

The University of Texas at Austin Staff Council Bylaws

Revised April 2014

I. **NAME** The name of this organization shall be The University of Texas at Austin Staff Council, hereafter referred to as the UTSC.

II. **OBJECTIVE**

A. **Mission.** The UTSC promotes a positive, collaborative work environment via assessment, prioritization, and communication of staff needs.

B. **Staff.** This term denotes all non-probationary, classified administrative and professional workers below the level of Director who are appointed half-time or more.

C. **Goals.** The UTSC must:

1. Provide a forum to present interests, concerns, and issues affecting staff;
2. Pose advisory recommendations to UT leaders as a Representative advocate;
3. Select nominees for UT standing committees.

III. **MEMBERSHIP**

A. **Composition and Demographics.** With the exception of five (5) At-Large Representatives, Representatives will be nominated and elected from local districts. The university has been divided into approximately seventy-six (76) districts. Each district contains approximately one hundred (100) staff members and will have one Representative elected to the UTSC.

B. **Attendance.** Regular attendance is expected. If a member misses four (4) UTSC meetings (general and/or committee meetings) within a single one year (May to May) cycle, his/her name will be listed on the Executive Committee agenda for discussion of removal. The Executive Committee shall notify the incumbent and inquire as to the

Representative's situation and intentions. The Executive Committee shall consider the overall impact of the member's absences, how the member has mitigated impact of absence, and the level of contributions the member is making to the goals of the UTSC.

Prior to the next UTSC general meeting, the Executive Committee will inform the Representative of its decision regarding removal from the UTSC.

C. **Use of Work Time.** UTSC Representatives will be afforded at least four (4) hours per month of their normal work schedule to work on Council-related activities. This time will be considered normal work time.

D. **Terms of Office.** A full term shall be two years. No Representative shall run for election to more than two consecutive full terms. A Representative who serves two consecutive full terms shall thereafter wait a minimum of twelve months before running for election to the UTSC again. Restrictions on serving more than two consecutive terms are intended to be applied to contested elections only. If there are no other nominations for a district representative, then term limits for that seat are waived for that district until the next regular scheduled election.

E. **Resignation.** Any member wishing to resign from the UTSC shall submit his/her resignation in writing to the UTSC Chair.

F. **Duties.** After election, a letter will be sent to the elected Representative and to his/her supervisor(s) that will communicate responsibilities and use of work time for UTSC meetings and Council-related duties. Members are expected to attend all meetings and participate in the business of the UTSC. Members shall serve on committees of the UTSC and may be chosen as chair or vice-chair of those committees. Members shall be available to their constituents. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the UTSC. Members must keep their constituents informed of the work of the UTSC and matters that the administration communicates to the UTSC.

1. When representing Staff Council, it is the duty of all members to adhere to these bylaws and to uphold the reputation of Staff Council. Any claim that a member has abused or misused their position in any way shall be reviewed by the Executive Committee and, after consultation with the individual or individuals involved, the Executive Committee may take a two-thirds majority vote to rescind membership.

IV. **BECOMING A UTSC REPRESENTATIVE**

A. **University-Wide Elections.** The annual election of UTSC Representatives for districts in which current Representative's terms expire shall occur in April.

1. **Nominating Privileges.** All UT staff within a district shall have the right to nominate a district employee (subject to IV.A.2. below) to run for election as a UTSC Representative. Staff members may nominate themselves.
2. **Eligibility to Stand for Election.** All UT staff who have worked for a minimum of six months shall have the right to run in the annual election.
3. **Voting Privileges.** All UT staff within a district shall have the right to vote for their Representative.
4. **Voting Procedure.** Voting for district Representatives shall occur by secret ballot. UT Human Resource Services shall tally the vote count and transfer the full count for all candidates to the Executive Committee in a sealed envelope.
5. **Certification of Results.** The Executive Committee shall open that sealed envelope and certify the results of the elections.
6. **Announcement of Results.** The Executive Committee shall announce the election results and the Nominations & Elections Committee shall conduct runoff elections in districts where no candidate has won a plurality.
7. **Transfer of Representation.** The closing gavel of the May general session shall mark the:
 - a. End of outbound Representatives' terms
 - b. Beginning of terms for:
 - i. Newly elected Representatives
 - ii. Incumbent Representatives who have been re-elected

B. **Mid-Term Vacancies.**

1. The Nominations & Elections Committee shall be responsible for filling District Representative mid-term vacancies as they occur.

2. A formal nomination period shall be announced in the district with a vacant seat and reasonable efforts made to solicit nominees.
 - a. If only one nomination is produced and accepted (self nominations are automatically accepted), then the nominee may begin to serve immediately.
 - b. If there are multiple nominations, then an election shall be held for that district.
 - c. If no nomination is produced during the formal nomination period, then, after that period expires, any eligible nominee for the vacant seat may begin to serve immediately upon nomination and acceptance, or upon self nomination, without requirement for an additional formal open nomination period.

3. The Nominations and Elections Committee shall report all of its efforts to fill mid-term vacancies to the Executive Committee.

4. The UTSC Chair shall announce the names of new Interim Representatives in the next general session.

5. The term of service for a District Representative who fills a mid-term vacancy shall be until the end of the current in-progress two year incomplete term for that seat.

C. Ensuring Fair Elections. Subject to the oversight of the Executive Committee and the Council as a whole, it shall be the express responsibility of the Nominations and Elections Committee to ensure adherence to all provisions herein.

D. Election of UTSC Officers. The Council's Executive Officers shall be elected with the assistance of the Nominations and Elections Committee. Officers shall be elected by secret ballot at the first meeting of the new term. A simple majority of the UTSC is required for the election of each Officer position as described in Section VI.B.

E. At-Large Positions. Up to five At-Large Representatives shall assist in serving under-represented districts.

1. Applications from eligible staff members shall be solicited by standard means of communication.

2. The Executive Committee shall select from eligible applicants up to five At-Large Representatives.

3. Terms for At-Large Representatives shall be one year. At-Large Representatives are eligible for reappointment, subject to the same time limits as regular district representatives - that is, a total of four consecutive years of full term service (plus any partial term service), either as At-Large Representatives or in combination with consecutive service as a regular District Representative.
4. The term of each At-Large Representative will start immediately upon confirmation by the Staff Council Executive Committee for appointments occurring after the close of the May general meeting (mid-term appointments) or at the close of the May general meeting for full one year term appointments and end after:
 - a. The close of the next May meeting; or
 - b. Being elected as the Representative for his/her district.
5. Vacancies that occur during the term of an At-Large Representative shall be filled as they occur.

V. GENERAL SESSIONS

A. Frequency, Scheduling, Venue, and Publication.

1. The Council shall meet in open session at least monthly.
2. The next meeting time and place shall be announced at each meeting; reminders shall follow.
3. Rarely (e.g. during severe weather or other emergency) the Chair shall have the right to postpone a meeting.
 - a. The Executive Committee shall determine whether to cancel or re-schedule a postponed meeting.
 - b. Reasonable effort to announce the time and place shall precede a re-scheduled meeting.
4. Extraordinary circumstances may warrant a special meeting to consider closely-related emergent topic(s).
 - a. The Executive Committee shall:

- i. Determine if a special meeting is indicated.
 - ii. Call and schedule a special meeting.
 - iii. Establish an agenda.
 - b. Reasonable effort to announce the subject(s), time, and place shall precede a special meeting.
- B. **Duration.** Except for a special meeting, general sessions shall be slated for ninety minutes from the opening gavel.
 1. The presiding official (see VI.B.1.) shall make all due effort to help the Council complete its agenda within those ninety minutes.
 2. Meetings may adjourn early; however, all Representatives shall expect to attend for the entire ninety minutes.
- C. **Agenda.** The Executive Committee shall set the agenda for each meeting as outlined in Section VII.
 1. The agenda shall be communicated in advance to all Representatives.
 2. To ensure adequate time for normal business, care and forethought shall precede inviting any guest speaker(s).
- D. **Procedure.** Parliamentary procedure as delineated in Rosenberg's Rules of Order shall govern the conduct of meetings except where the UTSC Bylaws specify otherwise.
- E. **Quorum.** The Council shall have a quorum when one-half the current Representatives are in attendance.
- F. **Order of Business.**
 1. Call to order
 2. Chair's report, to include:
 - a. General announcements
 - b. Welcome and/or introduction of guests
 3. Vice-chair's report
 4. Certification of quorum

5. Approval of minutes from previous meeting
6. Presentation by any invited guest(s)
7. Unfinished business from previous meeting
8. Committee reports. Most substantive work transpires within committees.
Therefore:

- a. Even if a committee is neither ready to present a detailed report nor to offer a motion for vote, all committees with unresolved issues shall attend Council meetings prepared to deliver a brief summary of the committee's progress to date.

- i. The person making such an update need not necessarily be the committee chair.

- ii. The update shall be specific and concise.

- b. No committee shall elect not to pursue an issue assigned to that committee by the Council.

9. New business / miscellaneous

10. Adjournment

G. Floor Privileges.

1. Only Council Representatives shall have the right to:

- a. Make motions.

- b. Introduce resolutions, proposals, or measures.

2. Persons who are not Council Representatives may be recognized and granted permission to speak.

H. Voting.

1. Only current Representatives shall have the right to vote:

- a. On any motion before the Council.

- b. For the Council's Executive Officers.
 - 2. All business entailing a Council vote (except electing Executive Officers) shall occur openly by voice, show of hands, rising or roll call, at the Chair's discretion.
 - 3. No in absentia votes shall be valid.
- I. **Minutes.** Records of Council meetings shall be available for perusal. A monthly summary of approved minutes shall be provided to all constituents.

VI. EXECUTIVE OFFICERS

- A. **Duty.** Elected officers serve the entire Council, and therefore shall:
- 1. Fulfill directives adopted by the Council.
 - 2. Ensure adherence to the Council's Bylaws.
 - 3. Perform all responsibilities subject to the oversight of the Council as a whole.
 - 4. Select Representatives of the classified staff to serve on University-wide panels, search committees, advisory boards, and the like.
- B. **Titles and Purviews.**
- 1. **Chair.** As the chief executive officer and foremost administrative servant of the entire UTSC, the Chair shall:
 - a. Report directly to the President of the University, to include:
 - i. Acting as the UTSC's main liaison to the Office of the President.
 - ii. Referring resolutions to the President at the Council's behest.
 - iii. Briefing the President on UTSC concerns.
 - iv. Soliciting the President's advice and support for the Council.

- b. Preside over UTSC general sessions and Executive Committee meetings.
- c. Sit on all UTSC committees as a non-voting ex officio member.
- d. Cast a tie-breaking vote in general session if necessary.
- e. Hold primary media authority to issue public statements on behalf of the UTSC.
 - i. At the Chair's discretion, the Vice-Chair shall have the right to speak on behalf of the Council.
 - ii. Representatives shall reserve the right to voice individual opinions but shall not speak on behalf of the Council.
- f. Act as principal steering official of the Council to serve all constituents.
- g. Enjoy considerable latitude in performing the above duties.

2. **Vice-Chair.** As primary deputy to the Chair, the Vice-Chair shall:

- a. Work closely with the Chair to assist in leading the Council.
- b. Preside over UTSC general sessions.
 - i. In the absence of the Chair
 - ii. At the Chair's request
- c. Hold secondary media authority as described in VI.B.1.e.
- d. Help UTSC committees organize and make progress through:
 - i. Accepting names of Representatives who volunteer for committees, and:
 - (1). Working to appoint committee rosters, doing so in accord with individual Representative's preferences when possible.
 - (2). Distributing written rosters of all UTSC committees once those rosters are appointed.

- (3). With oversight from the Executive Committee, to appoint rosters of UTSC Representatives as members of internal committees.
- ii. Monitoring the progress of all committees to ensure that committees:
 - (1). Meet regularly.
 - (2). Fulfill their assigned tasks for the benefit of the UTSC.
- iii. Calling special meetings of any committee in need of assistance in discharging its duties as described above

3. **Recording Secretary.** As primary scribe for the Council in support of the Chair and Vice-Chair, the Recording Secretary shall:

- a. Compile accurate and impartial minutes of:
 - i. UTSC general sessions.
 - ii. Executive Committee meetings.
- b. Verify minutes of meetings for accuracy and completeness via comparison with an electronic recording when warranted or requested.
- c. Distribute minutes of the preceding general session to all UTSC Representatives in a timely manner.
- d. Record and maintain attendance records for general Council as well as Executive Committee meetings.
- e. Maintain a central archive of all:
 - i. Minutes.
 - ii. Electronic recordings of meetings.
 - iii. Vital communications.
- f. Solicit help in performing all duties from assistant(s) as needed.

- i. The appointment of an official Assistant Recording Secretary shall be approved by the Executive Committee.
 - (1). Support the Recording Secretary in his or her duties.
 - (2). Perform all duties of the Recording Secretary in the absence of the Recording Secretary.
 - g. Serve as Chair Pro-Tempore in case of Chair and Vice-Chair vacancies until a special election is held as outlined in VI.F.8.
4. **Parliamentarian.** As primary advisor in parliamentary procedure, the parliamentarian shall:
- a. Observe the following rules in this exact order of precedence:
 - i. The UTSC Bylaws; absent specific relevant provisions, next
 - ii. Rosenberg's Rules of Order; absent specific relevant provisions, next
 - iii. Council precedent (if such precedent was intended to last, and not merely expedient); absent specific relevant precedent strictly as herein defined, next
 - iv. Common sense.
 - b. Be versed in these rules and insure that they are adhered to during all meetings of the staff council and Executive Committees
 - i. Assist the chair with any questions pertaining to the rules of order during meetings, providing explanations or advice but not rulings, which are always made by the presiding officer.
 - ii. Maintain an accurate and current copy of UTSC Bylaws:
 - iii. In the event the Bylaws require review, the Parliamentarian shall:
 - (1). Form a committee to prepare revisions for approval of the council pursuant to Section XII.
 - (2). Act as chair of this by-laws committee.

(3). Disband the committee after the proposed revisions are voted on by the council.

c. Refine and clarify the Bylaws pursuant to applicable sections of Rosenberg's Rules of Order on direction from the UTSC as a whole or committee members' recognition of need.

C. **Election.** The Council shall elect officers with the assistance of the Nominations and Elections Committee as set forth in Section IV.D.

D. **Service Eligibility.** Any UTSC Representative who has served a minimum of one year as a Representative shall have the right to become an executive officer if elected.

E. **Nomination to Stand for Executive Office.**

1. **Eligibility to Nominate.** Any UTSC Representative shall have the right to nominate a fellow Representative to stand for executive office.

2. **Nomination Date.** Nominations for executive office shall occur annually during the May general session.

a. This is the only date on which nominations shall be posed.

b. A Representative unable to attend the May general session shall have the right to nominate a fellow Representative by proxy, either:

i. In writing, or

ii. By arrangement with another Representative, who shall pose that nomination by declaring that nomination in the name of the absent Representative.

F. **Terms.** Executive officers shall serve terms which expire at the closing gavel of each June general session following their election.

1. Ordinarily (as when they are elected in June of the previous year) a term shall last one year.

2. Incumbents shall have the right to stand for re-election provided that the:

a. Incumbent's term as a district Representative has not expired.

b. Incumbent expresses a pledge to fulfill all obligations of the office.

3. The term of an interim officer elected under Section VI.F.8. likewise expires at the closing gavel of the June session following their election.
4. **Mid-term Change of Executive Officer Status.** As described in VI.A-B. above, officers are bound by high standards and therefore must alert the Council of any factors affecting their eligibility to serve and/or their ability to perform their duties.
 - a. Intra-University Transfer. For the sake of continuity, a voting member of the Executive Committee who accepts university employment entailing relocation to a district from which they were not elected shall:
 - i. Have the right to serve the balance of an elected term provided that the voting member of the Executive Committee:
 - (1). Expresses renewed willingness to carry out all duties, and
 - (2). Receives a two-thirds vote of confidence during a general session when a quorum is present.
 - ii. Retain voting privileges if endorsed as described in Section VI.F.4.a.i.(2).
 - b. A transferring officer whose title follows that officer shall represent the Council at large.
 - c. The districts involved shall be represented by staff elected or appointed as described in Section IV.C.
5. **Special Vote of Confidence.** The vote described in Section VI.F.4.a.i.(2). shall be preceded by a discussion of the officer's demonstrated performance and desirability of his/her continuance.
 - a. If the transferring officer is the Chair, upon announcement of such intra-university transfer before the Council in general session, the Chair shall relinquish the dais to the Vice-Chair, who shall:
 - i. Open discussion as described in Section VI.F.5. Above, and
 - ii. Call for a vote once all concerned Representatives have spoken.

b. Otherwise the Chair shall perform the duty described above.

6. **Departure from UT.** An officer who leaves employment at UT thereby resigns from the Council. This shall necessitate election of an interim officer as described in VI.8. below.

7. **Inability or Failure to Serve.** The Council shall retain the option to request the resignation of an officer who does not reliably discharge the responsibilities of office described in VI.A. and VI.B. above.

a. Ordinarily such a recommendation shall originate from the Executive Committee.

b. The recommendation to request an officer's resignation may be posed from the Council floor in general session.

c. A simple difference of opinion shall not be construed as either inability or failure to serve.

d. A two-thirds majority in a UTSC general session when a quorum is present shall be required to request an officer's resignation. If two thirds of those present vote to request an officer's resignation:

i. That office shall immediately be considered vacant.

ii. The next order of business shall be the election of an interim officer.

iii. An officer requested to resign shall be ineligible to stand for interim re-election.

8. **Replacement of an Officer.** Election of an interim officer shall occur in a special vote during a general session.

a. **Nomination.** Any UTSC Representative present shall have the right to nominate an interim officer.

b. **Eligibility to Serve.** Except as described in VI.F.7.d.iii. above, any UTSC Representative who has served a minimum of one year shall be eligible to serve as an interim officer if elected.

c. **Election.** A simple majority shall be required to elect an interim officer.

VII. EXECUTIVE COMMITTEE

A. **Composition.** The Executive Committee shall consist of:

1. The Executive Officers,
2. The chairs of standing and annual committees, and
3. The following non-voting members:
 - a. Chairs of ad hoc committees
 - b. UT Austin's representatives to the UT System Employee Advisory Council
 - c. UT Austin's representatives to the UT System Wide Insurance Advisory Council

B. **Purpose.** The Executive Committee is the Council's primary organizer. The Executive Committee shall:

1. Set the agenda for Council general sessions.
2. Monitor and augment the progress of issues submitted to the Council and/or delegated to internal committees by the Council, in cooperation with the:
 - a. Vice-Chair.
 - b. Issues Committee.
3. Recommend action to the Council.
4. Develop plans of varying scope (both limited-range and long-term) to:
 - a. Further all Council objectives.
 - b. Help to foster:
 - i. Bi-directional communication between staff and management.
 - ii. The free interchange of ideas in all University work units.
 - c. Promote fairness in the workplace.

- d. Recognize outstanding contributions and performances.
 - e. Increase the visibility and enhance the viability of the Council.
 - 5. Assist to fill vacant:
 - a. Representative's seats, in cooperation with the Nominations and Elections Committee.
 - b. Committee seats, in cooperation with the Vice-Chair.
 - 6. Ensure adherence to the Bylaws.
- C. **Terms of Office** - Executive Committee members serve as long as they faithfully discharge their duties and:
 - 1. Hold a post as an Executive Officer, or
 - 2. Chair a committee.
- D. **Meetings**
 - 1. Frequency. The Executive Committee shall meet:
 - a. At least monthly, enough in advance of the next Council general session to set and announce an agenda for that session;
 - b. In special session as called by the Chair and/or three (3) members.
 - 2. Quorum. The Committee achieves quorum when half its members attend.
 - 3. Invited Guests. As warranted, the Committee may invite selected Council Representatives, non-affiliated experts, and/or advisors to attend its meetings.
 - a. Such guests serve strictly as consultants to provide special information and insight at the Committee's behest.
 - b. These guests hold no voting rights on the Committee and may be requested to excuse themselves at any point.
 - 4. Minutes. Minutes of the Executive Committee's meetings shall be created by the Recording Secretary and made available to the general Council.

VIII. UTSC STANDING COMMITTEES

- A. **Creation** - The UTSC forms semi-permanent Standing Committees through amendment of the Bylaws.
- B. **Dissolution.** Likewise, abolishment of a Standing Committee entails amendment of the Bylaws.
- C. **Rosters** - Returning and newly elected Representative state preferences for committee assignments at the planning session meeting or Annual Retreat; these written choices help the Vice-Chair to draft rosters for re-forming committees.
1. Incumbent committee members hold priority for seats on reforming committees.
 2. The Council's first business item after the annual planning session or Annual Retreat shall be to consider the proposed committee rosters.
 3. Committees have broad latitude to add members after Council-wide endorsement of these rosters.
- D. **Chairs.** Standing Committee Chairs shall:
1. Be elected within respective committees; chair only one committee; and sit on only one Standing, Annual, or Ad Hoc Committee.
 - a. A Vice-Chair shall also be elected within a respective committee to assist the Chair with committee work. At the request of the Chair, the Vice-Chair may temporarily assume the responsibilities of the Chair in the Chair's absence during standing or executive committee meetings.
 - b. Serve entirely at their committee's pleasure.
 - c. Organize committee work by:
 - i. Scheduling meetings and alerting all committee members of the venue well in advance.
 - ii. Soliciting input from committee members for agenda items.

iii. Leading meetings democratically, striving for consensus while considering all members' views.

2. Ensure that minutes of meetings are reported to the UTSC Vice-Chair and Recorder/Secretary.

3. Serve on the Executive Committee.

E. **Meeting and Voting.** Standing Committees shall:

1. Meet regularly, preferably at least monthly.

2. Have a quorum when half of the members are present.

3. Freely exchange information and opinions via ancillary means, but only conduct votes in person.

F. **Standing Committee Purviews.** All UTSC committees exist and operate subject to the oversight and will of the Council as a whole.

1. **Issues & Research Committee**

a. Help UT staff submit concise issue proposals to the Council for consideration.

b. Make a preliminary assessment of individual proposals.

i. For issues that can be resolved quickly, work with the submitter and relevant campus stakeholders to solve the issue.

ii. For issues requiring more in-depth work, work with the Executive Committee to develop the best course of action. All issues indicating systemic or campus-wide concerns should be brought to the General Council for discussion.

c. Report to the Council on every issue submitted.

d. Maintain a current master record of all proposals and track the status of those issues.

2. **Nominations and Elections.** This group serves to:

a. Ensure fair and impartial elections for UTSC district Representatives and Council officers through:

- i. Liaison with district contacts regarding imminent regular elections and emergent vacancies.
- ii. Assisting and encouraging district contacts to spread word of district elections.
- iii. Announcing to all Representatives and district contacts:
 - (1). Nomination, voting, and service eligibility.
 - (2). Nomination and voting procedures.
 - (3). Nomination, campaign, and voting timeframes.
 - (4). Avoid any appearance of impropriety in Council officer elections by:
 - (a). Recusing committee members wishing to stand for election as Council officers upon nomination.
 - (b). Selecting a panel of at least three vote counters for the Council's officer elections who are:
 - (i). Not Council Representative.
 - (ii). Endorsed by at least a two-thirds vote of the Council when a quorum is present.

3. **Resources.** This group serves to:

- a. Acquaint new UTSC Representative with the operations of the Council.
- b. Keep all members abreast of the full range of tools at their disposal to achieve Council goals.
- c. Build alliances and enhance the Council's status (in cooperation with the Executive Officers) through liaison with the news media and other agencies.
- d. Handle any matters related to UTSC alumni.
- e. Serve as the official source of UTSC historical information

- i. Maintain UTSC archival records dating to the inception of UTSC through the beginning of the current Recording Secretary's term and make them available for review.
- ii. Work with the Recording Secretary to ensure current term events are recorded and available for archival in the UTSC history.

4. **Communications.** This group serves to:

- a. Develop and recommend communications strategies and procedures and facilitate communication between UTSC representatives and their constituents.
 - i. Summarize UTSC proceedings for distribution by representatives to constituents.
 - ii. Work with the Recording Secretary to ensure timely communication of information for distribution to constituents.
- b. Facilitate communication between UTSC and the University community at large.
 - i. Establish and maintain continuity from one Council to the next regarding modes of communication, including (but not limited to)
 - (1). Web presence
 - (2). Social media, including emerging technologies
 - (3). Email
 - ii. Advertise and promote UTSC meetings and events
- c. A member of the Communications Standing Committee serves as Communications & Events Coordinator and serves as a non-voting member of the Executive Committee.
- d. The Communications Committee shall be responsible for all UTSC social media sites. The purpose of UTSC social media is to promote the council in general and to provide useful platforms for communications. The Communications Committee is responsible for monitoring social media sites in accordance with university guidelines. Staff Council's

Executive Officers will share these responsibilities with the Communications Committee, and the Committee will coordinate as appropriate with the Executive Officers to ensure adherence to these principles.

IX. ANNUAL COMMITTEES

A. **Formation.** Annual Committees of inquiry are established by the resolution of the UTSC at the annual planning meeting or retreat. During that session:

1. Representatives shall narrow down the issues that they bring to the planning session and use the results to determine the focus of annual committees by consensus.
2. These committees shall be populated by Representatives choosing the topic that most interests them.
3. A minimum of three (3) members shall be required for an Annual Committee to exist.
4. Each Annual Committee will elect a Chair.
5. Annual Committees are formed and terminated in one annual council cycle.

B. **Committee Responsibilities.** Each Annual Committee shall examine the particular issue with which it has been charged, and shall research the issue with the intent of presenting the findings to the whole council and the university president.

C. **Committee Meetings.** Annual Committee meetings are to be held as needed. Committee members are expected to attend all meetings. Absences are to be made known in advance to the Annual Committee Chair.

D. **Committee Reports.** Reports on the progress of the committee shall be presented at regularly-scheduled UTSC meetings.

- a. Each annual committee shall compile a report and present it at the April General Session and submit that report to UTSC for a vote of approval.
- b. Upon UTSC approval, the committee shall present a formal report and presentation to the University President at the May General Session.

c. The incoming UTSC Executive Committee shall track the issues and reports submitted to the president. Any results or actions taken based upon these reports shall be presented to the UTSC at the next regularly-scheduled meeting.

X. **AD HOC COMMITTEES**

A. **Formation.** Ad Hoc Committees of the UTSC will be appointed by the Executive Committee as need arises. Ad Hoc Committees will elect a Chair. The time span of the Ad Hoc Committee will be determined by the matter under consideration and will be disbanded when the purpose has been served. The minimum number of members as well as length of service will be determined by the Executive Committee.

B. **Ad Hoc Committee Responsibilities.** Each Ad Hoc Committee shall accept the issue(s) assigned to it by the Executive Committee; work with the items in a responsible and timely manner; make regular progress reports on its activities to the Executive Committee; and submit a final report including recommendations regarding the issue(s) at the time of the established deadline.

C. **Ad Hoc Committee Meetings.** Ad Hoc Committee meetings are held as needed. Committee members are expected to attend all meetings. Absences are to be made known in advance to the Ad Hoc Committee Chair.

D. **Ad Hoc Committee Quorum.** A simple majority of the Ad Hoc Committee membership shall constitute a quorum. A simple majority consists of one-half of the voting membership plus one.

XI. **BUDGET**

The UTSC budget shall be allocated by Human Resource Services at The University of Texas at Austin at the beginning of each fiscal year. Use of UTSC budget allocations will be discussed at UTSC meetings and approved by the UTSC Chair and Vice Chair.

XII. **AMENDMENTS**

A. **Amendments** to the UTSC Bylaws can be made at any scheduled meeting of the UTSC at which a quorum is present by a two-thirds majority of members present and voting. Suggested

amendments must be distributed in writing to the UTSC Representatives no later than five (5) working days prior to the UTSC vote on the amendment.

B. **Editorial changes** in grammar or spelling necessary for clarification of the text only and that do not alter the intention of the text can be made after a review by the Executive Committee without requiring a vote by the Council; however, all editorial changes must be announced to the Council at its next regular meeting.

C. **A notice** of the scheduled meeting at which proposed amendments to the Bylaws are to be considered must be communicated in writing to Staff Council members a minimum of five (5) working days before the meeting and must be accompanied by a copy of the proposed amendment. The notice of the meeting must state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws.

XIII. **DISSOLUTION**

A dissolution vote will be held within thirty (30) days of receipt of a petition signed by one-third of the staff employees of The University of Texas at Austin eligible to vote in UTSC elections. All eligible employees will be notified of the dissolution vote at least ten (10) days prior to the vote. If a two-thirds majority of those casting ballots vote for dissolution, the UTSC will be dissolved.

XIV. **ADOPTION OF BYLAWS**

The University of Texas at Austin Staff Council Bylaws were adopted based on an affirmative vote by a majority of the UTSC at a special called meeting on January 31, 2002 and became effective at the close of the meeting on January 31, 2002. The Bylaws were revised by the Bylaws Committee and adopted on an affirmative vote by a majority of the UTSC on April 21, 2011.

UNIVERSITY OF TEXAS AT AUSTIN STAFF COUNCIL BYLAWS GLOSSARY

Purpose. This Glossary is an explanatory reference to define the precise meaning and intent of certain terms and phrases in the Bylaws. As a blueprint of the logic underlying the Bylaws, the Glossary is part and parcel of the Bylaws, and therefore subject to adoption and amendment by the entire Council.

Method. Glossary entries appear numbered alphabetically in bold face, citing the date of the Council's ratification of each entry. All relevant terms are underlined in the Bylaws. Any and all Glossary entries quoted directly from other sources cite the source.

1. **Below the level of Director:** The UTSC does not consider any employees at or above the rank of Director as staff. An employee's job code determines that employee's rank. The UTSC defines code 1000A employees not as staff, but as administrators; every classified worker below the level of code 1000A is considered staff. [Ratified by the Council in general session February 16, 2006]

2. **Full term:** The result of a regular election. Even-numbered districts shall elect Representative in even-numbered years; odd-numbered districts shall elect Representative in odd-numbered years. Regardless of the interval between a special election to fill a vacant seat and the next regular election, provided a Representative elected in a special election continues to work in that same district, he or she may run for re-election in the next two consecutive regular elections. [April 20, 2006]

Help UT staff submit concise issue proposals: The role of the Issues & Research Committee is to assist staff, including Council Representatives, in preparing proposals for submission to the Council. The Issues & Research Committee may collaborate with the submitter(s) to ensure that issues have specific objectives and concise reasoning prior to submission to the entire staff council.