

**UND College of Business & Public Administration
Staff Council
Founding Documents**

May 8, 2018

Approved by Dean Steve Light

May 15, 2018

Mission:

The purpose of the UND College of Business & Public Administration (CoBPA) Staff Council is to advocate as a collective staff voice, advise the Dean, and promote a model of shared governance with faculty, administrators, and students, by fostering accountability and best practices, while advancing the vision, mission, and goals of the CoBPA and University.

Objectives:

- To increase the sense of identity, recognition, and worth of each staff member as an integral part of CoBPA and UND;
- To encourage the professional development and personal growth of staff, contributing to the success of CoBPA and UND, and the recruitment and retention of highly-qualified personnel;
- To identify and address issues of concern that are unique to staff and seek their solution;
- To provide advice on policies and procedures affecting staff;
- To strengthen staff morale and sense of community within CoBPA by encouraging cooperation and the open exchange of ideas.

Bylaws:

I. Membership

A. Composition.

1. Staff Council will be composed of an even number of members. Half of the members must be from the 3000 job band and half from the 5000 job band.
2. Representation will be reviewed prior to nominations every even-numbered year, to consider addition to, or reallocation of, the member seats.

B. Eligibility. Eligible Staff Council members are benefitted employees of the CoBPA. An eligible employee must be classified in the 3000 or 5000 job band, and duties cannot be primarily classified as those of instructor or faculty. In addition, staff must have a minimum of six months of continuous employment in the CoBPA to be eligible for nomination.

C. Term of Office.

1. The operational year of the Council and member terms will be July 1 to June 30.
2. The elected term of a member of Staff Council shall not exceed three years. After the first year the member and the Council will discuss their desire to continue their term for the remaining two years.
3. If the member decides not to continue membership, that seat will vacate and opt to nominations and election. This decision must be made prior to April 1.
4. There is no limit to the number of terms a member of Staff Council may serve.
5. Upon termination, retirement, or transfer outside of the CoBPA, that staff member's term in Staff Council will cease immediately.
6. If a member resigns their seat, or actions in point 5 are applicable, the vacancy will be filled by an alternate from the last election for the balance of the vacated term.
7. Should extenuating circumstances occur, the Dean, in consultation with the council, can request an alternate member.

II. Elections

A. Nominations. Three months before the next term year begins (April 1), the Council shall advertise upcoming nominations for open Staff Council seats. Nominations must be received by the Staff Council no later than May 1 for consideration. Interested employees may self-nominate or be nominated by another individual. After the closing date for

nominations, the Staff Council will verify nominees' eligibility and confirm with the nominated individuals their willingness to serve and be included on the ballot.

If no nominations have been received by the Staff Council, the members will personally contact eligible employees to solicit volunteers to serve on the Council and shall place the volunteers' names on the ballot.

B. Elections.

1. Ballots shall be prepared and approved by the Staff Council. Any nominated individual who accepted the nomination will be included on the ballot.
2. Ballots will be electronically distributed on or before June 1 to all 3000 and 5000 job band staff members, as outlined in the Eligibility section.
3. The deadline for completion of ballots will be five (5) working days after the distribution date.
4. Election results will be released via email within one week of the close of the voting period.
5. Elected members will also be notified in writing by the Staff Council Chair.
6. All newly-elected members will begin service on July 1, immediately following the election.
7. During the first meeting of the year, the standing Chair will call for nominations for Chair and Recorder. Nominations will be heard and voted on during that meeting.

III. Duties of Membership

A. All Members.

1. Regularly attend meetings and participate in discussions.
2. Share initiatives and invite feedback from constituents.
3. Share initiatives and invite feedback from the Dean.

B. Chair Duties.

1. Schedule and oversee meetings.
2. Primary point of contact for the Staff Council.

C. Recorder Duties. Record minutes and distribute to all Staff Council members and the Dean.

IV. Meetings and Actions

1. The Staff Council shall hold a regular meeting monthly. Additional meetings may be added, or regular meetings canceled, based on pending agenda items.
2. A simple majority of the Council members eligible to vote shall constitute a quorum to convene a meeting.
3. Members must be present to vote.
4. Decisions will be made by motion, second, and recorded vote.
5. In the event of a tie vote, the Staff Council President will announce the tie and the members will keep voting until a majority vote is received.
6. Meetings shall be conducted by *Robert's Rules of Order, Newly Revised*, unless superseded by these Bylaws.
7. Meetings of the Staff Council shall be open.
8. A record of the proceedings at meetings shall be kept by the Recorder, or an alternate, as designated by the Chair, and made publicly available, upon request.
9. Items needing to be brought to the attention of the Dean will be communicated within two (2) business days.
10. The agenda will be circulated at least 48 hours prior to the meeting, and any additions will be accepted up to and including the first business item of the agenda.

V. Amendments to the Bylaws

1. Bylaws will be reviewed at the first meeting of each business year.
2. Amendments to the Bylaws can be proposed or sponsored in writing by any member of the Council. Proposed amendments will be presented for a first reading, with vote to follow at the next meeting. Amendments shall be approved by simple majority of the Council members present. The Dean of the College of Business & Public Administration shall receive a copy of the revised bylaws, indicating all changes approved.

Appendix: Letter of Invitation to Inaugural Council Containing Founding Charge:



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February 13, 2018

To: Staff Council Member
From: Steve Light, Interim Dean
Re: Staff Council Appointment

Dear Staff Council Member:

Thank you for agreeing to serve on the inaugural College of Business & Public Administration Staff Council. I'm pleased to have received your name in nomination, and to have confirmed with you and your immediate supervisor your interest, willingness, and capacity to serve the College.

We are forming this Council this spring in the spirit of advancing shared and collaborative governance within the College and University by exploring a formal representation mechanism for staff voices. This is a strategic initiative to support staff development and success in accomplishing our mission, and as such, advances each of the College strategic plan goals in alignment with those of the University.

The Council is advisory to the Dean in matters affecting staff within the College. This spring, the Council will be asked to develop a potential mission, bylaws, and representation structure for a permanent body. The Council also will consider how to engage on matters on which it may be asked for input, feedback, or advice, such as staff appreciation, professional development, evaluations and merit, hiring, position-related information, strategic planning, or various other items of interest.

The concrete deliverables for the spring will be formal recommendations to the Dean on whether to continue by establishing permanent version of the Council, with accompanying recommendations on mission, bylaws, representation and governance structure, and purview on or by May 1. I am happy to consult with the group along the way.

As noted, the inaugural version of the Council is exploratory. As such, your initial commitment to serve formally concludes at the close of the academic year, on May 15, with due consideration of recommendations to the Dean to follow.

I'm asking Nikkie Dvorak to assist with scheduling, and the Council itself to determine how it wishes to proceed, including initial leadership structure, meeting timing, etc., subject to what the group determines is needed to complete its charge this spring.

Thank you in advance for your commitment and hard work. I strongly believe that staff voices, and staff engagement, are critical to the continued success of our CoBPA family. Thank you for contributing to that.

c. Shannon Smidt