

## **Staff Council Charter**

### **I) Purpose:**

- A) To serve as a formal means for the president to:
  - 1) Communicate University matters with staff.
  - 2) Elicit opinions and recommendations of the staff on matters of concern to them.
- B) To serve as a formal means for staff to communicate to the president.
- C) To recommend staff to the president or other administrators for appointment to University committees.
- D) To help maintain a supportive and rewarding workplace for staff.

### **II) Responsibilities:**

- A) Serve in an advisory capacity to the president.
- B) Provide a channel for an exchange of information between the president, administrators, and staff members.
- C) Meet with the University administration on a regular basis to discuss opinions, concerns, and recommendations, seeking through mutual agreement to achieve improvements.
- D) Provide an opportunity to gather and share questions, concerns, and comments about general and specific University issues. To encourage collegiality and cooperation among staff and with other constituencies on campus.
- E) Solicit and nominate staff to University committees.
- F) Develop an understanding of University policies.

### **III) Meetings**

- A) All Council meetings must be attended by the associate vice president for Human Resources or the president.
- B) A quorum constitutes five members of the council.
- C) Staff Council members are expected to attend all meetings. The Council will address absences exceeding one-third of the number of annual meetings.

### **IV) Membership:**

- A) Staff Council membership is open to all full-time and part-time staff, as defined by The Flexible Benefits Plan, who have been at the University for at least one year prior to the time of elections. Members of the Council must have their

primary office located on the Bloomington campus. Those on probation or undergoing disciplinary action are not eligible.

- B) Staff Council members are elected for a three-year term, and comprised of nine staff members from departments/offices across the campus. The Council consists of three exempt staff, three non-exempt staff, and three at-large staff (exempt or non-exempt).
- C) The Council will hold elections for positions in April of each year. There must be a one-year break between terms before previous members can self-nominate again.
- D) Staff Council Presiding Members: The Staff Council will consist of the following presiding positions.
  - 1) Convener:
    - (a) Presides over and facilitates all Staff Council meetings.
    - (b) Delegates additional responsibilities to Staff Council Members.
    - (c) Casts tie breaking vote as needed.
    - (d) Informs Council members of the date, time, location and agenda of the meetings.
    - (e) Speaks on behalf of Council.
  - 2) Co-Convener
    - (a) Will be selected on a volunteer basis after other positions are assigned.
    - (b) Presides over meeting in absence of convener.
  - 3) Communications Secretary
    - (a) Sends written communications to president, staff, or other administrators as required.
    - (b) Takes and distributes minutes for meetings in the absence of the recording secretary.
  - 4) Web Manager
    - (a) Updates and maintains the Staff Council web page.
    - (b) Coordinates with University archivist.
  - 5) Election Coordinator
    - (a) Coordinates Staff Council and University Committee Elections.
    - (b) Maintains database of committees, and positions held by staff members.
  - 6) Recording Secretary
    - (a) Takes and distributes minutes from meetings.
    - (b) Sends final minutes to Web manager.
- E) If a Council Member cannot fulfill his/her term for any reason and more than six months of the term remains, the Council will consult the most recent election results and offer the nominee with the next highest number of votes the opportunity to fulfill the remainder of the term. If fewer than six months of the term remain, filling the position will be at the discretion of the Council.

Updated 5/13/09 by Staff Council