

Pima County Community College District Staff Council Bylaws

I. NAME

The name of this organization shall be the Pima County Community College District Staff Council (“Staff Council”).

II. REPRESENTATION

Staff Council represents all exempt and non-exempt regular employees in the Pima County Community College District (“College”).

III. MISSION, GOALS, & RESPONSIBILITIES

1. Mission

The mission of the Staff Council is to engage in decision-making and to support and promote the interests and needs of the College and its staff.

2. Purpose

- a. Support staff in the process of continuous improvement for the success of students.
- b. Promote mutual accountability, respectful interaction, and a supportive, open organizational climate.
- c. Advocate on behalf of staff on areas of shared concern or interest.
- d. Participate, assist, and advise in decision-making processes.
- e. Communicate change and initiate new endeavors.
- f. Enhance and build community involvement through service.

3. Responsibilities

- a. Represent and provide leadership to staff.
- b. Make recommendations to the Administration regarding actions, programs, policies, and procedures.
 - i. Staff Council is not the forum for issues concerning wages, hours, and working conditions as these are the responsibility of the

College Administration, in consultation with the All Employee Representative Council.

- ii. Staff Council Serves in a support role to staff regarding issues of mutual concern.
- c. Solicit and encourage communication, collegiality, and cooperation.
- d. Provide a forum where information, opinions, and innovations can be shared.
- e. Organize, promote, and facilitate College and community partnership events and activities.
- f. Participate through representation on governance groups.
- g. Recommend representation on working groups, standing committees, and task forces.

IV. MEMBERSHIP

1. Composition of Staff Council

- a. Membership is open to all exempt and non-exempt-staff. To ensure that staff is adequately represented, Staff Council membership shall consist of representatives from all groups as follows:
 - i. One Staff Council representative will represent a maximum of 30 constituents.
 - ii. The 30 constituents for each representative will be grouped according to the Executive Leadership Team organization and maintained according to this structure.
 - iii. Allocation of representatives is subject to review on an annual basis.
- b. Each representative is elected to a two-year term. Terms for each elected representative on the Staff Council will run from July 1 through June 30.
- c. Terms will be staggered so that approximately one-half of Staff Council membership will be elected during any given year.
- d. Staff Council representatives will be elected as defined in the section "Nominations and Elections". A Staff Council representative's membership and voting rights will terminate if they:

- i. Take a position in the College resulting in a change in employment status. i.e., becoming a Faculty or an Administrator.
 - ii. Resign.
 - iii. Are dismissed due to a violation of the Staff Council Bylaws.
- e. Pima Community College prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, and/or gender identity.
- f. A non-voting Administrative Liaison shall be appointed by the Chancellor or designee.
- g. A non-voting Note Taker is nominated and elected per the Nomination and Election process.

2. Nominations and Elections

Please refer to the Staff Council Nomination and Elections Procedures document:

<https://pima.edu/faculty-staff/employee-organizations/staff-council/docs/staff-council-nomination-and-election.pdf>

3. Vacancies / Resignations / Recalls

- a. Any member may resign at any time by providing written notice to the Chair.
- b. In the event of a vacated member position with more than five months remaining in the term, the Election Committee will review the remaining list of nominees to select the staff member with the next highest total number of votes. The selected representative will serve the remainder of the term.
- c. In the event a Staff Council Officer is unable to fulfill the term with more than five months remaining, a special nomination and election must be held per the documented Nomination and Election procedure. Existing Officers may absorb the duties of the vacancy in the event that fewer than six months remain in the term.
- d. The Officers reserve the right to review the remaining list of nominees to select the staff member with the next highest total number of votes, conduct a special election, or appoint a representative, regardless of the time remaining in the term.
- e. Council members may request the recall of an Officer if it is felt that the Officer is not representing the best interests of Staff Council. The fellow Officers, after a simple majority vote, may initiate a recall. An Officer is recalled by a simple majority of Staff Council members in attendance at a

regular monthly meeting or a special meeting. The recalled Officer will remain a voting member of Staff Council during the remainder of their elected term.

V. STAFF COUNCIL OFFICERS

1. The Staff Council Officers shall be elected among the voting representatives and will serve in one of the following roles: Chair, Vice Chair, Governing Board Representative, Secretary, Communication Officer, Treasurer, and Roll Keeper.

The Vice Chair will serve a term of one year, and the following year, move into the Chair role for the period of an additional year, with the Chair moving into the Chair Emeritus role for an additional year.

In the event the Vice-Chair is unable to serve as Chair, a Special Election for the Chair will be held.

2. The Governing Board Representative, Secretary, Communication Officer, Treasurer, and Roll Keeper officers will each serve a term of two years.
3. Terms will be staggered so that approximately one-half of Staff Council Officers (Governing Board Representative Officer, Secretary, Communication Officer, Treasurer, or the Roll Keeper) will be elected during any given year.
4. An Officer position may not be filled by a member who serves in an official role as an Officer or Member-at-Large / Steward position affiliated with an official employee group outside of Staff Council.
5. In addition to the listed duties, Staff Council Officers shall:
 - a. Serve on the Bylaws and Election Sub-Committees.
 - b. Serve as an official representative of the Staff Council at College functions.
 - c. Have thorough knowledge of the Staff Council Bylaws.
6. The Chair shall:
 - a. Preside over Staff Council meetings.
 - b. Set and distribute agenda for meetings.
 - c. Serve on All College Council (ACC).
 - d. Convene and facilitate member appointments and / or participation on Staff Council sub-committees and College-wide committees, as necessary.

- e. Upon majority vote of Staff Council Officers, provide in writing the final notification of termination to the Staff Council Representative.
 - f. Present information to the Administration as needed or required.
 - g. Train the Vice-Chair to assume the Chair position after their first term.
7. The Vice-Chair shall:
- a. Assume all duties in the Chair's absence.
 - b. Assist the Chair in determining and distributing the agenda for meetings.
 - c. Schedule rooms or virtual space for meetings and notify Staff Council Representatives of meeting location via meeting invites.
 - d. Attend Governing Board Meetings in the Governing Board Officer's absence.
 - e. Shadow the Chair during the first term to transition into the Chair role in the second term.
8. The Governing Board Representative Officer shall:
- a. Submit a staff report to all Staff Council Officers for input before sending it to the Governing Board.
 - b. Attend and provide a staff report at all regular Governing Board Meetings.
 - c. Attend Governing Board Study Sessions and special meetings, if needed.
 - d. Report to Staff Council on discussions and actions taken at Governing Board meetings.
 - e. Serve on All College Council and provide a report at Staff Council meetings.
9. The Secretary shall:
- a. Record and distribute the draft minutes to the Staff Council for review prior to the final approval within one week after the regularly scheduled meeting.
 - b. Submit the finalized meeting minutes to the Staff Council for an approval vote.
 - c. Fulfill the duties of the Roll Keeper in the Roll Keeper's absence.
10. The Communication Officer shall:
- a. Archive and maintain the Staff Council records.

- b. Update the Staff Council Website and distribution list as needed by working with the appropriate Administrator or designee.
- c. Serve as Chairperson for the Outreach Committee.

11. The Treasurer shall:

- a. Be responsible for all financial aspects of Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions and purchase orders according to College policy.
- b. Process Staff Council Representatives' funding requests. Funding requests must be made in writing, with supporting price quotes, documentation, and purpose of the event. Staff Council Officers will review, and vote on event approvals as received. Funding is available on a reimbursement-basis. Funds may be used for Staff Council Outreach events, and other related Staff Council activities, if approved.
- c. Maintain and reconcile receipts and expenditures.
- d. Report budgetary activities, as requested.

12. The Roll Keeper Officer shall:

- a. Review and record Staff Council meeting attendance.
- b. Send attendance to the Secretary for recording on the minutes.
- c. Send attendance notification in accordance with-"Attendance Requirements".
- d. Record minutes in the absence of the Secretary and assist in recording minutes when necessary.
- e. Maintain the Staff Council distribution list and communicate any changes to the Communication Officer.
- f. In the event that the Secretary position remains vacant, officers will rotate to record the minutes of the meeting.

13. The Past-Chair (non-voting Officer) shall:

- a. Act as a mentor to the Chair and other officers.

VI. Meetings

1. Conducting Meetings

- a. Staff Council meets monthly, College schedule permitting.

- b. Regular meetings of Staff Council shall be open to all College employees and the public.
- c. The Vice Chair will schedule and inform representatives of the meeting dates and locations at the beginning of the calendar year. Changes may be made to meeting dates and/or locations and will be communicated to the members.
- d. The agenda for meetings will be developed by the Chair.
- e. Agenda items may be sent for consideration to the Chair and may be added to the agenda at the Chair's discretion.
- f. The Chair will authorize modifications to the agenda with the Staff Council's consensus.
- g. Meetings generally follow the current Robert's Rules of Order.

2. Attendance Requirements

- a. Elected members serve on behalf of their constituents as a representative of their interests, needs, and concerns.
- b. Attendance and participation are extremely important as presentations, discussions, and decisions are made which require the participation and votes of Staff Council members.
- c. Accommodations to attend meetings must be arranged with the representative's Supervisor.
- d. In the event of an absence from a regular monthly meeting, the representative shall email the Chair and Roll Keeper the name of a Proxy to represent the absent member. A Proxy may or may not be a current representative of the Staff Council.
- e. Special or Emergency meetings of Staff Council may be called during business hours.
- f. A representative who expects to miss more than two consecutive meetings due to extenuating circumstances must email the Chair and the Roll Keeper for consideration of excused absences.
- g. Any representative that misses three or more meetings per fiscal year is subject to participatory evaluation and dismissal per Officers' vote.

3. Voting

- a. Voting is reserved for currently elected representatives during their active term.

- b. A quorum of members and /or member Proxy must be in attendance before a motion may be voted on. A motion is passed by simple majority vote within a quorum.
 - c. A quorum consists of no less than two-thirds of the total elected representatives.
 - d. Clerical and /or logistical items requiring a vote may be conducted electronically and will be passed by a majority of a quorum consisting of voting members. All other items require an in-meeting vote.
4. Submission of items to All College Council (ACC) and Governing Board:
- a. Items will be discussed at a Staff Council Meeting for possible submission to both the ACC and the Governing Board.
 - b. ACC items will require a vote to take forward per section "Voting."
 - c. Governing Board items must be communicated to the Staff Council Officers for content review before submission to the Governing Board.

VII. SUB-COMMITTEES

1. Staff Council Officers may form sub-committees that will serve in an advisory capacity to the Council and/or the College or to assist in College-wide strategic initiatives.
2. Sub-committee participation will consist of Staff Council members who express an interest or as appointed by the Chair.
3. Committees may utilize subject matter experts outside of the Staff Council.
4. Standing Sub Committees:
 - a. Bylaws Sub-Committee
 - i. The Bylaws Sub-Committee, consisting of the Staff Council Officers as well as Staff Council Representatives who volunteer, is charged with reviewing the Bylaws for relevance and making amendments, as necessary. A draft of the proposed changes will be presented to the Staff Council representatives for a vote.
 - ii. Upon approval, the Bylaws must be submitted to the Administrative Liaison for review and Administrative approval.
 - iii. Once all approvals have been granted, the Bylaws will go into effect immediately.
 - b. Elections Sub-Committee

- i. The Elections Sub-Committee, consisting of members as described in the Staff Council Nomination and Elections Procedures document found above under “Nominations and Elections”, is charged with overseeing the nomination and election process for both Staff Council membership and Officer positions, while providing the opportunity for fair, equitable, and balanced representation from all College locations.
 - ii. The Elections Sub-Committee may propose changes to the Nomination and Election procedures. A draft of the proposed changes will be presented to the Staff Council for a vote. Upon approval, the Nomination and Election procedures will go into effect immediately.
- c. Outreach Sub-Committee
 - i. The Outreach Committee, consisting of the Communication Officer (Committee Chairperson) and Staff Council representatives who volunteer, is charged with overseeing the communication platform and facilitating potential fundraising opportunities, as needed.
 - ii. Communication and fundraising strategies will be presented to the Staff Council. Upon approval the Outreach Committee will facilitate the outreach strategies.