

**Staff Council**  
College of Public Health  
University of Kentucky

**Mission**

The mission of the Council is to represent the needs and interests of the College of Public Health staff while supporting the mission of the College of Public Health in the provision of public health education, research, and service.

In accordance with **College of Public Health By-Laws Article 2.4**, these By-Laws shall govern the College of Public Health Staff Council. The most recent edition of Robert's Rules of Order shall be the guide for all parliamentary decisions for the Staff Council. All Councilors are sworn to uphold the By-Laws of the Staff Council.

**By-Laws**

**1. Responsibilities**

- 1.1. Advocate on behalf of College of Public Health staff
- 1.2. Represent staff on the College's Administrative Council
- 1.3. Inform the College of the activities of the Council
- 1.4. Support the functions of the college mission in order to contribute to the overall effectiveness and efficiency of the College of Public Health
- 1.5. Promote and advocate for staff learning through professional development and awards
- 1.6. Promote communication and shared governance among staff, College Administration, and Faculty Council
- 1.7. Identify and advertise exemplary staff and their professional achievements

**2. Membership**

- 2.1. The Council comprises approximately 10% of the total number of eligible staff.
  - 2.1.1. Eligible staff shall be defined as any staff member of the College of Public Health, who are classified as .5 or greater full-time equivalency (FTE).
- 2.2. Council members shall be elected for a term of two (2) years, staggered to ensure continuity.
  - 2.2.1. A vacated seat will be filled for the remainder of that term.
- 2.3. Council representation will be evaluated by current Council members every election cycle to ensure that the Council body consists of 10% of the eligible staff population.
- 2.4. Duties of membership:
  - 2.4.1. Regularly attend meetings and participate in discussions
  - 2.4.2. Solicit information/opinions from constituents and share with Council
  - 2.4.3. Disseminate Council information to constituents
  - 2.4.4. Advocate for staff interests and concerns at the College and University level
  - 2.4.5. Serve on a Special Committee
  - 2.4.6. Other Duties as requested by Council Chair

**3. Officers**

- 3.1. The officers of the Council shall be a Chair, Vice Chair, Treasurer, Communications Officer.
- 3.2. Duties of the Chair
  - 3.2.1. Preside at all meetings of the Council
  - 3.2.2. Represent Staff on the College's Administrative Council
  - 3.2.3. Report all Meetings to the Dean of the College
  - 3.2.4. Oversee of the Communication Plan
  - 3.2.5. Appoint Chairs of standing and ad-hoc committees
  - 3.2.6. Appoint a Chair pro tem in the event of the absence of the Chair and Vice Chair.
  - 3.2.7. Submit Council recommendations to appropriate officials
  - 3.2.8. Perform such duties as may arise pertaining to the seat of Chair
- 3.3. Duties of the Vice Chair
  - 3.3.1. Perform the duties of the Chair in the absence of the officer
  - 3.3.2. Represent Staff on the College's Administrative Council
  - 3.3.3. Perform such duties as the Chair shall designate
  - 3.3.4. Monitor and Report the progress of staff council related strategic plan initiatives
- 3.4. Duties of the Treasurer
  - 3.4.1. Work with the Chair and Business Affairs to establish and manage the annual Staff Council budget
  - 3.4.2. Perform such duties as the Chair shall designate
- 3.5. Duties of the Communications Officer
  - 3.5.1. Be responsible for minutes of the Council meetings
  - 3.5.2. Be responsible for the Council meeting attendance roster
  - 3.5.3. Schedule Staff Council Working Sessions and Open Meetings
  - 3.5.4. Be responsible for developing and implementing a communication plan
  - 3.5.5. Work with the chair to prepare an agenda for each open meeting over which the Chair presides and distribute at least one (1) week prior to the open meeting

#### **4. Nominations & Election**

- 4.1. Council nominees should discuss their desire to be on Council with supervisor(s) to assure that time away from work will be allowed. A minimum of 3 hours per month should be expected to conduct Council activities, such as monthly meetings and committee assignments.
- 4.2. Current Council members not seeking reelection will oversee nominations to the Council.
- 4.3. Any candidate listed on the official ballots for election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the chair of the Council. An authorized audit of election ballots shall be performed by an impartial third party.
- 4.4. All newly elected councilors will begin at the start of the first official meeting of the new academic year.

- 4.5. In the event that a Council member vacates a position before the end of the term, current sitting members of the Council shall fill the vacant seat for the remainder of the term.
- 4.6. There are no term limits for Council members.

## **5. Officer Election**

- 5.1. Nominations for the officers of Council shall be made at the first meeting of the academic year. The officers shall be elected by the Council at that meeting.
- 5.2. All officers of the Council shall assume their duties for the remainder of the academic year.
- 5.3. Officers shall serve a term of one (1) year, with a maximum of two consecutive terms.

## **6. Meetings, Agenda, & Minutes**

- 6.1. Open meetings shall be held at least bi-annually. Regularly scheduled Council meetings may be cancelled or rescheduled at the discretion of the Council Chair.
- 6.2. The open meetings of the Council shall be available to all staff of the College and shall be communicated to all staff members by the Council.
- 6.3. The agenda for Open Session meetings shall be prepared and distributed to the staff one week prior to the scheduled meeting.
  - 6.3.1. Agenda items may be submitted by members of the staff to the Chair for consideration for the agenda. Submissions should be sent digitally via email or the Staff Council contact form on the College's website.
- 6.4. Working sessions will be held by the Council members monthly.
  - 6.4.1. In working sessions, attendance is limited to members of the Council. A report of each working session must be made in the next open meeting.
- 6.5. Special meetings may be called by the Chair.
- 6.6. Meeting minutes will be prepared and distributed to the Council within a timely manner following any meeting.
  - 6.6.1. Meeting minutes shall be stored electronically in a shared archive.

## **7. Quorum/Voting**

- 7.1. In order to transact business that requires a vote, a quorum of simple majority of the Council members must be present.
- 7.2. All voting in meetings of the body of the whole will be done by voice, by hand, by paper ballot or by electronic ballot. If the vote is an election, it must be performed by secret ballot.

## **8. Special Committees**

- 8.1. Council members and non-Council members may be appointed to Special Committees at the discretion of the Council. The Staff Council Chair shall designate a chairperson for each special committee. At the discretion of the Special Committee Chair, and with approval from Staff Council Officers, committee members may be removed from the committee for non-attendance.
  - 8.1.1. Current special committees include Awards and Recognition, Professional Development, and Staff Engagement.
- 8.2. Each Special Committee Chair shall:

- 8.2.1. Maintain a committee calendar providing guidance as to the timing of occurrences such as special deadlines, when planning for annual events should begin, and other notable dates
- 8.2.2. Maintain records such as previous meeting minutes (if kept), a history of the committee charges, the annual year-end committee report, and other documents important to committee function
- 8.2.3. Document and maintain policy and procedure information. This should contain information not only of what is done, but how it is being accomplished
- 8.2.4. Maintain a list of commonly used contacts
- 8.2.5. File a year-end committee report with the Staff Council Chair or designated person
- 8.2.6. Provide an electronic copy of all above materials to the Staff Council Officers at the end of the Staff Council year

**9. Review and Amendments**

- 9.1. The Staff Council By-Laws shall be reviewed no less than every three years and amended accordingly, or as needed.
- 9.2. Proposed changes to the By-Laws must be submitted to the Chair.
- 9.3. Changes to the By-Laws must receive a vote of a simple majority of the voting staff.

Adopted this 31<sup>st</sup> day of August, 2004.

Amended:

June 2005  
May 2008  
January 2012  
August 2017  
March 2019  
August 2019