

**STAFF COUNCIL CHARTER**  
**Effective January 20, 2021**

**Purpose and Responsibilities**

- 1) Serve as a formal means of communication between the President and staff.
- 2) Meet and/or communicate with administration to facilitate transparency and to increase awareness of the University's inner workings.
- 3) Elicit opinions and recommendations from staff regarding policies and/or procedures that affect staff work.
- 4) Promote a supportive and rewarding workplace for staff.
  - a) Provide opportunities for staff to receive updates, information, questions, concerns, and comments about general and specific University issues.
  - b) Promote collegiality and cooperation among staff and other campus constituencies.
- 5) Solicit feedback from appropriate committees to enhance staff communication and information sharing.
- 6) Solicit nominations from staff and conduct elections for service on committees.

**Meetings**

- 1) In general, Staff Council meetings occur once a month over the fiscal year, with a minimum of two meetings per quarter.
- 2) Meetings must consist of a quorum to be officially held (a quorum consists of five members from the Council).
- 3) Staff Council members are expected to attend all meetings. The Council will address absences exceeding one-third of the number of annual meetings.

**Membership**

- 1) Staff Council is comprised of nine staff members from departments/offices across campus. Representation is achieved through the inclusion of three exempt staff, three non-exempt staff, and three at-large staff (exempt or non-exempt).
- 2) Staff Council membership is open to all full-time staff members, as defined by The Flexible Benefits Plan, who have been at the University for at least two years prior to the time of elections and who work on-campus.

- 3) Members of the Council must have their primary office and perform the majority of their work on the Bloomington campus.
- 4) Staff members on probation or undergoing disciplinary action are not eligible.
- 5) If elected, Council members may serve two consecutive three-year terms, or total consecutive membership not to exceed 7 years. An outgoing Staff Council member is eligible to serve again/run for election again after one regular election cycle has passed.
- 6) The Council will call for self-nominations in March of each year to fill the three outgoing positions, and elections for those positions will be held in April of each year.
- 7) The Staff Council elect will be invited to attend Staff Council meetings as non-voting members in May, June and July with required attendance at one of those meetings.
- 8) At the August Staff Council meeting, elect members will take their seats on the Council and the outgoing members will attend as non-voting members.
- 9) 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. If there are no nominations from the most recent election, then a special election may be held to fill the vacated seat on Council.

### **Staff Council Positions**

At the August Staff Council meeting, elections will be held for the following positions for the upcoming year. Each position is a one-year (August - July) renewable term as elected by the Staff Council, unless otherwise noted.

- 1) Chair:
  - 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 Staff Council members of the date, time, location and agenda of the meetings.
  - e) Communicates on behalf of the Staff Council.
  - f) Attends Cabinet meetings as the Staff Council representative.

- 2) Vice-Chair:
  - a) Presides over meeting in absence of the Chair.
  - b) Should the Chair leave Staff Council, takes over the Chair's position for the remainder of the term.
  - c) Makes room reservation for Staff Council meetings.
  - d) Attends Board of Trustee Business and Business Affairs meetings as the Staff Council representative.
  
- 3) Web Manager:
  - a) Updates and maintains the Staff Council webpage.
  - b) Coordinates with Ames Library concerning Digital Commons content.
  - c) Ensures the meeting minutes are posted on Digital Commons.
  - d) Manages [staffrep@iwu.edu](mailto:staffrep@iwu.edu) and Google Drive.
  
- 4) Election Coordinator:
  - a) Coordinates Staff Council and University committee elections in March/April of each year.
  
- 5) Recording Secretary:
  - a) Takes and distributes minutes from Staff Council meetings.
  - b) Sends final minutes to University Communications and Staff Council Web Manager.
  
- 6) Campus Connect Program Coordinator:
  - a) Welcomes new staff members to campus.
  - b) Provides new staff members with informational card with University resources.
  
- 7) Communication Liaison:
  - a) Checks Staff Council suggestion boxes located in Holmes Hall, the Memorial Center, and Physical Plant and submits these to the Chair and Recording Secretary prior to each Staff Council meeting.
  - b) Receives comments and questions from online form, and submits these to the Chair and Recording Secretary prior to each Staff Council meeting.
  - c) Receives kudos/congratulations from online form, and submits these to the Recording Secretary.