

RUTGERS[®]
Staff Council | Newark

A
Voice
for
Staff



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BYLAWS

Amended FEBRUARY 20, 2020

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Rutgers, The State University of New Jersey

Rutgers University–Newark

Staff Council Bylaws

ARTICLE I: NAME

The name of this body shall be Rutgers University–Newark Staff Council of hereinafter referred to as Staff Council.

ARTICLE II: PURPOSE AND VALUE

Section 1: PURPOSE STATEMENT

The Staff Council is an advisory body that serves in such capacity to the Rutgers University–Newark chancellor. The Staff Council’s primary responsibilities are Communication, Collaboration, Advising, Recognition, and Professional Development for all Rutgers University–Newark (hereinafter referred to as RU–N) staff. These responsibilities include, but are not limited to the ability:

1. To listen to, pursue, and respond to the ideas and opinions of staff employees;
2. To convey these ideas and opinions to the university administration;
3. To collaborate with the Rutgers University–Newark chancellor to engage in a regular engage on issues that affect staff employees;
4. To keep employees informed about the movement forward on strategic plan initiatives and Staff Council items.

Section 2: STATEMENT OF VALUES

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

1. **Engagement:** Ensuring everyone is encouraged to participate in community building and has the opportunity to collaborate with one another. We need to intentionally foster dialogues across differences and build on the full range of experiences, opinions, values, and cultural traditions encompassed here in public events and gatherings. This includes bringing many constituents together, from within and outside of our university, often in new combinations and settings. This council will work to ensure collaborative opportunities are offered in ways that encourage learning from each other and positive, timely actions.
2. **Respect:** We respect one another. We listen to and encourage one another. We put a high value on justice, transparency, and ensuring our actions are both ethical and fair.
3. **Responsibility:** We are committed to staff members and collectively accept and foster responsibility for our actions to achieve the goals of the council. We invite and encourage all staff members to focus on their responsibilities to each other.
4. **Inclusion:** The staff council commits to continually evaluate and work to include the evolving needs of all Rutgers community members to ensure that each staff member's views are understood, and each staff member's voice is heard by university leadership and the Rutgers University–Newark community at large. To fully leverage who we are and who we can be as a university community, we need to be cognizant of the many dimensions of diversity richly represented here. We strive to foster a community that honors and respects the identity of all constituents.

ARTICLE III: REPRESENTATIVE BODY

Section 1: ELIGIBILITY AND RIGHTS

1. Open to all RU–N active Class 1 staff with no other requirements for admission to active membership. All members of the RU–N staff community are welcome and encouraged to be an engaged member and actively participate in the Staff Council. Staff members who are a part of the chancellor's executive team are also encouraged to be members of the Staff Council but are restricted to membership only. Given their executive status, staff members on the Chancellor's Executive Team may not hold an elected position on the Staff Council as to avoid any conflict of interest.
 - a. The representative body will consist of elected at–large seats, to reflect approximately 5% of the eligible staff of RU–N.
 - b. All elected members of the RU–N Staff Council must notify and get authorization from their respective Supervisor and/or Dean in order to serve or participate in Staff Council related items and events.
 - c. Only Class 1 staff positions can hold an elected seat on the RU–N Staff Council
2. Representatives are charged with voting on all action items to further the agenda and mission of the Staff Council. Each representative has equal rights and privileges, which include proposing topics for discussion, initiating motions, voting, and committee participation.
3. In compliance with Rutgers policy, there must be no discrimination or rules that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 2: RESPONSIBILITIES

1. Regular attendance
2. Serve on at least one committee
3. Direct engagement with other RU–N staff to promote RU–N Staff Council activities

Section 3: VACANCIES

1. Special elections are triggered if the number of vacant seats in the representative body drops below 50% (see Article VI, Section 4).

Section 4: REMOVAL GROUNDS AND PROCESS

1. Grounds for removal can include, but are not limited to:
 - a. Failure to fulfill above stated responsibilities;
 - b. Failure to adhere to the RU–N Staff Council values;
 - c. Failure to adhere to all university policies and guidelines.
2. When removal becomes necessary, the Executive Board shall bring the question of removal as a motion before Staff Council for a vote.
 - a. Removal process
 - i. Any representative, including officers, found in violation of the above shall be brought to the attention of the Executive Board, by any member of the Staff Council
 - ii. The Executive Board will review and make determine appropriate course of action.
 - iii. If grounds for removal exist, the Executive Board will notify the representative(s) of the claims and the process in writing

- iv. A vote will take place at the next Staff Council meeting
- v. The representative(s) will have the opportunity to provide a statement prior to the vote
- vi. Voting shall be by ballot, and removal shall require a two-thirds majority of all representatives physically present at time of vote

b. Appeals process

- i. If the Staff Council vote determines removal and the representative chooses to appeal, they may appeal to Human Resources–Newark in writing within two weeks of the vote.
- ii. Human Resources–Newark will consult with the Staff Council Executive Board to make a final determination.

ARTICLE IV: LEADERSHIP

Section 1: EXECUTIVE BOARD

The Executive Board consists of the two Co–Chairpersons (hereinafter referred to as co–chair or co–chairs), the secretary, the parliamentarian and each Standing Committee Head. The Executive Board shall meet regularly in addition to attending RU–N Staff Council meetings.

1. Co–chairs

A. Qualifications

The stipulated qualifications for two co–chairs of the Staff Council are the same as the requirements for regularly elected representatives (see Article III, Section 1). With the exception of the inaugural Staff Council year, the co–chairs shall

have a minimum of six months of elected Staff Council experience within the previous three years. Elections and term(s) of office:

1. The regular election for Staff Council co-chairs shall be held in May. Elections shall be by electronic voting, with at least one week allowed for balloting. Upon request, computer polling station(s) will be provided as necessary for unit(s) with limited internet access.
2. The co-chairs shall be elected to serve one two-year term, commencing July 1 with a maximum of two consecutive terms.
3. Each co-chairs term shall commence on alternating years (i.e. Co-chair A serves 2017-19; Co-chair B serves 2018-20). After the terms of office have ended a Co-Chairperson may later run for additional terms with the limitation that each period (either one or two terms) in office must be separated by at least one year,
4. The Co-chairs shall be elected by and from the general representative body.
5. Nominations for the offices of co-chair shall be placed on the official ballot by the Representation and Elections Committee.
6. To be elected, a candidate requires a simple majority of total votes submitted.
7. Two members of the Executive Board shall work with the Representation and Elections Committee to review the election results. Any concerns regarding the elections must be submitted in writing within 24 hours to the Representation and Elections Committee for review.
8. Candidates may only run for one position at a given time. In the case of multiple nominations, individuals will be given the opportunity to choose the position of interest.
9. When the co-chairs are elected, any previous positions held shall be vacated.
10. Upon completion of their final term, the outgoing co-chair shall serve in the role of ex officio on the Executive Board. This role is designed to

provide transitional leadership to the Council and includes serving one year as a Staff Council elected representative-at-large without voting rights as an elected representative of the Executive Board.

B. Responsibilities

The co-chairs shall collaborate on the following responsibilities, including, but not limited to:

1. Shall preside at all Staff Council and Executive Board meetings.
2. Shall prepare the agenda for Staff Council meetings.
3. Shall oversee Staff Council activities.
4. Shall serve in the following capacities:
 - i. Non-voting members of all Staff Council standing and ad-hoc committees.
 - ii. Primary spokespersons representing the Staff Council before the RU-N administration and other university bodies, communicating information from those bodies to Staff Council and the larger RU-N community.
 - iii. Official representatives of the Staff Council at university functions including convocation and commencement.
5. Responsible for preparing the annual Staff Council report.
6. The co-chairs or their designee representative(s) will communicate on a regular and meaningful basis with the RU-N Chancellor and with the general membership. The co-chairs should regularly report to the Executive Board on the chair's ongoing communications with the Chancellor.
7. The co-chairs shall maintain a collaborative working relationship with RU-N Central Administration and Human Resources.
8. The co-chairs shall maintain routine communications at a minimum of:

- i. Quarterly with the RU–N chancellor, with an agenda sent to the chancellor at least two weeks prior to the meeting;
 - ii. Annually with the RU–N Faculty Council;
 - iii. Annually with the RU–N Student Governing Association (undergraduate and graduate);
 - iv. Annually with the RU–N Chancellor, executive vice chancellor/COO, and HR–Newark.
9. The co–chairs are expected to serve as ex officio for 1 year following the last term in office.
10. All new matters shall be referred to co–chairs. Standard practice is that all communications to the Staff Council should be addressed to the Co–Chairs who will determine appropriate committee assignments.

2. Secretary

A. Qualifications

The stipulated qualifications for the secretary of the Staff Council is the same as the requirements for regularly elected representatives (see Article III, Section 1). The secretary shall have a minimum of six months of elected Staff Council experience within the previous three years. Election and term(s) of office:

1. The secretary is elected from the current body of Staff Council representatives.
2. The secretary shall be elected to serve a single one–year term.
3. The secretary may run for an additional, consecutive one–year term, with a maximum of two consecutive terms. After the terms of office have ended, a secretary may run for additional terms with the limitation that each period (either one or two terms) in office must be separated by at least one year.

B. Responsibilities

1. Attend all official meetings of the Staff Council and Executive Board.
2. Serve as a member of the communications committee.
3. Call a meeting to order and preside in the absence of the co-chairs.
4. Keep track of meeting time, if there are agenda items in queue for discussion and the Staff Council is near the end of a meeting.
5. Prepare draft minutes of all general meetings and executive board meetings and send to Co- Chairpersons for review within three business days.
6. Organize and archive all official documents (agenda, minutes, forms, correspondence), and key Staff Council activities and public documents, organized by chronology and committee subject area.
7. Maintain a spreadsheet of current motions and past motions, with status updates.
8. Maintain a current list of all officers and Council representatives.
9. Take attendance and mark absences.
10. Notify Executive Board of representatives with two or more acknowledged absences.

3. Parliamentarian

A. Qualifications

Must be selected from representatives elected to the council and retains all general council voting rights. Appointment and term(s) of office:

1. Appointed by the Staff Council co-chairs to serve a one-year term.
2. There is no limit to the number of one-year appointments they may serve.

B. Responsibilities

1. Attend all official meetings of the Staff Council and Executive Board.

2. Ensure that meetings are conducted in accordance with the most current edition of Robert's Rules of Order.
3. Ensure that the Staff Council acts in accordance to the bylaws, policies, and established practices.
4. Informs the Staff Council when bylaws, policies, or established practices are breached.
5. Serves as advisor on parliamentary procedure to the Staff Council and standing committees at their request.

C. Vacancy

A vacancy shall occur when the parliamentarian resigns or ceases to meet the qualifications or responsibilities of the office (outlined above). In the event of a vacancy mid-term, the co-chairs shall appoint a new parliamentarian.

4. Treasurer

A. Qualifications

The stipulated qualifications for the Treasurer of the Staff Council are the same as the requirements for regularly elected representatives (see Article III, Section 1).

1. The Treasurer shall have a minimum of six months of elected Staff Council experience within the previous three years.

B. Election and term(s) of office:

1. The Treasurer is elected from the current body of Staff Council representatives.
2. The Treasurer shall be elected to serve a single one-year term.
3. The Treasurer may run for one additional, consecutive one-year term, serving a maximum of two consecutive one-year terms. After the terms of

office have ended, a Treasurer may run for additional terms with the limitation that each period (either one or two terms) in office must be separated by at least one year.

C. Responsibilities

1. Attend all official meetings of the RU-N Staff Council and the executive board.
2. Provide financial statements at each meeting.
3. Present proposed budgets and expenditures to the general body for approval with input from the sub-committees and executive board.
4. Prepare and submit requisitions, place orders, and process expenses through university financial systems and the finance approver.
5. Approve spending on a discretionary amount of funds as determined in the standing rules on an annual basis or by approval of the general body.
6. Maintain and reconcile receipts and expenditures according to university policy.
7. Assist the executive board with budget reporting to administration and stakeholders for the interim and final reports.
8. Assist with compliance and auditing as needed.

5. Standing Committee and Ad-Hoc Committee Chairs

For each standing committee under the Staff Council (see Article V, Section 1) there will be a head committee member elected by the members of that specific committee. The head of the committee will be the designated individual to lead that committee in meeting its charge.

A. Qualifications

Must be selected from representatives elected to the council and retains all general council voting rights. Appointment and term(s) of office:

1. Elected by the committee members of the respective standing committee to serve a one-year term.
2. There is no limit to the number of one-year appointments they may serve.

B. Responsibilities

1. Attend all official meetings of the Staff Council and of the specific standing committee.
2. Attend Executive Board meetings, when feasible, and provide the Executive Board with regular updates on the status of the committee.
3. Preside over committee meetings and ensure that meetings are conducted in accordance with the most current edition of Robert's Rules of Order.

Section 2: EX OFFICIO MEMBERS

By virtue of their leadership positions at Rutgers University–Newark, the following will be invited to be *ex officio* members of the Staff Council while active in the specified role.

1. Immediate Past Co-Chair, RU–N Staff Council;
2. Chancellor, RU–N;
3. Executive Vice Chancellor;
4. Director for Human Resources, RU–N;
5. Senator representing Newark staff, Rutgers University Senate;
6. Chair, Newark Faculty Council, RU–N;
7. President, Student Governing Associations (undergraduate and graduate), RU–N.

Responsibilities include:

1. Acts as advisor to the Staff Council and Executive Board.
2. Retains all the privileges, except the right to vote, but none of the obligations of representation.
3. Permitted, but not required, to attend all Staff Council meetings.
4. May be invited to attend Executive Board meetings.
5. May be appointed by the co-chairs as an ex officio member to serve on any committee.
6. In counting a quorum, shall not be counted as a member.
7. Provides assistance to the Staff Council's effort in carrying out specific tasks or projects (e.g., assistance with website development and maintenance, fundraising activities).

Section 3: ADMINISTRATIVE SUPPORT

The Staff Council will have the assistance and support of someone appointed by the Director for Human Resources, separate from the election process.

1. Liaise with Staff Council regularly (as defined in Policies and Procedures).
2. Required/expected administrative Support from Human Resources may serve as Staff Council contact "permanent member."
3. Reserve Meeting Space for Staff Council Meetings.
4. Provide administrative services as requested.

ARTICLE V: COMMITTEES

The Staff Council establishes standing committees to help carry out its work. Most Staff Council business is referred by the council or executive board to one of the various standing committees or, occasionally, to an ad hoc committee. Each committee is also

encouraged to initiate, study and formulate recommendations on any policy issue within its purview as defined in the general charges that appear on the succeeding pages of these bylaws. Staff Council standing committees are advisory to the Staff Council, and report directly to the Staff Council.

Section 1: OVERVIEW AND STRUCTURE OF STANDING COMMITTEES

1. The Staff Council has four standing committees: Administrative, Communications and Events, Engagement and Outreach, and Professional and Personal Development.
2. Staff Council representatives are required to participate on at least one standing committee. Representatives' committee preferences are solicited by the chair of the Staff Council Administrative Committee or their designee. Staff Council Representatives shall sign up for standing committees at the annual reorganization meeting and those stated preferences are accommodated whenever possible.
3. The head of a standing committee may appoint one or more subcommittee(s) for specific terms to deal with assigned issues; the subcommittee head(s) shall report to the appointing standing committee head. Members of a subcommittee are considered de facto members of the appointing standing committee.
4. Standing committees or their respective subcommittees shall meet monthly or as convened by the head of the committee. It is recommended that each standing committee should consist of a minimum of five members who shall serve for one year. Each committee shall elect a head.
5. To facilitate collaboration with university offices and groups, committee heads 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 Staff Council term.

Section 2: GENERAL RESPONSIBILITIES OF STANDING COMMITTEES

1. The duties of the standing committees shall be to:
 - A. Accept business items assigned to the committee by the Staff Council or executive board;
 - B. Accomplish the task(s) in a responsible and timely manner;
 - C. Provide a report to the Staff Council in advance of each monthly meeting;
 - D. Prepare and submit content for the Staff Council annual report.
2. There is no quorum requirement for standing committees to carry out deliberations or develop recommendations. The committee members present at each committee meeting develop recommendations and submit a report based on their opinions, and the names of all participating committee members are to be listed on all reports.
3. Subcommittee members shall prepare reports with their subcommittee head, which shall then be transmitted to the head of the appointing standing committee. These reports may then be aggregated into a single written report for presentation at the monthly regular Staff Council meeting. Standing committee heads or their designee(s) shall guide any discussion regarding these reports during the monthly regular Staff Council meeting.

Section 3: COMMITTEE DESCRIPTIONS AND STANDING CHARGES

1. Administrative Committee

Standing Charge: This committee shall concern itself with all matters related to the administration and operation of the Staff Council including elections, bylaws, budgets, and other financial matters.

Responsibilities include, but are not limited to the following:

- a. Coordinate all nomination and election procedures as set forth in Article VI, Section 1 of the bylaws.
- b. Accept and study proposed changes to the bylaws and prepare a recommendation to the Staff Council in accordance with Article VII and Article IX of these bylaws.
- c. Review bylaws on an at least annual basis and propose changes as needed.
- d. Serve as a resource for Staff Council standing committees and committee members involved in the development of formal policies and administrative statements.
- e. Prepare and submit information to the executive board to facilitate routine communications.
- f. Offer advice to the Chancellor and the Chancellor's Executive Team and other senior administrators on all university business matters where staff concern is strong.
- g. All council communication between the Administrative Committee and executive leadership and peers shall be directed through and approved by the co-chairs.

2. Communications Committee

Standing Charge: This committee shall concern itself with all official communications from the Staff Council and is responsible for the collection, distribution, publishing, and archiving material generated by and given to the Staff Council and any of its standing committees.

Inform RU–N staff of Staff Council activities and share university news and opportunities that relate to staff.

- a. Promote the activities of the Staff Council by contributing to ongoing communications initiatives of the Staff Council, including a website, monthly updates, flyers, surveys, annual report, presentation and display materials, brochures, and other media.
- b. Publish agenda of the monthly regular Staff Council meeting prior to the meeting with as much notice as possible, preferably at least 24 hours in advance of the scheduled meeting.
- c. Publish minutes of the monthly regular Staff Council meeting within two weeks of receiving them from the secretary.
- d. Collaborate with the secretary and co–chairs to archive agenda, minutes, and newsletters, among other staff council records, for public access. The preceding items should be archived and published on the Staff Council website.
- e. Promote various campus events and programs for staff sponsored by the Staff Council or in conjunction with other RU–N departments or organizations.

3. Engagement and Outreach Committee

Standing Charge: This committee shall be concerned with the recognition and highlighting of the accomplishments of university staff and has a special focus on researching, implementing, and sustaining institutional best practices for the benefit of the entire university community. This committee shall focus on building strong relationships and share resources and ideas within the university and greater Newark communities.

- a. Focus on advancing the study and practice of community engagement and outreach at RU–N, marked by commitments to collaboration within RU–N and the communities it serves.
- b. Design, create and recommend staff recognition events and awards to the RU–N Office of the Chancellor and the chancellor’s executive team or their designee.
 - i. All approved recognition events and awards shall be implemented in collaboration with the RU–N Office of the Chancellor and the chancellor’s executive team. The Staff Council shall work to ensure that any recommended staff recognition events and awards shall be in support of the RU–N’s strategic plan and priorities. Any recommendation for awards that involve compensation must be vetted to ensure compliance with university policy and potential tax implications.

4. Professional and Personal Development Committee

Standing Charge: This committee shall be concerned with the professional and personal growth of staff members and shall actively seek out programs, events, methods, and policies that are for their benefit, growth, and enrichment.

- a. Recommend, offer, and promote professional and personal development for staff through training and enrichment opportunities sponsored by the Staff Council, university, and external providers.
 - i. Professional development includes trainings, workshops, conferences, job skills, and career advancement and growth.
 - ii. Personal development includes topics such as work–life balance, stress management, health and wellness, and financial planning.

Section 4: CREATION OF NEW STANDING COMMITTEES

Staff Council may need various standing committees to meet the strategic priorities of RU-N and the Staff Council. As such, Staff Council representatives may vote on the creation of a new standing committee(s).

1. Creation of a new standing committee(s) must go through the following process:
 - a. A report outlining the need for a new standing committee must be submitted to the Staff Council for review.
 - i. The report must demonstrate the need is not something currently covered by another committee and is an ongoing issue that may last or occur year to year.
 - ii. If, upon review of the report, a new standing committee is not needed, it shall be referred to the appropriate standing committee.
 - b. A two-thirds majority vote of the Staff Council present is required to approve the creation of any new standing committees.
 - c. Upon creation, the Administrative Committee shall call for members, who will then elect a committee head.

Section 5: AD HOC COMMITTEES

Staff Council may need various ad hoc committees to address specific needs. If need for the ad hoc committee extends beyond 12 months, formation of a standing committee shall be considered, as outlined in Article V, Section 4 of these bylaws. Ad hoc committees should consist of a minimum of five representatives to form. Ad hoc

committees shall elect a head. An ad hoc committee shall be disbanded when its purpose has been served.

1. Appointment of a new ad hoc committee(s) must go through the following process:
 - a. A report outlining the need for a new ad hoc committee must be submitted to the Staff Council for review.
 - i. The report must demonstrate that the need is not something currently covered by another committee and is an ongoing issue that may last or occur year to year.
 - ii. If, upon review of the report, a ad hoc committee is not needed, it shall be referred to the appropriate standing committee.
 - b. A simple majority vote of the Staff Council present is required to approve the creation of any new ad hoc committees.
 - c. Upon creation, the Administrative Committee shall call for members, who will then elect a committee head.
2. General duties of ad hoc committees:
 - a. Accept the business assigned by the executive board or Staff Council and to address the item(s) in a responsible and timely manner;
 - b. Provide progress reports on its activities to the Staff Council, as well as a final report.
3. Ad hoc committees may operate independently of a standing committee. In such case, they shall report to the co-chairs. Ad hoc committees appointed to operate under a standing committee shall report to the head of the respective standing committee.

ARTICLE VI. ELECTIONS

Section 1: PROCESS FOR ELECTIONS

In collaboration with HR–Newark, the process for the election of the general Staff Council representative body is as follows:

1. Staff shall be notified by April 15th of the two–week nomination process.
2. Staff members may self–nominate or nominate another staff member by submitting a nomination form during the nomination period. (Nomination form to be added to the Appendix).
3. The election committee will notify and confirm the nominees’ acceptance and create the final list of candidates for election by May 1st.
4. The election committee shall verify eligibility, willingness of nominees to serve, in writing, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and the fact that this is a voluntary position with no additional compensation.
5. Voting process to be completed by online ballot.

Section 2: ELECTION OF STAFF COUNCIL EXECUTIVE BOARD

Council members can either self–nominate or nominate a currently serving Staff Council Representative for a position on the Executive Board following the general election process above. The candidates will be asked to provide a five–minute presentation during the general Staff Council meeting prior to elections. The Staff Council will then vote on Executive Board members through online ballot. We may need a special meeting dedicated to nominations and voting. All nominations will be kept confidential.

ARTICLE VII: MEETINGS

Section 1: REGULAR MEETINGS

Following elections, the Staff Council will meet monthly during each fall and spring semester and at least once during the summer term on days determined by just effort. Committees will meet based on the work of the committee. Staff Council and committee calendars, as made available, will be posted on the Staff Council website, emailed to all staff by the secretary and/or a designee and posted on existing bulletin boards or spaces customarily used for official notices to university staff.

1. The secretary is responsible for scheduling regular meetings.
2. Co-chairs are responsible for conducting regular meetings and setting the meeting agenda.
3. Regular meetings should occur at least two times during each fall and spring semester within an academic year (September to May) as well as a Staff Council Annual Retreat meeting during the summer.
4. Meetings will be held at Rutgers University–Newark. Offsite participation is permissible.
5. Meetings shall be governed by the most current version of Robert's Rules of Order.

Section 2: QUORUM

A meeting may convene only in the presence of a quorum, which shall consist of one half plus one of the total memberships of the Staff Council.

Section 3: ATTENDANCE

Attendance at all Staff Council meetings is the primary responsibility of each representative and is essential to the successful operation of the Staff Council. All who accept election

to the Staff Council are expected to arrange a schedule that does not conflict with Staff Council meetings. If representatives cannot attend, they can be excused by calling or writing the secretary and providing a valid reason such as professional commitments, illness, etc. It is recommended that the absence notification be sent at least 48 hours prior to the meeting if possible. Attendance records are kept and published prior to the annual election of new representatives. When a representative has been absent without a valid reason for more than two Council meetings, the unit or constituency of that representative shall be notified in writing by the secretary so that the unit or constituency may consider recalling and replacing the representative.

Section 4: STAFF COUNCIL ANNUAL RETREAT

The retreat shall take place during the month of July to induct the newly elected representatives and officers. Agenda items may include committee sign-ups, selection of committee chairs, presentation of the annual report, and setting meeting dates for the upcoming year.

Section 5: SPECIAL MEETINGS

Should an urgent issue arise that is within the scope of the Staff Council, special meetings may be called for by at least three council representatives, Staff Council co-chairs, or a member from the RU-N Chancellor's Office. Notification shall be sent no less than two business days prior to the proposed meeting.

Section 6: MEETING POLICIES

1. Special meetings will follow regular meeting policies and procedures.
2. Voting on motions and issues brought before the Staff Council shall be by voice, show of hands or by utilizing an electronic method unless otherwise

specified. A vote may be held by secret ballot or roll call if requested by a voting Council representative. Votes will be carried with simple majority consensus of representatives present at the meeting or by approved proxy method unless otherwise specified.

3. Meeting minutes will be kept by the secretary for the Council and a summary as approved by the council of actions taken and actions pending will be made public to the membership on a regular basis.
4. Elected Staff Council representatives shall, as part of their university duties, be allowed to attend Staff Council and subcommittee meetings. university employees who are not Staff Council members shall, as part of their university duties, be allowed to attend Staff Council meetings if they are on the agenda to address the Staff Council. It is expected that service to the Staff Council will be supported by time release.
5. Statements made during meeting of the Staff Council shall be privileged communications. Members and guests shall not be subject to retaliation or disciplinary action as a result of the expression of their views at Staff Council meetings.

ARTICLE VIII. ANNUAL REPORT

RU-N holds an expectation for the Staff Council to prepare and present an annual report. The annual report shall include entries from each standing committee and all member of the executive board. Initial reports are due to the co-chairs no later than June 1 of each year. The co-chairs shall submit the final report to the RU-N Chancellor and community no later than June 30 of each year.

ARTICLE IX. AMENDMENTS

Section 1: POLICY

Amendments to these bylaws may be proposed by any Staff Council representative at any regular or special meeting.

Proposed amendments shall be distributed in writing to the Staff Council at least five business days prior to the meeting at which they shall be discussed. The notice of the meeting at which proposed amendments are to be considered shall state that the purpose, or one of the purposes, of the meeting is to consider a proposed amendment to the bylaws.

The RU-N chancellor, or designee, shall have until the meeting after the proposed amendment is introduced to comment in writing on the proposed amendment.

A vote shall not occur until at least one meeting after the proposed amendment is distributed and discussed

These bylaws may be altered, amended, or repealed by an affirmative vote of two-thirds (2/3) of the representatives of the Staff Council.

Section 2: CLERICAL MODIFICATIONS

The Executive Board is authorized to make simple clerical modifications to the bylaws – such as corrections to spelling or punctuation, insertion or removal of cross-references, or updating the bylaws to reflect changes in the names of administrative offices or positions – provided that doing so in no way alters the intent of the text thus modified.

All modifications must be distributed in writing to the Staff Council by the next regular meeting.

Section 3: AMENDMENTS

Bylaws initially adopted June 8, 2017

Amended August 14, 2019

Article IX. Amendments – Section 1 Policy

Article IX. Amendments – Section 2 Clerical Modifications

Amended December 19, 2019

Article IV Leadership – Section 4 Treasurer

Amended February 20, 2019

Article V Committees – All Sections