

College of Engineering Staff Council Bylaws

1. Mission

Focus on positively impacting the college and providing opportunities for greater access and inclusion for staff through the following efforts:

- Offering professional development and networking opportunities for staff.
- Providing feedback on policies, procedures, events, and other issues impacting staff.
- Sharing common needs and problems of staff across departments so that staff can creatively resolve concerns.
- Giving a voice to staff issues and facilitate communication of these issues to the Dean's Office.
- Communicating back to home departments or offices important news or staff council developments that impact staff at large.
- Creating community within the college.

2. Representation and Selection of Council Members

2.1 Staff Council shall be comprised of staff members working in the organizational units within the College of Engineering. It is expected that at least one, and no more than two, staff from the each of groups listed below will serve as representatives for their group/unit.

- Each of the seven academic departments or schools (for a total of 7-14 representatives)
- Communications
- Business Office
- Dean's Office
- Engineering and Computing Education Core

Due to its size, Engineering Student Services is expected to have at least two, and no more than three representatives. Due to the number of research, lab, and service units in the college, any such unit that would like to have a representative on Staff Council shall be allowed to select one representative.

The maximum number of members of Staff Council shall be no more than 26.

2.2 Units will be reminded to select representatives before August 15 each year. Departments and offices should use their own discretion in selecting a representative. Units with staff in both Lincoln and Omaha that select multiple representatives are encouraged to choose representatives from each city. Units are also encouraged to select representatives that will contribute to the Staff Council's diversity in terms of the types of work representatives do.

2.3 The standard term of service shall be a single academic year, starting September 1 and ending August 31. Representatives may serve as many consecutive terms as they and their units wish them to serve.

2.4 In the event that a council member leaves the college in the middle of their term, the unit they were representing is responsible for selecting a replacement. If needed, Staff Council leadership will reach out to the unit leader to request a replacement representative.

3. Council Chair and Vice Chair

3.1 The Staff Council shall be led by two member-officers: a Chair and Vice Chair. Each officer will serve a two-year term that consists of a year as Vice Chair followed by a year as Chair.

3.1.1 The officers shall be elected by the council via anonymous ballot, with one officer being elected to the Vice Chair position each year. Elections shall be held on or before the first meeting of the academic year. Anyone interested in running for Vice Chair should notify the outgoing Chair prior to August 15.

3.2 Members may serve as an officer for no more than two consecutive terms (four years total). After four years as an officer, members must wait an academic year before running again for an officer position. (See exception listed in bylaw 3.4, part B.)

3.3 The primary duties of the Chair and Vice Chair are: creating and making available Council meeting agendas and notes, facilitating Council meetings, communicating with College of Engineering executive leadership on behalf of staff, communicating with department/unit leaders about selecting representatives (as needed), communicating with Staff Council committee chairs (as needed). As requested, the Chair may provide updates or reports to the College of Engineering executive leadership.

3.4 In the event that an officer leaves the Council during their term, an interim officer shall be identified to finish the term through the following procedures:

A. Anyone who ran for Vice Chair in the previous election shall be invited to take the interim position. If only one person agrees, they will be the interim officer. If more than one person agrees, an interim (anonymous ballot) election shall be held on or before the next Council meeting.

B. If no one who ran in the previous election is willing or able to serve, all available prior officers from the previous five years shall be invited to take the interim position. If only one person agrees, they will be the interim officer. If more than one person agrees, an interim (anonymous ballot) election shall be held on or before the next Council meeting. Bylaw 3.2 does not apply to someone filling an interim position.

C. If no prior officers are willing or able to serve, all Council members will be invited to volunteer for the interim position. If more than one person agrees, an interim (anonymous ballot) election shall be held on or before the next Council meeting.

3.4.1 If the departing officer is the Chair, the Vice Chair may take on the duties of Chair, and the interim officer may take on the duties of Vice Chair.

4. Meetings

4.1 Staff Council shall meet monthly throughout the calendar year. Meeting dates and times will be determined each semester.

4.2 Staff Council shall report at All-Staff Meetings. Staff Council may also organize programming or events consistent with the Council mission in association with All-Staff meetings.

5. Committees

5.1 The Staff Council shall establish committees to address the needs of Engineering staff. The head of each committee will be a member of the Staff Council. Members of the committees may be comprised of staff at large.

5.2 The Staff Council will maintain the following committees:

- Professional Development
- Community Building
- Wellness
- Complete Engineer

5.3 Other committees or task forces may be established as needed.

6. Review of Bylaws

6.1 The Staff Council shall review the bylaws at least every two years, at which time they shall be either revised or reapproved.