PREAMBLE: The Staff Affairs Council Committee was created on the recommendation of the Faculty Senate and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The current version of the Staff Affairs Council Committee’s bylaws were amended in September 2002, January 2007 and again in July 2008. Staff Affairs Council Committee removed the SAC acronym changes were made to reflect current employment classification and off-campus staff were given permanent representation on Staff Affairs Council. In January 2010 membership and subcommittees were revised under Articles III and IX. [rev. 9-02, 1-07, 7-08, 1-10].

CONTENTS:

Article I. Name
Article II. Purpose
Article III. Members
Article IV. Elections
Article V. Officers
Article VI. Annual Reports
Article VII. Staff Affairs Council Committee Meetings
Article VIII. Meetings of the University Staff
Article IX. Subcommittees
Article X. Parliamentary Authority
Article XI. Amendments

ARTICLE I—NAME. The organization shall be named the University of Idaho Staff Affairs Council Committee. [ed. 7-08]

ARTICLE II—PURPOSE.

Section 1. General. Staff Affairs Council represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status.

Staff Affairs Council members shall be released from normal work duties for the purpose of attending Staff Affairs Council meetings, and performing related Staff Affairs Council responsibilities. This release time shall not be charged against their accrued leave.

Section 2. Specific. Specific purposes of Staff Affairs Council are:

a. To study issues, problems, welfare, and working conditions of staff;
b. To call to the attention of the president matters concerning staff Affairs Council in any division or department that Staff Affairs Council believes should receive special attention;
c. To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;
d. To cooperate with the Faculty Affairs Council Committee and Faculty Senate and participate in the formulation of joint recommendations concerning issues common to the staff and the faculty; [ed. 1-10]
e. To advise on salary and promotion matters pertaining to staff;
f. To form subcommittees, as required, to study special or continuing issues;
g. To serve as a communication link between university administration and staff;
h. To work with the president’s designee, who will serve as a liaison with university administration.

ARTICLE III—MEMBERS.

Section 1. Constituencies. For the purpose of selecting Staff Affairs Council members, the UI staff is divided into the following groups:
Section 2. Structure.

1. Nominations for Council will be solicited from staff community statewide.
2. Reflects one member for each 50 full-time, staff within each classification (rounding down).
3. Classifications with fewer than 50 full-time staff members will be combined into one group and
   one member for each 50 full-time staff will be elected (see Article IV Elections below) from the
   combined group.
4. Guarantees fair statewide representation by electing three at-large members from staff located at
   distant sites to ensure no particular classification, or group, or off-site location is over-represented.
   a. The Executive Committee, with input from the Council, will determine this
      representation and solicit nominations accordingly.
   b. At-large councilors elected to represent a distant site have a unique role which is to
      provide a voice and vote from the perspective of a distant site. The perspective is not
      intended to be in relation to their classification, or group.
   c. Members at distant sites shall have the right to participate and vote in Council meetings
      through two-way technology.
5. The Executive Committee can appoint members on a temporary basis for up to one year to fill any
   empty seat.

Section 2. Representation.

a. On Campus. Each group listed in Article III, Section 1 is represented on Staff Affairs by one member for
   every 50 employees or any fraction thereof in the group, provided that each group has at least one
   representative member on Staff Affairs.

b. Off Campus. Permanent positions will represent the campus sites and surrounding extension sites. The
   five permanent positions would be for (1) Coeur d’Alene/Post Falls/Sandpoint; (2) Boise; (3) Idaho
   Falls/Tetonia/Dubois/Aberdeen; (4) Twin Falls/Kimberly/Hagerman; and (5) at large—(Parma,
   Caldwell, Caine Center, McCall/Taylor Ranch, Salmon, etc.). These positions would be permanent
   members of the On-Off Campus Committee, which currently exists as an ad-hoc standing
   subcommittee. Their roles would be:
   • Information Distribution. The Staff Affairs representative for each Center would collect
     information, report, and attend Staff Affairs meetings via teleconference.
   • Staff Appreciation Fair. Each Center (in collaboration with Staff Affairs) would hold a Staff
     Appreciation Fair at their location during Staff Appreciation month.
   • Information Liaison. For any information items that are needed, the representative would be the
     contact for his/her location. Examples of responsibilities could include: information gathering and
     dissemination, Human Resources visit coordination (for benefits-related purposes, training, etc.),
     communication about Staff Affairs activities (Staff Appreciation Fair, War on Hunger, policy
     issues, etc.), and communication efforts in other areas.
   • The Assistant Vice President of Human Resources serves on Staff Affairs in an advisory capacity, without
     vote.

Section 3. Term. Staff Affairs Council members are elected to serve a term of three years. No member may be elected
more than two consecutive terms.

Section 4. Eligibility. All staff, as defined in Article II, Section 1, are eligible for membership on Staff
Affairs Council.

Section 5. Vacancies.
a. The Chair of Staff AffairsCouncil must declare a position vacant if a member is absent from four (4) consecutive meetings unless the member has informed the Chair and the absence is considered excused. Excused absences include approval of accrued leave and professional obligations. Staff AffairsCouncil will fill the vacancy in the method described in Article III, Section 5, Paragraph b.

b. Vacancies are filled as quickly as possible by appointment of the candidate who, at the most recent election for the position vacated, had the next highest number of votes. If the vacancy cannot be filled in this way, the Staff AffairsCouncil media coordinator gives notice of the vacancy as soon as possible in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), as well as via Staff AffairsCouncil email listservs, giving staff an opportunity to volunteer for Staff AffairsCouncil service. The chair will appoint a person from the same group to complete the unexpired term from those responding to the vacancy notice; the appointment is subject to Staff AffairsCouncil approval. A person appointed is eligible for election to the succeeding term.

Section 6. Change of Constituency. A Staff AffairsCouncil member who changes job classifications, which then results in a change of constituency, may finish the remaining portion of that year of the term of office. Any remaining portion of the term will be filled by election at the next election of Staff AffairsCouncil members; a Staff AffairsCouncil member so elected is eligible for election to the succeeding term.

The member, whose new job classification puts them in a different category, should run for election on the next regular election ballot if a vacancy exists for the new classification. If a vacancy exists after a regular election, this person may be appointed to the new classification term.

ARTICLE IV--ELECTIONS.

Section 1. Continuity. To provide continuity of membership on Staff AffairsCouncil, approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

Section 2. Election Date. Elections of Staff AffairsCouncil members are held such that the election results are presented at the April regular Staff AffairsCouncil meeting. The election date is announced in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), as soon as possible.

Section 3. Nominations. Appropriate procedures for nominations and elections are developed by the Elections Subcommittee and approved by Staff AffairsCouncil (see Article IX).

Section 4. Seating of Members. Those elected are seated as Staff AffairsCouncil members at the first regular meeting in June.

ARTICLE V--OFFICERS.

Section 1. Election and Appointment of Officers. At the May regular meeting, Staff AffairsCouncil elects a chair and a vice chair to serve for the year beginning with the first meeting in June. The new chair appoints a secretary, treasurer, off-campus representative, and media coordinator to serve the same term; these appointments are subject to the approval of Staff AffairsCouncil.

Only seated Staff AffairsCouncil members are eligible to vote in the election. Only those persons who have been seated on Staff AffairsCouncil are eligible for the office of chair. [rev. 1-07]

Staff AffairsCouncil members who know they are going to be absent from officer and new member elections may cast an absentee vote in writing or email. The member’s absentee vote must be received by the Staff AffairsCouncil chair prior to the election. [add. 1-07]

Section 2. Chair. The chair:
a. Presides at all meetings of Staff Affairs Council;
b. In consultation with Staff Affairs Council, appoints required subcommittee chairs;
c. Maintains lines of communication between Staff Affairs Council and the president, the Faculty Affairs Council Committee, the Faculty Senate, and staff; [ed. 1-10]
d. Performs all other duties pertaining to the office of chair.

Section 3. Vice Chair. The vice chair:

a. Assumes the duties and responsibilities of the chair in the absence or disability of the chair;
b. Works closely with, and attends Staff Affairs Council related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president;
c. Is Chair of committees, convening meetings of standing and ad hoc committees, assuring procedures are followed and that specific charges of each committee are carried out;
d. Performs such other duties as may be assigned by the chair or by Staff Affairs Council.

Section 4. Past Chair. The past chair is:

a. a valuable resource and is thus considered an ex officio member of Staff Affairs Council (with vote).
b. thereby also a member of the Officers Committee, whether or not his/her term has expired.

Section 5. Secretary. The secretary:

a. Maintains an accurate record of all meetings of Staff Affairs Council;
b. Submits a summary of the minutes to the media coordinator for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs Council website) as soon as possible after each meeting;
c. Maintains a notebook for the official record for the year. This notebook shall be turned in to the notebook library located in the Staff Affairs Council office each year. The notebook shall include, but is not limited to:
   1) Approved minutes of all meetings;
   2) All handouts from all meetings;
   3) Letters of resignation or requests to serve on the committee;
   4) All committee election results;
   5) Annual Reports;
d. Performs such other duties as may be assigned by the chair or by Staff Affairs Council.
e. Shall send all annual reports and minutes of meetings to the UI library for official archiving
f. Maintains responsibility for the Staff Affairs Council website.

Section 6. Treasurer. The treasurer:

a. Maintains an accurate record of all the budgets and monetary transactions of Staff Affairs Council;
b. Reports to Staff Affairs Council at all regular meetings;
c. Performs such other duties as may be assigned by the chair or by Staff Affairs Council.

Section 7. Communications On/Off Campus. The Communications representative:

a. Helps promote better, consistent, and increased communication with the University of Idaho’s on/off-campus staff;
b. Finds a contact person for each off campus site;
c. Mails all Staff Affairs Council materials meeting handouts to off-campus locations;
d. Creates an e-mail distribution list for all off-campus contact people and sends “staff” e-mail to them for distribution;
e. Addresses issues and concerns that on/off-campus staff may have, including bringing the information to Staff Affairs Council Committee meetings;
f. Performs such other communications duties as may be assigned by the chair or by Staff Affairs Council.
Section 8. Media Coordinator. The media coordinator:

- Serves as a consistent contact person for information to be published or released to various media sources;
- Gathers information from the chair, vice chair, secretary, and subcommittee chairs to be distributed for publication;
- Ensures all articles or releases are approved by the chair;
- Distributes information to the appropriate media organizations, such as The Register, KUID TV, local newspapers and radio stations, in a timely manner;
- Reports to Staff AffairsCouncil at all regular meetings;
- Maintains a record of all releases;
- Performs such other duties as may be assigned by the chair or by Staff AffairsCouncil.

Section 9. Filling Officer Vacancies.

- In the case of the position of Staff AffairsCouncil Committee chair being vacant, the vice chair shall become the acting chair until the next regular meeting of Staff AffairsCouncil, at which time any unexpired portion of the term shall be filled by a special election. If the vice chair becomes the chair at the special election, a new vice chair will also be elected at this meeting.
- In the case of the position of Staff AffairsCouncil Committee vice chair being vacant, at the next regular meeting of Staff AffairsCouncil a special election will be held to fill any unexpired portion of the term of vice chair.
- In the case of the positions of secretary, treasurer, off-campus representative, or media coordinator being vacant, at the next regular meeting of Staff AffairsCouncil the chair will appoint a secretary, treasurer, off-campus representative, or media coordinator to fill any unexpired portion of the term of that office. The appointment will be subject to the approval of Staff AffairsCouncil.

ARTICLE VI--ANNUAL REPORTS.

Section 1. Annual Reports. Staff AffairsCouncil will compile an annual report. A preliminary report is to be presented at the June meeting of every year. The final copy of the Annual Report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President’s Office, Provost’s Office, Faculty Secretary’s Office, and UI library archives.

Section 2. Contributors. The report will be composed of year-end summaries from each of the following members:

- the chair;
- the vice chair;
- the secretary;
- the treasurer;
- the on/off-campus communications representative;
- the media coordinator;
- the chairs of all standing subcommittees;
- the chairs of all ad hoc subcommittees;

Section 3. The Official Record. The annual report will constitute the official record for the year for Staff AffairsCouncil. The final copy will be kept in the yearly Official Record Notebook maintained by the secretary.

ARTICLE VII--STAFF AFFAIRSCOUNCIL COMMITTEE MEETINGS.

Section 1. Regular Meetings. Staff AffairsCouncil will hold at least six regular meetings each calendar year. Staff AffairsCouncil designates the time and place for regular meetings.

- Quorum. A quorum of Staff AffairsCouncil consists of half of the voting members of Staff AffairsCouncil.
Section 2. Executive Committee Meetings. The function of the Executive Committee meetings is to act for Staff AffairsCouncil on emergency matters when Staff AffairsCouncil will not have a regular meeting for a period of two weeks or more, and an issue pertinent to Staff AffairsCouncil requires an immediate response. The Executive Committee reports to Staff AffairsCouncil, and Staff AffairsCouncil retains the authority to review actions of the Executive Committee.

a. Structure and Quorum. The Executive Committee is made of such members of Staff AffairsCouncil as are present at a meeting called upon 24 hours written, electronic, or oral notice. Five voting members of Staff AffairsCouncil constitute a quorum for the meetings of the Executive Committee.

b. Officers. The officers of Staff AffairsCouncil also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of Staff AffairsCouncil.

c. Call of Meetings. Executive Committee meetings may be called on 24 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

ARTICLE VIII -- MEETINGS OF THE UNIVERSITY STAFF.

Section 1. Meetings. A meeting of the UI staff will be called when requested by four or more members of Staff AffairsCouncil or upon the written petition of at least 20 staff members. Notice of such a meeting must be given to the staff at large two weeks before the proposed meeting via official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website). Notice will also be given via the Staff AffairsCouncil email list serves. The president or the president's designee may call a meeting at any time. The chair of Staff AffairsCouncil presides at meetings of the staff.

Section 2. Quorum. Those staff members present at a meeting properly called in accordance with this article constitute a quorum.

Section 3. Agenda. An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), and sent via Staff AffairsCouncil email listservs, at least one week before the meeting.

ARTICLE IX--SUBCOMMITTEES.

Section 1. Standing Subcommittees. The standing subcommittees will be appointed at the first regular meeting of Staff AffairsCouncil in June. Each subcommittee is responsible for maintaining a list of standing rules, policies and procedures which must be approved by Staff AffairsCouncil. The Staff AffairsCouncil chair will appoint a chair of each standing subcommittee. The chair shall be an ex officio (with vote) member of all standing subcommittees, except the Officer Nomination Subcommittee. The standing subcommittees of Staff AffairsCouncil are:

a. Election Subcommittee. The Election Subcommittee manages three tasks: [rev. 1-10]

1. The Election Subcommittee manages the nomination and election process for new members of Staff AffairsCouncil by:

   (a) Submitting a statement to the Media Coordinator stating which member positions are to be filled by election, for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), during the month of February. Notice will also be
sent via Staff AffairsCouncil email listservs. Nominations must be in writing and signed by the nominator.

(b) Confirming the eligibility and availability of each nominee;
(c) Preparing and distributing ballots, ensuring that each eligible staff employee has an opportunity to vote;
(d) Collecting and counting the ballots;
(e) Reporting the election results to Staff AffairsCouncil at the April regular meeting. The election results are validated and the winning candidates named. The Staff AffairsCouncil secretary records the order in which all candidates finished in the election. In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the April Staff AffairsCouncil meeting.

2. The Election Subcommittee monitors the vacancies and filling of staff positions on all UI standing committees.

3. The Election Subcommittee manages the process for electing new officers for Staff AffairsCouncil in May. Nominations for new officers may be made from the floor or submitted to the chair of the subcommittee. [add. & ren. 1-10]

b. Staff Awards Subcommittee. The Staff Awards Subcommittee coordinates the annual Outstanding Employee Award nominations, selection, and award process and plans the annual Staff Awards Reception. The Awards Subcommittee works closely with the President’s office and other administrators to coordinate the awarding of the awards. The Staff Awards Subcommittee also solicits contributions to the Staff Educational Endowment Fund (Endowment Fund), invites nominations for awards, ensures that information is provided to all staff and faculty regarding donations to the scholarship fund, and conducts the selection process. The nomination process is governed by these bylaws and states that a name shall be entered into nomination only once each year. The selection process is governed by the criteria set out in the Endowment Fund Agreement. The chair of the subcommittee must present the final number of awards and award amounts for the year to Staff AffairsCouncil for approval. The results are presented at the annual Staff Awards Reception. [rev. & ren. 1-10]

c. Staff Appreciation Fair Subcommittee. The Staff Appreciation Fair Subcommittee plans and produces the annual Staff Appreciation Fair.

d. Policy Review Subcommittee. The Policy Review Subcommittee addresses issues directly related to benefits and compensation for staff as well as overseeing the bylaws to make sure they are up to date and accurate for the times. They shall review and initiate revisions to the bylaws and facilitate presentation of amendments to Staff AffairsCouncil and UI Staff for recommendation of approval by vote as required. The chair of the Policy Review Subcommittee will serve as parliamentarian during Staff AffairsCouncil meetings. The Subcommittee is responsible for reviewing University policies (including amendments thereto and proposed new policies in either the Faculty Staff Handbook or the Administrative Procedures Manual) on behalf of Staff AffairsCouncil within the process established in Faculty Staff Handbook section 1460. The Subcommittee shall focus on policies that affect staff, and shall make a formal recommendation on policies it has reviewed on behalf of Staff AffairsCouncil. [rev. 1-07, rev. & ren. 1-10]

e. Communications Subcommittee. The Communication Subcommittee is responsible for maintaining and updating the Staff AffairsCouncil website, assisting with the creation of print material for other subcommittees, distribution of a “Welcome to Staff AffairsCouncil letter” to new members, distributing information to UI staff members via the Staff AffairsCouncil listserv, and serving as a communication bridge between staff and administration; researching issues/ideas and presenting this information to the committee to include those items that are submitted via the website, at committee meetings or by email inquiries. The Communications Subcommittee will facilitate periodic scheduling of Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, Leadership and Staff AffairsCouncil. [add 1-07, rev. & ren. 1-10]

f. Learning and Development Subcommittee. The Learning and Development Subcommittee oversees the continued improvement and delivery of learning and development programs, such as SkillSoft, an online learning program and works to identify and expand professional development opportunities for UI staff. [add 1-10]

g. Officers’ Subcommittee. The Officer’s Subcommittee is responsible for setting agenda items for the monthly Staff AffairsCouncil meetings. Members of this committee are the chair, past chair, vice chair,
secretary, treasurer, on-off campus communications representative, media coordinator, chairs of all standing subcommittees, and chairs of all ad hoc subcommittees. [add 1-07, ren. 1-10]

Section 2. Ad Hoc Subcommittees. Ad Hoc Committees will be appointed as needed. The Staff Affairs Council chair will appoint a chair of each ad hoc subcommittee. Staff Affairs Council must approve a motion to form an Ad Hoc committee.

ARTICLE X--PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Staff Affairs Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Staff Affairs Council may adopt.

ARTICLE XI--AMENDMENTS. These bylaws may be amended either by a majority vote of the members of the staff voting at a duly called University Staff Meeting or by a majority vote of the members of the staff voting on a mail or electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs Council website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president’s designee.