

# **Council of University Staff Assemblies Bylaws**

## **ARTICLE I**

### **Name**

The name of this organization shall be the Council of the University of California Staff Assemblies, hereinafter referred to as the Council.

## **ARTICLE II**

### **Mission and Constituency**

In support of the mission of the University of California it is the purpose of the Council of UC Staff Assemblies (CUCSA) to maintain and enhance communication within and across the University Community on matters of interest to staff employees in accordance with California laws and Regental policy.

The constituency of the Council is understood to be staff employees of the University of California. The Council is involved in matters of interest and concern to those who are not exclusively represented and may address matters not within the scope of representation for those exclusively represented.

This mission is accomplished by:

- Providing a forum where University staff may discuss university related issues of mutual interest.
- Providing information and staff perspective to the Administration and others on policies, processes, or other matters of mutual interest.
- Fostering respect, communication, and collaboration among staff and other members of the University community.

## **ARTICLE III**

### **Membership**

#### **Section 1**

Membership of the Council shall consist of the Chair, the Chair Elect, the Secretary, and two elected delegates from the designated staff group on each campus, Lawrence Berkeley National Laboratory (LBNL), and the Office of the President. All officers and delegates to Council must be non-exclusively represented staff

#### **Section 2**

Individuals may be appointed for specified terms as Ex Officio members of the Council. Appointment or termination of Ex Officio members shall be by majority vote of the Council.

## **ARTICLE IV**

### **Quorum**

Over one-half (½) of the voting membership of the Council shall constitute a quorum for the transaction of business before the Council. Unless otherwise specified all votes shall be determined by a simple majority of votes cast.

## **Article V**

### **Voting**

Each campus, LBNL, and the Office of the President shall cast two (2) votes; the Chair Elect and the Secretary shall each cast one (1) vote. [If only one representative from a location is present, that location retains the right to two (2) votes.] An Ex Officio member shall not vote on matters before the Council.

## **ARTICLE VI**

### **Officers**

#### **Section 1**

The officers of the Council shall be the Chair, Chair Elect, and Secretary. The term of office for all officers shall be one (1) year commencing on July 1 of each year, or until successors have been elected.

#### **Section 2**

The Chair Elect and Secretary shall be elected by the Council from its membership. Candidates must have served as a member of the Council for at least one (1) year prior to the period of service as an officer, unless the requirement is specifically waived by a two-thirds (2/3) majority vote of the Council. Individuals shall not serve as officers and campus delegates simultaneously.

#### **Section 3**

The Chair Elect shall assume the office of Chair at the end of his or her term as Vice Chair, or upon the death, resignation, or removal of the Chair. In case of death, resignation, or removal of the Chair, the Chair Elect shall assume the office for the remainder of the unexpired term plus one additional term. At the same time, a Vice Chair shall be elected to serve only until June 30. Under no circumstances shall a Chair serve more than two (2) consecutive terms.

#### **Section 4**

A vacancy in the office of the Chair Elect or Secretary shall be filled for the remainder of the unexpired term by an election of the Council.

#### **Section 5**

An officer of the Council may be removed from office by a two-thirds (2/3) majority vote of no confidence by the Council.

#### **Section 6**

The duties of the Chair shall be to:

- a. Preside at all regular and special meetings of the Council;
- b. In consultation with the Chair Elect and the Secretary, appoint committees as specified in Article VIII of these Bylaws;
- c. In consultation with host campus' delegates, set agendas for all council meetings;
- d. Attend Regents' meetings.

### **Section 7**

The duties of the Chair Elect shall be to:

- a. Perform the duties of the Chair in the absence, or at the delegation of the Chair, in accordance with these Bylaws;
- b. Manage the financial affairs of the Council;
- c. Consult with the Chair and the Secretary on the appointment of committee members as specified in Article VIII of these Bylaws;
- d. Attend Regents' meetings;
- e. Serve as Policy and Procedure Coordinator;
- f. Serve as liaison with external committee members.

### **Section 8**

The duties of the Secretary shall be to:

- a. Serve appropriate notice for all Council meetings as specified in Article IX of these Bylaws;
- b. Record and distribute minutes and meeting summaries of all proceedings;
- c. Consult with the Chair and the Chair Elect, on the appointment of committee members as specified in Article VIII of these Bylaws;
- d. Conduct an annual review of the Council's website to ensure that accurate and up-to-date information is posted and available to users;
- e. Prepare and send annual CUCSA archival documents.

## **ARTICLE VII**

### **Delegates**

#### **Section 1**

Each participating UC location will send two delegates to participate in the Council. Each UC location shall name its delegates by June 1. The term of office shall be two (2) years, the first year as a junior delegate and the second year as a senior delegate. Each year will commence on July 1.

#### **Section 2**

Locations should send delegates that demonstrate the following attributes:

- Broad knowledge of UC and location;
- Broad knowledge of staff and staff issues;
- Demonstrated strong communication and analytical skills;

- Ability to consider and speak to issues from various perspectives;
- Commitment to attend and participate fully in quarterly CUCSA meetings and engage in additional committee related meetings and activities as required.

### **Section 3**

The duties of the delegates shall include:

- a. Attend all official functions of CUCSA meetings;
- b. Serve as conduit between CUCSA and the local staff association;
- c. Actively participate on a minimum of one committee or workgroup involving significant work between quarterly CUCSA meetings;
- d. Actively participate in writing the final report of the committee or workgroup;
- e. Serve as the Chair or Vice Chair of a committee or work group if selected for that role.

### **Section 4**

If a delegate fails to fulfill his or her duties as a delegate, the officers of the Council will work with the individual delegate to resolve any impediments to fulfilling these duties. If a mutual resolution cannot be attained, the officers may find alternative solutions that may include a request to the delegate's location to replace the delegate.

## **ARTICLE VIII**

### **Committees and Work Groups**

#### **Section 1**

##### Appointment

Members shall be appointed to committees and work groups by the Chair, in consultation with the Chair Elect and the Secretary. Whenever possible the Council should also be consulted.

#### **Section 2**

##### Internal Committees

An internal committee is one which is appointed by the Council from among its membership to fulfill a charge designated by the Council. Committees in this category include:

- Standing committees are focused on topics that continue for multiple years, set annual objectives, and mark progress with formal annual reports;
- Work groups assignments extend for a full year producing a final report at year end;
- Ad hoc committees whose charge is limited in scope and whose task may be completed in shorter timeframes resulting in work products such as position papers or special reports.

Once standing committees, work groups, and ad hoc committees are formed, committee members will elect a chair and vice chair.

Committee chairs are expected to organize the work of the committee, delegate assignments to members, monitor progress, and assist with strategies for achieving goals. Chairs are responsible for ensuring that high quality final reports are completed in a timely manner. They are also

responsible for mentoring the vice chair and for assisting committee members in overcoming obstacles to completing assignments. Additionally committee chairs serve as a liaison with CUCSA officers apprising them of committee progress and informing them of issues and concerns.

Each internal committee is responsible to the Council and is obligated to report its actions in writing.

### **Section 3**

#### External Committees

An external committee is one which is created by a group other than the Council to which one or more Council members are appointed.

- a. Delegates appointed to external committees must be current council members or ex officio members of the Council in accordance with Article III Section 2. Appointments will be reviewed annually.
- b. Each external committee member is responsible to the Council and is obligated to submit a report of the committee's activities to the Council for quarterly Council meetings.

## **ARTICLE IX**

### **Elections**

#### **Section 1**

Elections for any office shall be by secret ballot. A majority (50% + 1) of eligible votes must be cast to constitute a valid election. A majority of votes cast shall decide an election. In the event that no candidate receives a majority of the votes cast, the candidate receiving the fewest votes shall be dropped from the ballot and re-balloting shall occur. This process shall be repeated as necessary until one (1) candidate receives a majority of the votes.

#### **Section 2**

Elections for officers shall be held annually during the last regularly scheduled meeting of the academic year.

#### **Section 3**

An election to fill a mid-term vacancy in the office of Chair Elect or Secretary shall be held at the first meeting of the Council following the date the office is vacated.

#### **Section 4**

The Chair may cast one (1) vote in elections.

#### **Section 5**

An Ex Officio member shall not vote in elections.

## **ARTICLE X**

### **Meetings**

#### **Section 1**

Meeting Notification

- a. Prior to June of each year the Chair Elect, in consultation with the Council, shall schedule at least four (4) regular meetings of the Council. One meeting should be scheduled for each quarter of the following academic year. Meetings will be hosted by participating locations on a rotating basis.
- b. Prior to each meeting all members shall receive notification of the meeting, an agenda, and related materials from the Chair.

## **Section 2**

Special Meetings of the Council may be called by the Chair when the urgency of an issue dictates action prior to the next regular meeting.

## **Section 3**

In the case of abrogation of duties by or simultaneous resignation of the Chair and Chair Elect, the Council may convene itself by assent of two-thirds ( $\frac{2}{3}$ ) of the Council members. The only action which may be taken at such a meeting shall be the removal of officers and/or election of new officers.

## **ARTICLE XI**

### **Parliamentary Authority**

“Robert’s Rules of Order, Newly Revised” shall govern the Council in all cases to which they are applicable and insofar as they are not inconsistent with these Bylaws.

## **ARTICLE XII**

### **Amendments to Bylaws**

#### **Section 1**

Any Council member or affiliate group may submit a proposed amendment to these Bylaws to the Chair, who shall take appropriate action.

#### **Section 2**

These Bylaws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of the voting members of the Council, provided a copy of the amendment shall have been sent to the members at least thirty (30) days prior to the vote.

## **ARTICLE XIII**

### **Resolutions and Petitions**

All resolutions and petitions issued in the name of the Council shall be presented to the Council at a general meeting or a special meeting called for the purpose of considering the issue. Resolutions and petitions shall be approved by a majority of the Council members present at any meeting.

Approved: July 18, 1975

As amended: June 24, 1977

As amended: April 30, 1981

As amended: November 12, 1981

As amended: February 3, 1983  
As amended: April 5, 1984  
As amended: December 1984  
As amended: March 1985  
As amended: December 1986  
As amended: June 1989  
As amended: June 1991  
As amended: September 1992  
As amended: March 1993  
As amended: April 27, 1998  
As amended: June 5, 2003  
As amended: May 27, 2005  
As amended: April 28, 2006  
As amended: June 6, 2007  
As amended: December 4, 2008  
As amended: Month/Day/Year