from the administration, student bodies, etc. and direct those requests to the appropriate committees for action.

**Specific responsibilities of the Executive Board include, but are not limited to:**

- Communicate on larger University issues and initiatives within and beyond the purviews of the Standing Committees when appropriate and necessary
- Ensure communication by Staff Representatives on University wide committees, boards, and workgroups
- Recommend Ad-hoc Committees as needed
- Verify Staff Council President has appointed a parliamentarian at the beginning of each Staff Council year
- Work collaboratively with the Staff Council Office
- Collaborate with Standing Committees when appropriate and necessary
- On all issues falling under its scope of responsibility, the Executive Board shall decide whether the issue is substantive and requires the approval of the full Staff Council or should only require approval of the Executive Board itself, with the Staff Council informed of its action.

**Article XIII. Staff Council Administrator**

- A. The Staff Council Administrator is a **staff member of the University** who reports to a Senior UVM Administrator, and who shall serve as an *ex officio* member of the Staff Council, Executive Board and of all Staff Council standing and ad hoc committees (cf. Article V.B.2.b.).
- B. The **responsibilities of the Staff Council Administrator** are specified in UVM's Position Description. The Administrator's working relationship to the Council shall be outlined as part of the **Working Relationships Policy Statement**, which shall out of necessity, be kept in alignment with the Position Description.

**Article XIV. Records**

**Copies of the agenda and minutes** of all committee and Executive Board meetings shall be forwarded to the Staff Council Office where they shall be kept, along with the agenda and minutes of Staff Council meetings. These documents shall be preserved electronically for future reference, along with whatever other documents may be retained.

**Article XV. Policy and Procedures**

- A. **Policy and Procedures Manual:** In cooperation with the Staff Council Office, the Staff Council shall adopt and maintain a **Policies and Procedures Manual**. This manual shall be reviewed periodically under the direction of the Executive Board and revised as deemed appropriate. Except as noted within these bylaws, updated policies and procedures shall not require approval by Council.
- B. **[Conflict of Interest Policy Statement \(PDF\)](#):** The Staff Council shall adopt a written **Conflict of Interest Policy Statement**. Updates to this policy shall be recommended by the Executive Board and approved by Council.
- C. **[Appointed Representative Policy Statement \(PDF\)](#):** The Staff Council shall adopt a written **Appointed Representative Policy Statement**, addressing those who represent the University in other venues. It shall detail who appoints the various representatives, their responsibilities, their terms of service, their lines of reporting, and any other information deemed appropriate. Updates to this policy shall be recommended by the Executive Board and approved by Council.

- D. **[Working Relationships Policy Statement \(PDF\)](#)**: The Staff Council shall adopt a written **Working Relationships Policy Statement** which shall provide guidelines for working collaboratively on the Staff Council. This policy statement shall be reviewed periodically under the direction of the Executive Board and approved by Council.
- E. **Election Policy Statement (PDF): (To be updated)** The Staff Council shall adopt a written **Election Policy Statement**, outlining the official breakdown of the Units/Divisions/Colleges and their attending seats. Updates to this policy shall be recommended by the Executive Board (working in cooperation with the Staff Council Office) and approved by Council.
- F. **Other Policy Statements:** The Staff Council shall adopt and maintain other policy statements as provided for in these bylaws. These policy statements shall include the following: **[Presidential Policy Statement \(PDF\)](#)** (Article VII.E.) and **[Removal Policy Statement \(PDF\)](#)** (Article V.F.).

#### **Article XVI. Bylaw Amendments**

These bylaws may be amended at any meeting of the Staff Council, by an affirmative vote of two-thirds of all Regular Council members. The notice of the meeting at which proposed amendments to the bylaws are to be considered must state that the purpose, or one of the purposes, of the meeting is to consider a proposed amendment to the bylaws. The notice must be communicated to Staff Council members a minimum of 14 days before the meeting and must be accompanied by a copy of the proposed amendment.

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**UVM Staff Council Constitution and Bylaws  
Responsibilities of the Staff Council President (ref. Article VI.C.5.B.)**

**Addendum I.**

The Staff Council President participates in several University leadership meetings for the purpose of providing staff perspectives on University actions and initiatives. The Council President provides a summary of these meetings at the monthly Staff Council Meetings and posts this same “President’s Report” on the President’s Staff Council webpage.

***Staff Council Leadership Meetings with the University President***

The Staff Council President (along with the Staff Council Vice President and Staff Council Administrator) meets monthly with UVM's President and/or a senior UVM Administrator to discuss Council business and staff related issues.

***Human Resource Services Monthly Meetings with Staff Council Leadership***

The Staff Council President (along with the Staff Council Vice President and Council Administrator) meets monthly with UVM's senior HR leadership to discuss Council business and staff related issues.

***President's Advisory Council***

The purpose of the President's Advisory Council is to provide substantive advice and counsel on major university- wide strategies as the University establishes a course to advance the institution. Members of the Council include faculty, staff, students, and alumni. The President's Council was formerly known as the President's Campus Leadership Forum under previous administrations.

### ***Our Common Ground Award Committee***

The President's Our Common Ground Staff Award, presented annually, recognizes six awardees who exemplify the qualities of the University of Vermont's Our Common Ground, the statement of aspirations and shared values for the UVM Community. The Award is presented to University of Vermont staff members who have made extraordinary contributions and who have had a significant impact on our University, as demonstrated through the values expressed in Our Common Ground. The President of Staff Council is a member of the Committee and serves as the Committee Chair. The Committee recommends candidates for the President's Our Common Ground Award to the University President.

### **Board of Trustees**

- ***Executive Committee***

The Staff Council President serves as a staff representative and is able to ask questions but has no voting rights.

- ***Committee of the Whole***

The Council President provides a written Staff Council Report in advance of this meeting, and a brief verbal update at the meeting. The Board meets three times a year. [Click here to view current and past Staff Council Reports to UVM's Board of Trustees.](#)

- ***Honorary Degree Advisory Committee***

The Honorary Degree Advisory Committee identifies those candidates who best meet the established criteria and places those recommendations before the UVM Board of Trustees at their May meeting. It is the University President's authority to select the Commencement speaker, in consultation with the Work Group. The Staff Council President is a voting member.

Honorary Degree and Commencement speaker nominations may be submitted online at [http://www.uvm.edu/president/?Page=honorarydegrees/nom\\_for\\_hon\\_degree.html](http://www.uvm.edu/president/?Page=honorarydegrees/nom_for_hon_degree.html).

### **Other campus leadership responsibilities of the Staff Council President include:**

- ***Convocation***

The Staff Council President is a member of the platform party for the annual Convocation event but does not make any official statements. This event generally occurs in late August.

- ***Commencement***

The Staff Council president may give a two to three-minute speech at the May Commencement Ceremony.