

**AGENDA**  
**UAF Staff Council Meeting #198**  
**Tuesday, 12 May 2009**  
**8:45-11 a.m.**  
**Wood Center Carol Brown Ballroom**

Staff Council Audio-Conference Information: 1-800-893-8850 Chair PIN: 8244640 (only the chair or meeting convener uses this number). Participant PIN: 8244236

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL
  - A. Adopt Staff Council #198 Agenda, Tuesday, 12 May 2009
  - B. Approve Staff Council #197 Minutes, Wednesday, 22 April 2009
  
2. 8:50-9:00 OFFICER REPORTS
  - A. Juella Sparks, President, Staff Council
  - B. Martin Klein, President-A Brian Rogers, Interim Chancellor
    - C. Joe Thomas, Senator
  
5. 9:20-9:25 PUBLIC COMMENT

Approve Annual Report to Chancellor  
Second reading of amendments to the Constitution  
Second reading of amendments to Bylaws  
Final approval of amendments to Constitution and Bylaws, Attachment #6  
Call for an Ad Hoc Communications Committee  
Staff Compensation Discussion

9:45-10:00 NEW BUSINESS

Distribute ballot, nominate and vote for President-Elect,

- C. Admin Committee Summer Motion, Attachment #3
- D. Proposed motion to cancel Staff Council meeting #199, Attachment #4 and Attachment #5
- E. Approve Chancellors Resolution of Recognition and Appreciation

INFORMATION

9. 10:00-10:10 COMMITTEE REPORTS

- A. Staff Affairs, Mary Sue Dates
- B. Rural





Attachment #6

The UAF Staff Council passed the following at meeting # 198 on May 12, 2009:

MOTION:

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The UAF Staff Council Committee moves to revise the Staff Council Constitution and Bylaws as attached:

EFFECTIVE:           Immediately

RATIONALE:           The Staff Council Constitution and Bylaws were in need of editorial changes reflecting terminology in employee classification, as well as changes that reflect the current actions of the Council.

CAPS= Addition

[[ ]]= Deletion

Revised 5/6/09

## Constitution of the University of Alaska Fairbanks Staff Council

### Article 1. Name and Purpose

- A. The name of this organization shall be University of Alaska Fairbanks Staff Council.
- B. Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff's ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.
- C. Those actions requiring the Chancellor's approval must be forwarded for review, acceptance or veto.
- D. To act as a constituent body of the UAF governance process and to provide, from and by the UAF Staff Council, representatives to other constituent bodies, including but not limited to the UAF Governance Coordinating Committee and Staff Alliance.

### Article 2. Qualifications of Members



- B. The President shall schedule a first reading and discussion of the proposed amendment(s) at the first scheduled meeting of the UAF Staff Council after distribution.
- C. Approval of amendment(s) to the Constitution requires a quorum and two-thirds vote of all representatives present. The proposed amendment(s) shall be subject to a final vote at the next scheduled meeting. The vote will be by roll call.
- D. All amendment(s) to the Constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval or veto.

THE PARLIAMENTARY AUTHORITY SHALL BE FROM ROBERT'S RULES OF ORDER  
NEWLY REVISED.

Revised 5/6/09

Bylaws of the University of Alaska Fairbanks Staff Council

Section 1. Preamble

The UAF Staff Council is a representative organization for all [non-exempt and exempt] APT AND CLASSIFIED employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self-governance process.

Section 2. [ARTICLE III. -] Purposes, Rights, Responsibilities and Authority

- A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the [President-Elect] VICE PRESIt(he)-4( D)-1(Y0 Tc 0 Tw 8.11 00 Td6( )Tj

- VI. GRIEVANCE
- VII. HEALTH AND SAFETY
- VIII. COMPENSATION AND BENEFITS
- IX. ETHICS
- X. STAFF DEVELOPMENT
- XI. OTHER MATTERS AFFECTING THE WELFARE OF THE STAFF
- XII. BUDGET PROCESS

- D. TO PROVIDE CONSULTATIVE SERVICES BY CONSIDERING ALL APPROPRIATE MATTERS REFERRED TO IT BY THE CHANCELLOR OF THE UNIVERSITY OF ALASKA FAIRBANKS OR OTHER GOVERNING UNITS.
- E. TO PROVIDE A MEANS OF COMMUNICATION TO AND FROM THE ADMINISTRATION, FACULTY, STUDENTS, ALUMNI, THE GOVERNMENT OF THE STATE, AND THE PUBLIC.
- F. TO PARTICIPATE IN PERIODIC REVIEWS BY THE UNIVERSITY OF ALASKA FAIRBANKS INTO ITS PURPOSES, MISSIONS, PLANNING, GOALS AND OBJECTIVES, AND MAKE RECOMMENDATIONS TO THE CHANCELLOR.
- G. TO REVIEW AND COMMENT ON THE ANNUAL BUDGET REQUEST OF THE UNIVERSITY OF ALASKA FAIRBANKS BEFORE FINAL APPROVAL.

Section 3. [ARTICLE IV.] Membership

A. Representation

- I. THE UAF STAFF COUNCIL OF THE UNIVERSITY OF ALASKA FAIRBANKS SHALL BE COMPOSED OF REPRESENTATIVE MEMBERS OF THE CLASSIFIED AND NON-CLASSIFIED CONSTITUENTS WHO SHALL BE ELECTED FOR TWO YEAR STAGGERED TERMS BY PERMANENT FULL-TIME AND PERMANENT PART-TIME NON-FACULTY, NON-STUDENT EMPLOYEES. UNIVERSITY EMPLOYEES WHO HOLD EXECUTIVE APPOINTMENT SHALL BE EXCLUDED FROM REPRESENTATION BY THE UAF STAFF COUNCIL.
- II. UNITS WILL BE DEFINED GIVING DUE CONSIDERATION FOR EQUITABLE REPRESENTATION ACCORDING TO A COMBINATION OF GEOGRAPHIC LOCATIONS, COMMUNITY INTEREST, AND POPULATION.



III. REPRESENTATIVES SHALL BE ELECTED FROM AND BY THE UNIT THEY WILL REPRESENT.

IV. Units shall have 1 voting representative for every group of 1 to 50 constituents, WITH A MAXIMUM OF 4 REPRESENTATIVES FOR ANY UNIT.

V. A petition to change unit designations, including adding or dropping units, shall:

- a. Be conveyed in writing to the Elections, Membership, and Rules Committee FOR REVIEW,
- b. Include language that addresses each of the criteria that define a unit as set forth in [Article IV, Sect. 2 of the Staff Council Constitution] SECTION 2, ARTICLE A, SUBSECTION II OF THE UNIVERSITY OF ALASKA FAIRBANKS STAFF COUNCIL BYLAWS,
- c. Include a current listing of qualified constituents within affected unit(s).

VI. IN ORDER TO REMAIN A MEMBER OF STAFF COUNCIL, EACH VOTING REPRESENTATIVE MUST SERVE ON AT LEAST ONE PERMANENT COMMITTEE.

#### B. Alternates

I. There shall be one non-voting alternate for every representative. ALTERNATES ARE RANKED BY NUMBER OF VOTES RECEIVED OR DATE APPOINTED.

II. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.

III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, WITH APPROVAL BY THE PRESIDENT THROUGH THE ELECTIONS, MEMBERSHIP, AND RULES COMMITTEE.

IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

V. The alternate must indicate they are acting as proxy for a specific representative during Roll Call. When acting as proxy the alternate will have the same voting rights as the representative.

VI. Alternates are encouraged to participate in permanent, ad hoc, and external committees and will have full representative rights within the committee(s).

#### C. Attendance

- I. Staff Council members who have three unexcused absences within a six-month period may be encouraged to resign or face removal from the Council defined in Section 10, [subsection] ARTICLE B of the UAF Staff Council Bylaws.
- II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact an alternate for that unit to attend in their place as a voting proxy. Excused absences will be granted for members at the discretion of the President.

#### D. Length of Terms

- I. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
  - a. THERE ARE NO TERM LIMITS FOR REPRESENTATIVES OR ALTERNATES.
  - b. REPRESENTATIVES AND ALTERNATES UP FOR RE-ELECTION MUST SUBMIT A NOMINATION FORM AND GO THROUGH THE ELECTION PROCESS.
  - c. Even numbered unit representatives AND ALTERNATES shall begin their term on an even numbered year. Odd numbered unit representatives AND ALTERNATES shall begin their term on an odd numbered year.

#### E. Elections

- I. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
- II. The elections for representatives and alternates shall adhere to the following time frame:
  - a. ELECTIONS WILL BE CONDUCTED IN THE FALL. THE VOTING TIME FRAME WILL BE A MINIMUM OF 30 DAYS.
  - b. THE ELECTION RESULTS WILL BE REPORTED DURING THE DECEMBER MEETING.
  - c. January 1 newly elected representatives take office.
- III. Elections for President and Vice-President shall be conducted as follows:
  - a. Notice of election to fill the office of PRESIDENT AND VICE PRESIDENT shall be announced in the regular meeting in March for the election to be held in May.



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2. Responsible for filling vacancies in units with no representation.
- 3.

- c. The chairperson of the committee may establish subcommittees for specific issues.

V. Rural Affairs Committee

- a. The chairperson shall be elected from the committee MEMBERS.
- b. As an ex-officio member of the committee, the President is charged with communicating concerns of the Rural AFFAIRS Committee to the Chancellor and [System Governance Council] GOVERNANCE COORDINATING COMMITTEE.
- c. The committee shall have the following responsibilities:
  - 1.
  - 1.

b.



- D. ONCE VERIFIED, THE ELECTIONS, MEMBERSHIP, AND RULES COMMITTEE WILL FORWARD IT ON TO THE ADMINISTRATIVE COMMITTEE FOR ADDITION TO THE DRAFT AGENDA OF THE NEXT STAFF COUNCIL MEETING. THE PROPOSED AMENDMENT WILL BE DISRIBUTED BEFORE THE NEXT STAFF COUNCIL MEETING.
- E. THE ADMINISTRATIVE COMMITTEE SHALL SCHEDULE A READING, DISCUSSION AND VOTE ON THE PROPOSED AMENDMENT(S) AT THE NEXT SCHEDULED MEETING OF THE UAF STAFF COUNCIL AFTER DISTRIBUTION OF THE COPIES.
- F. APPROVAL OF AMENDMENT(S) TO THE BYLAWS REQUIRES A QUORUM AND TWO-THIRDS VOTE OF ALL MEMBERS REPRESENTATIVES PRESENT AND ELIGIBLE TO VOTE IN THE UAF STAFF COUNCIL. THE VOTE WILL BE BY ROLL CALLVOTE.
- G. SUPENSION OF BYLAWS MUST CITE THE SPECIFIC SECTION TO BE SUPSEPENDED AND BE APPROVED BY A TWO-THIRDS VOTE OF THE STAFF COUNCIL MEMBERS PRESENT.

#### Section 7. Quorum

- A. A MAJORITY SHALL CONSIST OF 51% OF THE TOTAL COUNT OF UNIT REPRESENTATIVES ON STAFF COUNCIL.
- B.

MAY BE APPEALED BY TWO THIRDS MAJORITY VETO OVERRIDE VOTE OF A QUORUM AT THE NEXT REGULARLY SCHEDULED OR SPECIAL MEETING OF THE UAF STAFF COUNCIL FOLLOWING NOTICE OF THE VETO.

- B. THE APPEAL PROCESS SHALL BEGIN WITH THE SYSTEM GOVERNANCE COUNCIL AND PROCEED TO THE PRESIDENT OF THE UNIVERSITY. IF THE PRESIDENT SUSTAINS THE CHANCELLOR'S VETO, THE ACTION MAY BE APPEALED TO THE BOARD OF REGENTS FOR FINAL DISPOSITION.

#### SECTION 10. RECALL AND REFERENDUM

- A. ANY REPRESENTATIVE MAY BE RECALLED BY THE UNIT FROM WHICH THE REPRESENTATIVE WAS CHOSEN. SUCH A RECALL VOTE SHALL BE HELD UPON PETITION OF ONE-QUARTER OF THE MEMBERS OF THAT UNIT. THE MAJORITY OF THE VOTES CAST SHALL RULE.
- B. ANY OFFICER OR MEMBER OF THE UAF STAFF COUNCIL MAY BE PETITIONED FOR RECALL WITH A ONE-QUARTER VOTE OF THE STAFF COUNCIL. THE MAJORITY VOTE CAST FOR A RECALL BY A QUORUM OF THE UAF STAFF COUNCIL SHALL CAUSE THE RECALL OF THAT OFFICER OR MEMBER.
- C. A REFERENDUM OF THE CONSTITUENCY ON ANY OF THE SPECIFIC ACTIONS OF THE UAF STAFF COUNCIL WILL BE PRESENTED TO THE CHANCELLOR. THE PETITION FOR REFERENDUM REQUIRED SPECIFYING THE ISSUES AND CONTAINING THE SIGNATURES OF TEN PERCENT OF THE NUMBER OF STAFF DEFINED IN SECTION 2, ARTICLE A, SUBSECTION I OF THE UAF STAFF COUNCIL BYLAWS

THE PARLIAMENTARY AUTHORITY SHALL BE FROM THE ROBERT'S RULES OF ORDER NEWLY REVISITED.