



BYLAWS

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Staff Council
Georgia State University

Article I: NAME

- A. The name of this council will be the Staff Council, Georgia State University. (Hereafter in this document, the term "Council" will refer to the Staff Council and the term "Chair" will refer to the Council Chair unless otherwise noted).

Article II: AUTHORITY AND PURPOSE

- A. The Council will act as an advisory body to the University President and other administrators and will act on behalf of the staff of the University where there is a need for a uniform policy throughout the University. The Council will act to enhance the flow of communication between all sectors of the University to keep staff members informed of issues and activities affecting them and to represent their questions and/or concerns. The Council will work to involve staff members in the decision-making processes of the University that have an impact on staff. The Council will not serve as a substitute for the formal grievance procedure of the University, but it will be a part of that procedure through providing members who will be selected to serve on the Board of Review Hearing Committees. The Council will support various University offices and functions that are provided for the benefit of employees. The Council will participate in the activities of the University System of Georgia Staff Council (USGSC).

Article III: MEMBERSHIP

- A. VOTING AND NONVOTING; The Council will consist of non-voting and voting members.
 - a. Non-Voting Members will consist of the University President, the Senior Vice President for Academic Affairs and Provost, and members appointed by the University President as consultants to the Council. The appointed members will include, but not be limited to, the Assistant Vice President for Human Resources, the Executive Vice President and Chief Operations Officer, the Assistant Vice President of Financial Operations and Comptroller, and the University Attorney, or their designees.
 - b. Voting members will consist of staff elected or appointed and elected senators. During an elected term, a representative loses Council membership upon leaving the employment of the University, upon a change from the district from which the representative was elected, or upon an employment status change in which the qualifications for being a representative are no longer met. There will be no alternate members. Staff is defined as any full-time, regular employee, including professional and administrative employees, who are not considered faculty (see the Board of Regents Policy Manual, section 3.2 Faculties for a definition of faculty positions).
 - c. QUALIFICATIONS FOR REPRESENTATIVES
 - i. Representatives must be regular full-time employees and have completed at least one year of continuous service at the university as of February 1 in the year elected.
 - ii. Representatives will attend all regular, monthly meetings as well as special or called meetings.
 - d. DUTIES OF REPRESENTATIVES

- i. Representatives will serve on committees of the Council and may be elected as an officer of those committees.
 - ii. Representatives will make themselves known to their constituents indicating how they can be contacted. They will be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Council. In turn, representatives must keep their constituents well informed of the work of the Council and matters that the administration wishes to communicate to the Council.
 - iii. Representatives will be allowed a minimum of four (4) hours per month in addition to Council meetings to devote to Council work. Additional time for Council work or assignments will be negotiated with the representative's supervisor.
 - iv. A representative will serve as a Council representative on a Senate committee or other university committee if so appointed.
 - v. Representatives may also serve as Staff Senators.
- e. QUALIFICATIONS OF STAFF SENATORS
 - i. Staff Senators must be regular, full-time employees.
 - ii. Staff Senators must have three years of continuous service at the University as of February 1 in the election year.
- f. DUTIES OF STAFF SENATORS
 - i. Staff Senators will serve a two-year term beginning at the start of the University Senate Year. During the period between Staff Senator elections and the start of the University Senate Calendar, the elected will attend Staff Council Meetings but not gain Senate or Staff Council rights until the start of the University Senate year.
 - ii. Senators will be considered voting members of the Staff Council.
 - iii. Staff Senators will attend regular, monthly meetings, as well as special or called meetings, and make reports to the Council regarding Senate matters; particularly those of staff interest.
 - iv. Staff Senators may serve on committees of the Council, but they may not be elected as a chair of any committee unless they are also concurrently representing their district as an elected Staff Council representative.
 - v. Staff Senators may not stand in for an officer position of the Council unless they are also concurrently representing their district as an elected Staff Council representative.
 - vi. Staff Senators will serve as members of the Council Executive Committee.
- g. TERMS OF OFFICE
 - i. Both representatives and senators serve a two-year term. The term of the Chair and Vice Chair as senators is for their term of office, which is one year.
- h. VACANCIES
 - i. If a vacancy in a Council seat should occur because a representative cannot be found as part of the normal election

process or the representative is terminated, changes voting districts, resigns from the Council, is expelled from the Council, or otherwise becomes ineligible to serve, that position will be filled with the candidate with the next highest number of votes within thirty (30) days of the date of the vacancy. If no such candidate exists, the Administrative Committee may appoint a representative from the original electing unit to the vacant position for the remainder of the term of office.

- ii. If a vacancy in a Staff Senator position should occur because a senator is terminated, resigns his/her Senate position, is removed for nonperformance of duties or otherwise becomes ineligible to serve, that position is filled with the candidate with the next highest numbers of votes within thirty (30) days of the date of vacancy. The Executive Committee has the authority to appoint senators to vacant positions when no other suitable candidate exists.

i. **REMOVAL FROM OFFICE OF REPRESENTATIVES AND SENATORS**

- i. Any representative or senator can be removed from office for non-performance of Council or Senate duties and/or breach of duties as University employee. Possible cause of expulsion for representatives will include, but not be limited to: use of the powers of Council, real or implied, to further personal causes; non-attendance; failure to consistently report on activities of the Council to the district; and unavailability of the representative to constituents. Non-attendance for staff council representatives is defined as having three or more unexcused absences from a staff council meeting or three or more unexcused absences from a committee meeting. Possible causes of expulsion for senators will include, but not be limited to: use of the powers of the Council or Senate, real or implied, to further personal causes; non-attendance; failure to consistently report on activities of the Senate to the Council; and unavailability of the Senator to the Council.
- ii. The Vice Chair of the Staff Council will facilitate the process and notify the representative or senator of the outcome.
- iii. The executive committee will review each case for removal. A majority vote by the executive committee determines if the representative or senator is removed from the position.
- iv. Appeals of the executive committee's decision will be made to the full staff council at the next regularly scheduled staff council meeting. A majority vote of the council by secret ballot will be the final standing decision.

j. **DISTRICTS**

- i. The representative districts (voting units) of the Council will be designated by functional unit. Any official University restructuring or renaming which affects voting districts will be considered editorial changes to these Bylaws. The districts will be designated as follows:
Andrew Young School of Policy Studies,

Byrdine F. Lewis College of Nursing & Health Professions,
 College of Arts and Sciences,
 College of Education & Human Development,
 College of Law,
 College of the Arts,
 Facilities Management Services,
 Honors College,
 Institute for Biomedical Sciences,
 Instructional Innovation and Technology,
 Perimeter College,
 Police,
 President/Provost,
 Public Relations and Marketing Communications,
 Robinson College of Business, School of Public Health,
 University Library,
 VP Development and Alumni Affairs,
 VP Division of Student Engagement and Programs,
 VP Finance & Administration, and
 VP Research & Economic Development.

k. NUMBER OF REPRESENTATIVES AND SENATORS

- i. There will be one representative for each fifty (50) full-time staff members or portion thereof within a district. There are fifteen (15) Staff Senators, two being the Council Chair and Vice Chair.

B. NOMINATIONS AND ELECTIONS

- A. The nominations and elections process will be coordinated each year by the Staff Council Office and the Administrative Committee (Article VI, Section A). An elections timeline for Staff Council Representatives, Staff Senators, and board of Officers must be created by the Administrative Committee and approved by the Board of Officers no later than the end of the fall semester.

B. NOMINATION PROCEDURES FOR REPRESENTATIVES

- a. The nomination process will be held in the spring semester as determined by the Administrative Committee and Board of Officers. The Administrative Committee will work with Human Resources and Information Systems and Technology personnel to obtain lists of staff members by district. These lists determine who will be eligible to nominate, be nominated, and vote as well as how the districts are represented.
- b. A nomination will be made available to each staff member by name. The form will identify the district, the number of nominations allowed, and instructions for the return of the form (manner, date, time, place). Each eligible staff member within a voting district may nominate up to the number of staff members equal to the number of terms expiring and/or open in that district.
- c. After the closing date of nominations, the Administrative Committee will certify the nominee's acceptance of the nominations and willingness to serve if elected.
- d. All persons nominated who are eligible, accept the nomination, and are willing to serve if elected will be placed on the election ballot.

- e. A final list of the nominees from each district will appear in random order on the ballots and will be made public prior to election.

C. NOMINATION PROCEDURES FOR SENATORS

- a. The Administrative Committee will work with Human Resources and Information Systems and Technology personnel to obtain lists of staff members by district. These lists determine who will be eligible to nominate, be nominated and vote as well as how the districts are represented.
- b. Staff members who meet the qualifications for Staff Senator must complete the application form by the deadline established by the Administrative Committee and Board of Officers.
- c. After the closing date of nominations, the Administrative Committee will certify the nominee's acceptance of the nominations and willingness to serve if elected.
- d. All persons nominated who are eligible, accept the nomination, and are willing to serve if elected will be placed on the election ballot.
- e. A final list of the nominees will appear in random order on the ballots and will be made public prior to election.

D. ELECTION PROCEDURES FOR REPRESENTATIVES

- a. Electronic ballots will be certified by the Administrative Committee indicating the name of the district, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting.
- b. Ballots will be made available to each staff member eligible to vote.
- c. Elections will be by secret ballot.
- d. At the close of the election, the Administrative Committee will certify the counts.
- e. Those elected will be declared based on the highest number of votes received.
- f. The Administrative Committee will notify the newly elected representatives will make the results the elections known to all staff members within one week of the election through the Staff Council website.
- g. All records pertaining to the nominations/elections will be stored for one year.
- h. The term of office of new representatives will begin with the first regular meeting in July.

E. ELECTION PROCEDURES FOR SENATORS

- a. A staff senator does not have to be nominated. Eligible staff must complete the senator application when it is made available online. The applications are reviewed by the Staff Council prior to the next meeting following the close of the application period.
- b. Ballots will be distributed to all staff council members eligible to vote at a time determined by the Administrative Committee and the Board of Officers.
- c. The election will be by secret ballot.
- d. At the close of the election, the Administrative Committee chair or designee will certify the counts. Those elected will be elected on the basis of the highest number of votes received.

- e. The term of office of new senators will begin with the first regular Council meeting following the start of the new term as determined by the University Senate calendar.
- F. ELECTION PROCEDURES FOR AD HOC ADMINISTRATOR EVALUATION COMMITTEES
- a. The election is open to any regular, full time staff member who has been employed at Georgia State University for at least one year.
 - b. An election will take place at the next convened Staff Council meeting after Ad Hoc committee is announced. Eligible staff must complete the application which is made available online. The applications are reviewed by the Staff Council prior to the meeting at which the election takes place. A separate election will take place for each Ad Hoc Committee.
 - c. Paper and electronic ballots will be distributed to all staff council members eligible to vote.
 - d. At the close of the election, the Administrative Committee chair or designee will certify the counts. Those elected will be elected based on the highest number of votes received.
 - e. The elected staff serve as a member of the ad hoc committee until the committee's work is complete. The elected staff member is expected to regularly attend and participate in the committee's meetings and to report back to the Staff Council at the end of the evaluation.

Article IV: BOARD OF OFFICERS

- A. The Board of Officers will be comprised of six current staff representative members who share responsibility for leadership of Staff Council. With the exemption of Chair, members serving on the Board of Officers must have been elected from their respective district and cannot hold an officer position if serving only as a Staff Senator (see article III, Section A, a.). The Chair need not be a currently elected staff representative, as the Chair-Elect is elevated to that position.
- B. The Board of Officers will meet at least once each month. The Council Chair will be responsible for notifying Board members of meeting dates and locations. Decisions of the Board are made by group consensus. A majority of the Board will constitute a quorum.
- C. Each officer will have a specific set of responsibilities, as detailed below. The Board may reassign particular duties for each designated period as needed. The officers will work regularly with Council committees to carry out their assigned responsibilities.
- D. Chair
 - a. Preside at all meetings of the Council, the Board of Officers, and the Executive Committee. Coordinate the development of the agendas for these meetings with vice-chair.
 - b. Serve as a member of the University Senate during the term of office.
 - c. Refer all matters submitted for the Council's attention to the appropriate committee(s) and/or to the University President.
 - d. Serve as member of Administrative Council, the Fiscal Advisory Committee to the President (FACP), and the Capital Planning and Space Allocations Committee (CPSAC).

- e. Serve as liaison to the University President, both keeping the University President informed regarding the concerns of the Council and seeking support and advice on behalf of the Council.
 - f. Compile annual strategic objectives for the Council.
 - g. Coordinate the collection of data relating to university as needed.
 - h. Preferred to be a staff council member for two years prior to serving.
 - i. Serve for one year term and two-term limit.
- E. Vice-Chair
- a. Preside over the meetings of the Council, the Board of Officers and the Executive Committee in the absence of the Chair and coordinate the development of agendas for these meetings with the chair or on behalf of the chair in their absence.
 - b. Serve as a member of the University Senate during the term of office.
 - c. Serve as a member of the Senate Budget Committee and Capital Planning and Space Allocation Committee (CPSAC).
 - d. Serve as the Georgia State University representative and a liaison to the University System of Georgia Staff Council (USGSC).
 - e. Serve as non-voting member of the Staff Development and Recognition committee.
 - f. Coordinate the removal of staff council representatives and staff senators, if necessary.
 - g. Coordinate new member orientation and annual retreat in conjunction with representatives from both the Community Engagement & Advocacy Committee and Work-Life Committee.
 - h. Serve as non-voting member of the Work-Life Committee and Staff Development and Recognition Committee.
 - i. Serve for one year term and two-term limit.
- F. Chair-Elect
- a. The Chair-Elect will succeed the Chair at the beginning of the next GSU SC business year. The Chair-Elect will assist the Chair and perform the duties of the Chair in the Chair's absence.
 - b. The Chair-Elect will serve as a voting member of the Executive Committee.
 - c. Coordinate new member orientation and annual retreat in conjunction with the Community Relations Committee.
 - d. Compile annual strategic objectives for the Council
 - e. Coordinate the collection of data relating to university staff as needed.
 - f. Serve as a non-voting member of the Work-life Committee and Staff development and Recognition Committee.
- G. Committees Director
- a. Coordinate committee assignment process and make appointments to fill vacancies on committees as needed.
 - b. Ensure that all folders from committees have been updated for the previous year and are ready to be distributed to new chairs.
 - c. Call a meeting of a committee that is not fulfilling its responsibilities and establish organization by dictum.
 - d. Ensure that rules of order are followed during meetings and to serve as a resource to Council members and membership regarding the rules and usages of rules of order.

- e. Serve as non-voting member of the Administrative Committee and Campus Sustainability Committee.
 - f. Serve for one year term and two-term limit.
- H. Staff Relations Director
 - a. Prepare a written annual report of the past year's progress and make it available to all members of the Council.
 - b. Ensure the timeliness and effectiveness of the Council website and email communications.
 - c. Coordinate the preparation of Council and Executive Committee's minutes.
 - d. Prepare official Council correspondence.
 - e. Serve as non-voting member of the Communication Committee and Community Engagement & Advocacy Committee.
 - f. Serve for one year term and two-term limit.
- I. Web Designee
 - a. Will be appointed at the discretion of the Chair.
 - b. Responsible for updating the GSUSC webpages as designated by Chair.
 - c. Relevant experience or willingness to receive training necessary to perform these duties is a requirement of this position.
 - d. Serve for one year term and two-term limit.
- J. Nominate and Election of Board of Officers
 - a. Qualified nominees must have had at least one year of service on the Staff Council and representatives may self-nominate. Nominees may run for only one office per election.
 - b. The Staff Council Administrative Committee will conduct the election of officers prior to the first meeting of the new Council. Officers will be elected by electronic ballot cast by current Council representatives. A simple majority of those present and voting is required for the election.
 - c. The terms of office for Board of Officers will be one year. A representative will not hold more than one office at a time.
 - d. In the event that the Chair is unable to complete the elected term of office, the Vice Chair will assume the vacant office for the length of the unexpired term. In this or any circumstance in which any of the other Board of Officer's positions become vacant, a special election will be held in order to fill the vacant office for the remainder of the term by simple majority vote of the members present and voting. Such elections may be held at any regular meeting of the Council.
 - e. All records pertaining to Council business will be stored in the University Senate and Staff Council Office.
 - f. Transition: Following the election and certification of the new Board of Officers, a Transition committee shall be formed, comprising both incoming and current Board of Officers. The purpose of the Transition Committee is to ensure a smooth, efficient, and effective transfer of leadership by facilitating communication knowledge sharing, and continuity of operations between outgoing and incoming Board of Officers. The committee shall support onboarding, clarify roles and responsibilities, and promote alignment around strategic priorities to maintain organizational stability and momentum.

Article V: THE EXECUTIVE COMMITTEE

- A. The membership of the Executive Committee will consist of the Board of Officers of the Council, the elected chairs of standing committees, and the Staff Senators.
- B. The Executive Committee will meet monthly. Additional meetings may be called by the Board of Officers, by the University President, or upon request of two members of the Executive Committee. The Staff Relations Director will be responsible for notifying Committee members of meeting dates and locations and will keep minutes of all meetings. A majority of the Committee membership will constitute a quorum. The minutes of the meetings will be open to inspection except as stipulated in Article IX, Section 8.
- C. The duties of the Executive Committee will be to consider all matters presented to it by the Board of Officers, the University President or designee, the Council, standing committee chairs, staff senators, or others, and to make recommendations; to assist the Board of Officers in setting the agenda for Council meetings; to review periodically the purpose and membership of each standing committee to assure it is functioning as intended by the Council; to assist the Committees Director in appointments to the standing committees; to appoint (considering volunteers first) ad hoc committees as needed; to recommend to the Council such special committees as it deems necessary; to resolve questions related to the Council elections process; to make recommendations to the Council regarding the removal from position of Council members.
- D. The term served on the Executive Committee will be for the representative's term of office or the representative's elected term as a standing committee chair or as a senator.
- E. The Council Chair will preside over meetings of the Executive Committee and will make a report to the Council at each regular meeting of the actions of the Committee.

Article VI: OTHER COMMITTEES

- A. Standing Committees.
The standing committees of the Council will be the Executive Committee, Administrative Committee, Campus Sustainability Committee, Community Engagement & Advisory Committee, Communication Committee, Staff Development and Recognition Committee, and Work-Life Committee. Membership on these committees will be open to all Council representatives. The chair of a committee can appoint one or more subcommittee(s) and subcommittee chair(s) for specific terms to deal with assigned issues; the subcommittee chair(s) will report to the appointing committee. Each standing committee will consist of a minimum of five members unless otherwise noted, and members will serve for one year. Committees will meet monthly or as convened by the chair. Each committee will elect a chair and a Vice-Chair and a Secretary; each will serve for one year or until replaced in the next election. If a representative serves an unexpired term of six months or less as committee member or committee officer, the individual is eligible to serve for another year provided Council membership is continued for another year.
- B. General Duties of All Standing Committees

The duties of the standing committees will be to accept business items assigned to the committee by the Executive Committee and to deal with the item(s) in a responsible and timely manner; to have the committee chair make a report to the full Council at each monthly meeting and to provide a written copy of that report to the Committees Director and Council office in a timely manner; to prepare and submit entries for the Council annual report, including all items placed on the committee agenda and the disposition of each, to the Staff Relations Director by the February meeting of each year. Staff Council and its standing committees play an important role in ensuring the soundness of university policies and procedures that have a major effect on staff. In a few cases, Council committees have primary responsibility for the execution of university processes (e.g., Staff Fund Award selection process). In most cases, however, committees fulfill the Council mission by working collaboratively with other Council committees and with officers and groups throughout the university community and beyond. To facilitate collaboration among Council committees, the Communication Committee and Administrative Committee each provide service to other committees as part of their specific mission. To facilitate collaboration with university offices and groups, committee chairs may invite non-council members to attend specific committee meetings or to serve as non-voting members for a period not to exceed the current council term.

C. Duties of Standing Committees

a. Administrative Committee

The duties of the committee will be to coordinate all nominations and elections procedures as set forth in Article III of the Bylaws. The committee will accept proposed changes to the Bylaws, study the proposals, and prepare recommendations to the council in accordance with Article X and XII of the Bylaws. The committee will serve as a resource for council committees and members involved in the development of formal policies and administrative statements. The Committees Director will serve as a non-voting member of the committee.

b. Campus Sustainability Committee

The committee will work to enhance the quality of life on campus for Georgia State employees and students by focusing on the university's impact on the local and global environment. The committee will promote sustainability business practices such as water and energy conservation, recycling, energy-efficient transportation, green building and landscape design, and related areas of university operations as appropriate. The committee will contribute to the development and maintenance of campus-wide networks of staff, faculty, and students focused on resource conservation, sustainable business practices, sustainable procurement policies, and related issues. The committee chair or designee will serve as a member of the university Transportation and Parking committee. The Committee's Director will serve as a non-voting member of the committee.

c. Communication Committee

The duties of the committee will be to promote the activities of the council and its standing committees. Committee members will

contribute to ongoing communications initiatives of the council, including the organization website, email lists, annual report, presentation and display materials, brochures, and other media. The committee members will work regularly with the other council standing committees to facilitate the consistency and professionalism of communication efforts originating from these groups. The committee will engage with the Office of University Relations and other appropriate units to publicize council projects and achievements. The Staff Relations Director will serve as a non-voting member of the committee.

d. Community Engagement and Advocacy Committee

The Community Engagement and Advocacy Committee's primary role is to engage staff council members and university staff in community service efforts by providing opportunities that serve and support GSU and the surrounding community. The committee is responsible for identifying, planning, and executing such community service events. The committee will also collaborate with other Staff Council committees and GSU departments to engage with and advocate for the GSU staff community, as well as solicit feedback.

e. Staff Development and Recognition Committee

The duties of the committee will be to promote training and advancement programs and other opportunities for professional and personal development. The committee will address such issues as career and professional development, orientation/mentoring, employment, staff retention, classification and compensation, diversity training, and basic skills development. Additionally, the committee will provide the council with information relating to major policy or procedural changes in human resources-related areas and will advocate for new policies and procedures that positively benefit the university and staff when appropriate. Additional duties of the committee will be to administer the Staff Fund as outlined in Article XI. The committee will investigate formal and informal means of recognizing the achievements of staff members. The committee will work to foster participation in staff awards programs and other staff recognition efforts, such as and/or including the Chancellor's Annual Service Excellence awards program, on campus by promoting nomination opportunities, participating in award/recognition nomination or selection processes on behalf of Staff Council, and publicizing the achievements of award/recognition recipients. The committee will work with units across campus to identify and to share information about exemplary staff recognition efforts. The Vice Chair and invited designee(s) from Human Resources will serve as non-voting members of the committee.

f. Work-Life Committee

The committee will work to enhance the quality of work life for university employees. The committee will address such issues as campus safety, emergency management, benefits and employee incentive programs, occupational safety, alternative work models, food services, and dependent care. The committee will work with units

across campus to identify and to share information about exemplary work-life improvement efforts.

C. Ad Hoc Committees

- a. Ad hoc committees of the Council will be appointed as needs arise. Ad hoc committees will be chaired by a members of the Staff Council Board of Officers. An ad hoc committee will be disbanded when its purpose has been served. The number of members will be determined by the Executive Committee.
- b. General Duties of All Ad Hoc Committees- the duties of the ad hoc committees will be to accept the business assigned to the committee by the Executive Committee and to deal with the item in a responsible and timely manner; to make progress reports on its activities to the Council, as well as a final report.

D. Outside Committees

- a. The Council may send representatives to committees, boards and other deliberative bodies outside the Council but still within the University System of Georgia, except as regulated by these outside bodies. Membership in these outside committees will be open to all Council representatives, except indicated elsewhere in these Bylaws. Members will be appointed or removed by the Board of Officers after consultation with the Staff Council Executive Committee.

Article VII: UNIVERSITY SYSTEM OF GEORGIA STAFF COUNCIL

- A. The Staff Council of Georgia State University voted February 21, 1996 to be a charter member of the University System of Georgia Staff Council (USGSC). The intent of the USGSC is to advance the mission of the system as a whole and to promote and foster the welfare of the system staff through the collective creativity of representatives from each system institution. The Vice Chair of the Council will represent Georgia State University (GSU). If the Vice Chair is not able to serve in this capacity, a designee will be chosen by the Board of Officers.

Article VIII: MEETINGS

A. Types of Meetings

- a. Regular meetings of the Council will be held monthly during the Council year which will be defined as July of one year through June of the following year. Written notice of the date, time and place of meetings, the order of business, and copies of substantive proposals will be sent to all members at least two (2) working days prior to the meeting. If the Board of Officers and Executive Committee have no new agenda items or proposals, they reserve the right not to hold a meeting but must notify the Council.
- b. Special meetings of the Council may be called by the Board of Officers; upon petition of twenty (20) percent of the membership of the Council a meeting must be called. Ten (10) working days' notice should be given of any special meeting except in an emergency situation. In an emergency situation, a meeting can be called with three business days notice given to the membership. Only business specified in the call of the special meeting can be conducted at such a meeting.

- c. A council orientation for new members will be held before the first regular meeting of the Council term.
 - d. Council retreats may be held to focus on Staff Council business or special topics of interest to the Council.
 - e. A Staff Forum may be held annually to which all staff members of the University will be invited and encouraged to attend. The University President will be invited to be the guest speaker. The purpose of the forum will be to share common interests and concerns, to pose questions, and to provide the University President an opportunity to share information with staff. The purpose of the forum will not be to voice matters which should be handled through normal Council procedures.
- B. Quorum
- a. A simple majority of the membership will constitute a quorum for the conduct of the Council's business in meetings of the Council or its committees. Motions may be passed by a simple majority of those present and voting. The Council may not conduct normal business if a quorum is called and found lacking.
- C. Open Meetings
- a. Meetings of the Council will be open to all university employees on a non-participatory basis.
- D. Floor Privileges
- a. Proposals, measures, and resolutions will be introduced on the Council floor only by members of the Council. Members of staff who are not members of the Council may be granted the right to speak, but not to vote, on matters before the Council. When a request is made for this privilege, the Chair will ask the Council for objections and, hearing none, will grant permission to speak. If objections are raised, the privilege will be extended only by vote of the Council.
- E. Vote
- a. Only Council members will have the right to vote on Council business. Only Council members present may vote. Action by the Council will be by voice vote unless a vote is deemed by the Chair as being too close to determine. In this circumstance, the vote will be by a show of hands. Some issues may require written ballots (such as elections of officers); written ballots may be requested from the floor.
- F. Order of Business
- a. The order of business for regular meetings will be as set forth in the agenda, except that the order of business may be altered by consensus during the meeting. The order of business will include (1) call to order; (2) approval of previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new business; (6) miscellaneous (comments, announcements, tributes, etc.); (7) adjournment. The agenda will also provide for updates by the University President or designee, as well as guest speakers.
- G. Agenda
- a. Meetings of the Council will have an agenda that will include the time and place of the meeting, the order of business, and copies of any substantive proposals. The Board of Officers, after consultation with the

Council Executive Committee, will set the agenda. Items may be added to the agenda at the meeting if approved by the members present and voting. The agenda should be published in a form widely available to all staff members (e.g., the Council website). The Board of Officers will (1) receive proposals for Council action or other presentations to the Council from any committee of the Council, from any member of the Council, from individual staff members, from the University President or designee; (2) refer all substantive proposals for Council action to appropriate committees for review prior to placing them on the agenda unless the Board of Officers is prepared to deal with an issue and present it to the Council; (3) include on the agenda of a regular meeting as soon as practical all items presented from various sources; (4) will set the agenda so that the business can be disposed of in a meeting of reasonable duration; (5) may advise the Council of the apparent need for a special meeting.

H. Executive Session

- a. Should it become necessary for the Council to discuss the items of a confidential nature, it will go into executive session and the proceedings will not be reflected in the regular minutes of the meeting.

I. Minutes

- a. The minutes of the meetings will be open for inspection by any staff member of the University. Exceptions will be made in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality will rest with the Board of Officers, who will secure the consent of the individual affected before making such information available in the minutes. A summary of the minutes will be made available to all staff members.

Article IX: PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order will govern the Council and its committees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Article X: CONTINUING PROJECTS

- A. The name of this fund will be the Staff Council Professional Development Fund. (Hereafter in this document the term "Fund" will refer to the Staff Council Professional Development Fund unless otherwise noted). The main purpose of the fund is to provide financial assistance to eligible staff members of Georgia State University pursuing higher education, professional development, and other relevant learning opportunities by providing funds for applicable expenses. In special circumstances, it can also provide funding for general Staff Council purposes. The Georgia State University Foundation will serve as custodian of Fund monies and may make additional contributions toward the fund from the time they are received until the time they are awarded.
 - a. Amounts not distributed during one school term will remain in the Fund for investment and distribution in future terms.

- b. The Fund may accept contributions from any lawful source. The staff Council Board of Officers, Staff Development and Recognition committee, and Staff Council General body may by mutual consent modify these policies.
- B. Professional Development Funds-For purposes of staff funds, the Fund will be administered by Staff development and Recognition Committee consisting of:
 - a. All members of the Staff Development and Recognition Committee.
 - b. One employee of the Georgia State University Human Resources Department as selected by the Assistant Vice President of Human Resources;
 - c. Staff Council Board of Officers
 - d. At least once per school year, the Fund Committee will: publicize the Fund among University staff members, distribute blank application forms and accept completed ones, evaluate the applications, present awards to selected applicants.
 - e. Up to \$400 can be awarded per student per year. The number of awardees and the dollar amounts of the individual awards may vary depending on available funds. Some applicants may not receive awards.
 - f. The Fund Committee will establish a mechanism ensuring that funds awarded are used strictly for legitimate expenses as outlined in the Fund requirements and application.
 - g. A fund recipient must be a full-time staff member, who has been a staff member of Georgia State University for at least six months. The Fund Committee may impose additional requirements.
 - h. The committee will protect the privacy and confidentiality of academic and personnel information it encounters in assessing fund applications.
- C. In special circumstances, a portion of this Fund can be designated for general Staff Council expenses. These may include, but are not limited to, organizing staff events, workshops, recognition programs, and other initiatives that enhance the working environment of all staff members. The Fund shall not be used to sponsor any events that are exclusive to Staff Council members.

Expenditures from the Fund for general purposes shall be subject to the approval of the Staff Council. A simple majority vote of the Staff Council members shall be required to approve such expenditures.

Article XI: AMENDMENTS TO THE BYLAWS

- A. The Council will have the power to consider and adopt by a two-thirds majority vote of members present and vote on any amendments to or modification of these Bylaws provided quorum exists. Amendments to these Bylaws may be proposed at any time by any member of the Council. Proposals will be submitted in writing to the Chair of the Council. Within a week of receipt of the proposal for modification of the Bylaws, the Chair will refer the proposal to the Administrative Committee. After due deliberation, the Administrative Committee will report such proposed amendments to the Council along with the recommendations of the Committee. Proposed amendments and the Committee's recommendations will be reported to the Council at its next regular meeting after the Committee receives the proposal on no later than the

second regular meeting if the Committee receives the proposal ten (10) days or less in advance of the first regular meeting.

- B. Editorial changes in grammar or spelling, necessary for clarification of the text only and which do not alter the intention of the text, can be made after a review by the Administrative Committee without having to be voted on by the Council; however, all editorial changes must be announced to the Council at its next regular meeting.