

# University of Missouri-Kansas City Staff Council Bylaws

## Revision 3, Approved on May 1, 2024

### ARTICLE I. Name and Purpose

#### Section 1. Name

The name of this organization shall be the University of Missouri-Kansas City Staff Council (UMKC Staff Council).

#### Section 2. Mission and Purpose

The mission of the UMKC Staff Council is to provide a forum of advocacy and outreach for all UMKC Staff, to represent staff interests to the UMKC and UM System community and leadership, and to provide opportunities for recognition and professional development.

### ARTICLE II. Jurisdiction, Duties, and Powers

#### Section 1. Jurisdiction

The Staff Council shall study, consider, and exchange ideas concerning matters affecting UMKC Staff.

#### Section 2. Duties and Powers

The Staff Council shall seek, devise, and propose to either the Staff Council Executive Committee or the administration, as appropriate, new programs, modifications to current programs, or solutions to problems.

The Staff Council shall provide a communication channel to University administration for proposals and recommendations.

The Staff Council shall provide a communication channel that distributes information to UMKC Staff.

The Staff Council shall provide a forum for matters of concern brought before it by any staff member.

### ARTICLE III. Adoption and Amendment

#### Section 1. Adoption

These Bylaws came into effect at the establishment of the Staff Council.

#### Section 2. Amendment

These Bylaws may be amended by a two-thirds majority of the membership of the Staff Council present and voting at a regular or called meeting of the Staff Council, provided that advance

notice of the proposed amendment was given at least two weeks prior to the regular or called meeting when the voting is to take place.

If deemed necessary, the amendment(s) discussed will be incorporated into a new draft to undergo final ratification at a subsequent regular or called meeting with at least two weeks' prior notice.

The 2023-2024 version of the Bylaws updates the 2019-2020 version, the only version recorded on the Staff Council website and in internal files. Previous versions have not been archived. Version control is being established in this 2023-2024 version. The 2019-2020 version will be considered Revision 1. The 2023-2024 version will be considered Revision 2. This designation can be updated as other versions are rediscovered and added to the Staff Council archives.

## ARTICLE IV. Organization

### Section 1. Staff Council Members

The UMKC Staff Council voting members based on a proportion of the entire University staff population. Members are chosen through a process of nomination and election.

### Section 2. Staff Council Executive Committee

The Executive Committee shall consist of a Chair, Vice Chair, Secretary, Treasurer, Vice Chair of Communications, and Vice Chair of Membership, who shall each be elected biannually by the Staff Council membership.

### Section 3. Staff Council Committees and Chairs

The Staff Council may establish such Staff Council Committees, committee chairs, and committee members as it deems appropriate.

## ARTICLE V. Membership

### Section 1. Eligibility

The UMKC Staff Council shall be composed of 32-50 voting members, each serving two-year terms and rotating one-half of the membership each year. Representation shall be calculated based on the number of employees per unit or division as defined by Human Resources, and it shall be the responsibility of the Executive Committee to ensure that the membership of the UMKC Staff Council is representative of the University Staff to the extent possible.

### Section 2. Elections

Membership shall be by a nomination process coordinated by the Vice Chair of Membership. Any University staff person may nominate; staff may also self-nominate.

The Vice Chair of Membership will confirm with all nominees their awareness of the duties of being a Council member and their acceptance of that commitment, if elected. Nominations are due by October 1. Elections will be held electronically by October 20 and announced in the

November meeting. All newly elected members will be required to attend the December meeting for orientation purposes and will be introduced to the Council at that time but will not begin their term on Staff Council until the beginning of the January meeting and will last two years.

The Vice Chair of Membership will oversee the election process. The elections will follow the election guidelines as defined by the Executive Committee. The Vice Chair of Membership will tally the results, notify the UMKC Staff Council Chair of the results, and keep the results on record.

Members in the second year of their first term shall be eligible for immediate reelection for a second term during the elections that year. Members seeking reelection for a second term and temporary members seeking election for a regular term shall be listed on the ballot as incumbents. Members rotating off the Council from their second term shall only be eligible for reelection after one year has passed. Members can serve two consecutive terms before a forced break of one year.

If the membership of the Staff Council has not reached its capacity, members may be reelected for more than two consecutive terms without a forced break. Members may be elected to serve on the Executive Committee after serving two consecutive terms, without a forced break, even if membership has reached capacity.

### Section 3. Attendance

The Vice Chair of Membership shall inform the Executive Committee if any member of the UMKC Staff Council is excessively absent from Staff Council meetings. Excessive absence shall be three unexcused missed meetings in a year and shall generate an immediate review by the Executive Committee. After review, a vacancy may exist and shall be filled by the first runner-up for that position in the last election. When a vacancy cannot be filled from the most recent election, the Executive Committee may appoint a temporary member to serve the rest of the year.

### Section 4. Vacancies

Other vacancies in the Council shall occur whenever a UMKC Staff Council member resigns from the Council or terminates employment with the University. The Vice Chair of Membership must be notified and, in turn, must inform the Staff Council Chair so that a replacement can be named from the most recent election of members or appointed by the Executive Committee. UMKC Staff Council members transferring within UMKC may remain on Staff Council the remainder of their term but must notify the Vice Chair of Membership of their change in department/office. First runners-up from the most recent election will replace appropriate vacancies and will serve for the rest of the year as temporary members. When a vacancy cannot be filled from the most recent election, the Vice Chair of Membership may appoint temporary members to serve the rest of the term. Temporary members shall be eligible for election for a two-year term during the next election.

## Section 5. Review of Membership

Every three years, beginning fall 2014, the UMKC Staff Council shall, through the Executive Committee, review the representation among the various parts of the University community and recommend changes in the composition of the UMKC Staff Council to the extent necessary. The committee may use the office of Human Resources as a resource for the review. The Bylaws shall be officially revised to reflect any change in the total membership.

## ARTICLE VI. Executive Committee

### Section 1. Purpose and Authority

The Executive Committee of the Staff Council shall consist of all Staff Council officers. The Chair of the Staff Council shall serve as Chair of the Executive Committee. The Executive Committee shall assist and advise the Staff Council Chair and shall exercise those powers delegated to it by the Staff Council. In case of an emergency, it shall have the power to act for the Staff Council or call an emergency meeting of the Staff Council. Except as otherwise provided, it shall be responsible for appointing members to such Staff Council Committees as are established.

All actions taken by the Executive Committee shall be reported to the Staff Council at its next meeting and may be rescinded by a majority vote of the Staff Council.

### Section 2. Officers and Responsibilities

The Executive Committee shall consist of a Chair, Vice Chair, Secretary, Treasurer, Vice Chair of Communications, and Vice Chair of Membership. The duties of the offices shall be as follows:

The **Chair** shall preside over all UMKC Staff Council meetings, manage Council business, and carry into effect all resolutions of the Staff Council. The Chair will meet with the Chancellor once a month and serve as a representative to Intercampus Staff Advisory Council (whose 3-year term of office is September 1-August 31) and appoint representatives to the Faculty Senate, the University Budget Committee, the Administrative Council, and any other relevant campus committees. Representatives can be either from the Staff Council or the staff population. The Chair may only vote to break a tie.

The **Vice Chair** shall serve as Chair in the event of the Chair's death, resignation, extended leave, or removal from office. The Chair may delegate to the Vice Chair such duties as the Chair may prescribe. The Vice Chair shall preside over the Staff Council meetings in the Chair's absence. The Vice Chair shall preside over all Staff Council Committee Chair meetings and oversee communication with the Staff Council Committee Chairs. The Vice Chair will also serve as a representative to the Intercampus Staff Advisory Council (whose 3-year term of office is September 1-August 31).

The **Secretary** shall keep minutes and records of all the proceedings of the Staff Council and shall receive and keep all reports and correspondence from committees of the Staff Council, University committees, University officials, and others having business with the Staff Council. The Secretary shall regularly prepare and retain minutes of each meeting of the Staff Council and shall distribute such minutes to the members of the Staff Council.

The **Treasurer** will be responsible for the arrangements for paying all invoices and depositing all donations in the Staff Council account. All purchases must receive prior approval from the Treasurer before completion. The Treasurer shall post budget updates electronically before each monthly meeting and shall advise the Staff Council when creating the next yearly budget.

The **Vice Chair of Communications** shall coordinate and continually improve the content and methods of communication from the Staff Council to UMKC Staff and leadership regarding the Staff Council mission, activities, efforts, achievements, and all matters that concern UMKC Staff. The Vice Chair of Communications shall implement and coordinate marketing for events and opportunities concerning staff and the Staff Council, at times with assistance from UMKC MCOM.

The **Vice Chair of Membership** shall coordinate the membership nomination process, oversee the election process, and notify the Staff Council Chair of the election results. The Vice Chair of Membership shall monitor the Staff Council meeting attendance of Staff Council members and notify the Executive Committee of any excessive absences. The Vice Chair shall be responsible for filling midterm member vacancies and for the recruiting of Staff Council members. The Vice Chair of Membership shall be responsible for chairing the Membership Committee.

### **Section 3. Officer Elections**

The Executive Committee shall oversee the implementation of the staggered terms for Council membership to the extent possible. Regular term of office for Executive Committee members will be two years and commences at the end of the June meeting.

Selection of the Executive Committee shall be by a nomination process coordinated by the Vice Chair of Membership. Any voting member of the Staff Council may nominate a fellow voting member. Voting members may also self-nominate.

The Vice Chair of Membership will confirm with all nominees their awareness of the duties of being an Executive Committee member and their acceptance of that commitment, if elected. Nominations are due by April 1. Elections will be open to all Staff Council voting members and will be held electronically by April 20 and announced in the May meeting.

Each member may vote for one candidate only for each office. Candidates receiving a majority vote from those who participated in the vote shall be elected to the office. If no candidate receives a majority vote, the top two candidates shall be placed in a run-off election. When a tie exists for the run-off positions, the tie shall be promptly determined by the Chair. Newly elected officers shall meet with the prior officers immediately following the May meeting and shall take office at the end of the June general body meeting.

The Vice Chair automatically becomes the new Chair without conducting a nomination and voting process; if the Vice Chair is unable to fill the Chair position, the Chair position will be nominated and selected in the same manner as the other Executive Committee positions.

The Executive Committee has the authority to fill vacancies in these offices and to resolve questions of eligibility. Staff Council members shall be notified as soon as possible of any

vacancies and filled positions. The vacancies should be filled by the first general body meeting following notification of a vacancy.

## ARTICLE VII. Committees

### Section 1. Purpose

The Staff Council may establish such standing and ad hoc committees or task forces as it deems appropriate. Except as may otherwise be provided, the Executive Committee shall appoint the members, and the Chair shall designate the chair of any such committee. Such members and chairs shall serve during the Staff Council Chair's term of office unless the committee is earlier dissolved or the Chair acts to remove a member or a committee chair.

Committees shall be organized as long-term and on-going. Task forces shall be formed for short-term needs and then be dissolved once the need has passed. Each committee will have the tasks of fundraising and communication (in cooperation with the Vice Chair of Communications) in addition to committee--specific tasks and responsibilities. Reports from standing committees shall be submitted and posted electronically before each monthly meeting. Only committee report items that raise questions for discussion or solicit assistance or feedback shall be included in meeting agendas. All elected Staff Council members shall serve on at least one Staff Council committee.

### Section 2. Long-term Committees

Long Term Committees shall be as follows:

The **Outreach Committee** shall promote, participate in or develop community service projects and review funding requests from outside the Staff Council.

The **Engagement Committee** shall be responsible for the development of programs towards the recognition of staff achievements and coordinate and plan large scale activities for the appreciation and morale of UMKC staff and assist other committees as possible or when needed.

The **Professional Development Committee** shall liaise with and assist Human Resources on the promotion and development of existing programs in career advancement, as well as development of tracks not within the purview of Human Resources. The Committee is also responsible for the nominations and awarding of Staff Council scholarships.

The **Communications Committee** shall be chaired by the Vice Chair of Communications. The committee will support all other standing committees by distributing information to staff members, primarily through the Staff Council newsletter and website. The committee will also be responsible for initiating marketing strategies and supplying branded materials to staff.

The **Membership Committee** shall be responsible for the recruitment, selection, training, retention, and recognition of Staff Council voting members. The Committee will be responsible for supporting the Vice Chair of Membership in facilitating the voting membership elections process. The Committee is also responsible for organizing Staff Council representation at university-wide events and educating UMKC staff about the purpose of Staff Council and its

available resources.

## ARTICLE VIII. Meeting Agenda and Procedures

### Section 1. Meeting Availability and Timing

Meetings of the Staff Council shall be open to UMKC Staff unless the Chair directs otherwise, and a majority of the Staff Council concurs. Meetings of the Staff Council shall not exceed ninety minutes in duration unless extended by majority vote of the members present and voting.

### Section 2. Agenda

The Chair shall prepare an agenda for each meeting with the Executive Committee, and the Secretary shall distribute it to each member on or before the Friday before the meeting. The Chair may allot a time period for agenda items and if so, the duration of discussion of such items at the meeting shall be restricted unless altered by a majority vote of the Staff Council.

Any staff member of the University may bring a matter of University concern to the attention or through a member of the Staff Council. The Chair shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. Substantive propositions calling for formal action, such as recommendations or reports on the part of the Staff Council, must be included in the agenda for the meeting if final action is to be taken at the meeting. If an item that was not placed on the agenda prior to the meeting is introduced, it may be placed upon the agenda for final action at the meeting only if a three-fourth's majority vote of the members is in favor of adding it to the agenda.

### Section 3. Quorum

No business shall be transacted at a meeting unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified members constitutes a quorum. In the absence of a quorum, the Chair may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

### Section 4. Voting Procedures

Voting on matters before the Staff Council shall normally be by yeas or nays (voice vote or show of hands). A secret ballot will be held if requested by any five voting members either in advance of the meeting or at the time of the vote. Electronic voting may be authorized by the Chair if the voting method is consistent for all members. Electronic votes may not be counted along with in-person votes and shall not be treated as absentee votes. Robert's Rules of Order shall be used for voting purposes only and shall not be used in other areas of the Staff Council.

The UMKC Staff Council shall meet at least monthly during the year, except for July. The Chair may call a special meeting of the Staff Council whenever the Chair deems it necessary, and a special meeting of the Staff Council may also be called upon the receipt of a petition by the Chair signed by at least ten members of the Staff Council. A majority of the voting members of the Staff Council shall constitute a quorum.