I. NAME

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

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:
   1. Provides a forum to present interests, concerns, and issues affecting staff;
   2. Poses advisory recommendations to UT leaders as a representative advocate;
   3. Creates a sense of community by forging effective partnerships with campus stakeholders, including selecting nominees for University standing committees;
   4. Maintains honest and transparent communications and processes.

III. MEMBERSHIP

A. Composition and Demographics. The University has been divided into districts. Each district will have one (1) Representative per approximately each one hundred (100) staff members. For example, a district that has about four hundred (400) constituents will have four (4) Representatives. In addition, there may be up to five (5) At-Large Representatives on the Council.

B. Attendance. Regular meeting attendance is expected. If a member misses three (3) UTSC meetings (general and/or committee meetings) within a single year (June to May), their name will be listed on the Executive Committee agenda for discussion of removal. A member of 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 the impact of their absence, and the level of contributions the member is making to the goals of the UTSC. The Executive Committee will then vote by a simple two-thirds majority on whether this Representative should be removed from the Council. Prior to the next UTSC general meeting, a member from 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 for a district Representative shall be two years.
   1. Term Limits. Representatives shall serve no more than two consecutive 2-year terms. A Representative who serves two consecutive full terms shall thereafter wait a minimum of twelve (12) months before running for election to the UTSC again.
2. Exemption from Term Limits. A Representative who has reached their term limit may be nominated to serve an additional full term should the district enter the second nomination period described in IV.A.1.c.

E. **Resignation.** Any member wishing to resign from the UTSC shall submit their resignation in writing to a member of the Executive Committee.

F. **Duties.** Members are expected to attend all meetings and participate in the business of the UTSC. 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 shall serve on at least one subcommittee of the UTSC and may be chosen as Chair or Vice-Chair of a subcommittee. Council members must keep their constituents informed of relevant UTSC work and matters the administration communicates to the UTSC that may be relevant to their constituents.

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. Nomination Period. 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) and that nominee has not reached or exceeded their term limit, then the nominee may begin to serve after the election period is over.

      b. If there are multiple nominations, excluding any nominees who have reached or exceeded their term limit, then an election shall be held for that district.

      c. If no nominations are produced during the formal nomination period then after that period expires any eligible nominee for the vacant seat, including Representatives who have reached or exceeded their term limit, may begin to serve immediately upon nomination and acceptance by the Executive Committee without requirement for an additional formal open nomination period.

   2. Nominating Privileges. All UT staff within a district shall have the right to nominate a district employee (subject to IV.A.3.) to run for election as a UTSC Representative. Staff members may nominate themselves.

   3. Eligibility to Stand for Election. All UT staff who have worked for a minimum of six (6) months shall have the right to run in the annual election.

   4. Voting Privileges. All UT staff within a district shall have the right to vote for their Representative.
5. 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 Parliamentarian.

6. Certification of Results. The Executive Committee shall certify the results of the elections.

7. Announcement of Results. The Executive Committee shall announce the election results and the Parliamentarian shall conduct runoff elections in districts where no candidate won a simple majority.

8. 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 newly elected Representatives and incumbent Representatives who have been re-elected

B. Mid-term Vacancies.
   1. The Parliamentarian shall be responsible for filling district Representative mid-term vacancies as they occur.
   2. A formal nomination period during the month of October shall be announced in the district with a vacant seat and reasonable efforts made to solicit nominees. The nominations and mid-term elections shall follow the same process as listed in IV.A.1 above.
   3. The Parliamentarian 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 by the start of the next general session.
   5. The term of service for a Representative who fills a mid-term vacancy shall be until the end of the in-progress two-year term for that seat. This interim term of service is not considered a full term as listed in III.D.

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 Parliamentarian 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 Parliamentarian. Officers shall be elected by secret ballot at the February meeting. A simple majority of the UTSC is required for the election of each Officer position.

E. At-Large Positions. Up to five (5) At-Large Representatives shall assist in serving and communicating with 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 (5) 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 (4) 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 October 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 their district.
5. Vacancies that occur during the term of an At-Large Representative shall be filled as needed.
6. Intra-University Transfer. For the sake of continuity, a District Representative who accepts University employment entailing relocation to a district from which they were not elected which is fully represented on Staff Council shall have the right to serve the balance of an elected term as an At-Large Representative as space allows provided that the Representative:
   a. Expresses renewed willingness to carry out all duties, and
   b. Receives a two-thirds vote of confidence among the Executive Committee.

V. GENERAL SESSIONS

A. Frequency, Scheduling, Venue, and Publication.
   1. The Council shall meet in open session monthly.
   2. The next meeting time and place shall be announced at each meeting; reminders shall follow.
   3. The Chair shall have the right to postpone a meeting.
      a. The Executive Committee shall determine whether to cancel or reschedule a postponed meeting.
      b. Reasonable effort to announce the time and place shall precede a rescheduled meeting.
   4. Extraordinary circumstances may warrant a special meeting to consider emergent topic(s).
      a. The Executive Committee shall:
         i. Determine if a special meeting is necessary.
         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) shall make all due effort to help the Council complete its agenda within those ninety (90) minutes.
   2. Meetings may adjourn early; however, all Representatives shall expect to attend for the entire ninety (90) minutes.

C. Agenda. The Executive Committee shall set the agenda for each meeting as outlined in Section V.F.
   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 or more of the current Representatives are in attendance.

F. **Items of Business.** The order of these items is at the discretion of the presiding official.
   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.
   5. Approval of minutes from previous meeting.
   6. Presentation by any invited guest(s).
   7. Unfinished business from previous meeting.
   8. Committee reports, to include:
      a. General announcements.
      b. Progress made toward committee goals.
      c. Issues blocking progress toward committee goals.
   10. Adjournment.

G. **Floor Privileges.**
   1. Only Council Representatives shall have the right to:
      a. Make and second motions.
      b. Introduce resolutions, proposals, or measures.
      c. Vote.
   2. Persons who are not Council Representatives may be recognized and granted permission to speak by the presiding official.

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 presiding official’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 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.i
   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 rosters of all UTSC committees once those rosters are appointed.
         3) With oversight from the Executive Committee, to appoint rosters of UTSC Representatives or other staff members as members of committees internal to the University.
      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 available to UT staff 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.7.

4. Parliamentarian and Elections. 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 ensure that they are adhered to during all meetings of the Staff Council and Executive Committees
      i. Assist the presiding officer 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 revision, 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 Bylaws subcommittee.
         3) Disband the subcommittee 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.

d. Ensure fair and impartial elections for UTSC district Representatives and Council officers through:
   i. Liaising 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 self if running for re-election as a Council Officer upon nomination and finding a replacement to run the election.
         b) Selecting a panel of at least three vote counters for the Council’s Officer elections who are:
            (i.) Not Council Representatives.
            (ii.) Endorsed by at least a two-thirds vote of the Council when a quorum is present.

C. **Election.** The Council shall elect Officers with the assistance of the Parliamentarian as set forth in Section IV.D.

D. **Service Eligibility.** Any UTSC Representative who will have served a minimum of one (1) year as a Representative in the month of June shall have the right to become an Executive Officer if elected by simple majority of the Council.

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 and Election Dates. Nominations for Executive Officers shall be made in the period between the end of the January general session and the beginning of the February general session. Elections for Executive Officers shall occur in the February general session.

F. **Terms.** The full term for newly elected Executive Officers shall include a shadowing period between the February election and the beginning of the term, which occurs at the closing gavel of the following May general session. The term will expire at the closing gavel of the May general session one year later.
   1. Incumbents shall have the right to stand for re-election provided that the:
      a. Incumbent’s term as a Representative has not expired.
      b. Incumbent expresses a pledge to fulfill all obligations of the office.
   2. The term of an interim officer elected under Section VI.F.7. likewise expires at the closing gavel of the May session one year following their election.
   3. Mid-term Change of Executive Officer Status. As described in VI.A. and VI.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, an Executive Officer 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 Executive Officer:
      1) Expresses renewed willingness to carry out all duties, and
      2) Receives a two-thirds vote of confidence during an Executive Committee meeting when a quorum is present.
   ii. Retain voting privileges if endorsed as described in Section VI.F.3.a.i.(2).
      1) A transferring Officer whose title follows that Officer shall represent the Council at large.
      2) The districts involved shall be represented by staff elected or appointed as described in Section IV.C.

4. Special Vote of Confidence. The vote described in Section VI.F.3.a.i.(2) shall be preceded by a discussion of the Officer’s demonstrated performance and desirability of their 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 recuse themselves from the vote. In this case, the Vice-Chair shall:
      i. Open discussion as described in Section VI.F.4 above, and
      ii. Call for a vote once all concerned Representatives have spoken.

5. Departure from UT. An Officer who leaves employment at UT thereby resigns from the Council. If the Officer election has already taken place as described in IV.D, the Officer-elect shall assume the role immediately. If there is no Officer-elect, there shall be an election of an interim Officer as described in VI.7 below.

6. 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. If there is an Officer-elect as described in Section IV.D, the Officer-elect shall assume the role immediately. If there is not, the next order of business shall be the election of an interim Officer.
      ii. The Officer requested to resign shall be ineligible to stand for interim re-election.
7. 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.6.d.ii. above, any UTSC Representative who has served a minimum of one (1) 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 subcommittees.
   3. The following non-voting members:
      a. Chairs of ad hoc subcommittees.
      b. UT Austin’s representatives to the UT System Employee 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 subcommittees by the Council, in cooperation with the:
      a. Vice-Chair.
      b. Issues subcommittee.
   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 Parliamentarian.
      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 subcommittee.

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 at least 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. The following are considered standing committees:
   1. Issues and Research: Research issues submitted to Staff Council, resolve them if possible, or delegate them to another committee as appropriate.
   2. Resources: Acquaint new UTSC Representatives with the operations of the Council, ensure rooms and technology are ready for general and Executive Committee meetings, and serve as the UTSC historian.
   3. Communications: Develop and recommend communications strategies and procedures for UTSC, including between Representatives and their constituents and between UTSC and the University community.
   4. Diversity and Inclusion: Promote diversity and inclusion at all levels of the University to ensure a welcoming and inclusive campus climate.
   5. Health and Wellness: Initiate and support projects that increase staff access to, and awareness of, health and wellness programs on campus.
   6. Sustainability: Initiate and support sustainability projects that benefit University staff and the University community.
   7. Professional Development: Offer professional development opportunities to UTSC Representatives and campus at-large.

B. Dissolution. Likewise, abolishment of a standing committee entails amendment of the Bylaws.

C. Rosters. Returning and newly-elected Representatives state preferences for committee assignments at the planning session meeting or Annual Retreat; these written choices help the Vice-Chair draft rosters for committees.
   1. Incumbent committee members hold priority for seats on 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.

2. Serve entirely at their committee’s pleasure.
3. Organize committee work by:
   a. Scheduling meetings and alerting all committee members of the venue well in advance.
   b. Soliciting input from committee members for agenda items.
   c. Leading meetings democratically, striving for consensus while considering all members’ views.
4. Ensure that minutes of meetings are reported to the UTSC Vice-Chair and Recorder/Secretary.
5. Serve on the Executive Committee.

E. **Meeting and Voting.** Standing committees shall:
   1. Meet regularly, preferably at least monthly.
   2. Have a quorum when at least half of the members are present.
   3. Freely exchange information and opinions via ancillary means, but only conduct votes in person.

F. **Prioritization of work.** All UTSC committees exist and operate subject to the oversight and will of the Council as a whole. Committee work shall be prioritized based on the Staff Council core values.

G. **Reports.** Periodic reports on the progress of the committee shall be presented at regularly-scheduled UTSC meetings.
   1. Each standing committee shall compile a written report and have the opportunity make an in-person presentation to the University President at the May general session. Final written reports should be submitted to the Executive Officers.

IX. **ANNUAL COMMITTEES**

A. **Formation.** If the issues do not fit into a pre-established standing committee as in Section VIII.A.1 above, 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 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, who will serve on the Executive Committee.
   5. Annual committees are formed and terminated in one annual council cycle.

B. **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. **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. **Reports.** Periodic reports on the progress of the committee shall be presented at regularly-scheduled UTSC meetings.
   1. Each annual committee shall compile a written report and have the opportunity to make an in-person presentation to the University President at the May general session. Final written reports should be submitted to the Executive Committee.
   2. 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 or allow a Chair to be appointed by the Executive Officers. 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. **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 written report including recommendations regarding the issue(s) at the time of the established deadline.

   C. **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. **Quorum.** An absolute majority of the ad hoc committee membership shall constitute a quorum. An absolute majority consists of one-half of the voting membership plus one.

XI. **BUDGET**

The UTSC budget shall be allocated by the President’s Office and 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 Bylaws.** 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.** 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. **Notice to membership.** 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.

D. **Review.** The Bylaws should be reviewed no later than December of every even-numbered year. If amendments are necessary, the Parliamentarian shall follow procedure outlined in section VI.B.4.b.iii.

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 first adopted based on an affirmative vote by a majority of the UTSC at a special 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; April 17, 2014; and again on March 22, 2018.

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**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 boldface, citing the date of the Council’s ratification of each entry.

1. **Full term:** The result of a regular election. Even-numbered districts shall elect Representatives in even-numbered years; odd-numbered districts shall elect Representatives 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, the Representative
may run for reelection in the next two consecutive regular elections. [Ratified February 16, 2006]

2. **Staff**: An employee’s job code determines that employee’s rank. The UTSC defines code 1000A employees not as staff, but as administrators. Generally, this includes any employee at or above the rank of Director is an administrator. Every classified worker below the level of code 1000A is considered staff. [Ratified April 20, 2006]