

**Council of University of California Staff Assemblies
Working Procedures**

Council Communications

- A. The Chair, when functioning as the official voice of the Council, will consult, when possible, with each Council Delegate before any written and/or oral communication concerning policy statements or recommendations are distributed.
- B. Work group information, policy formulation suggestions, potential Council recommendations, etc., are recognized as communications in development. As such, whenever possible, they should be communicated to local Staff Assemblies to ensure that they are fully understood and developed. From this process the Council may develop its position. During the time of development communication should be held within Council membership and within individual location Staff Assembly membership. Consultation on such matters with location administrators should be on an informal basis and made clear as to the germinal nature of the ideas set forth.
- C. Key Delegate Contact: Each location will designate one of its delegates, usually the Senior Delegate, to serve as the key contact person for logistical matters pertaining to the Council.

Council Correspondence

- A. Council correspondence shall be signed by the Chair and should show copies approved for distribution by the Council. Correspondence may be prepared by the Chair Elect or Secretary for the Chair's signature.
- B. Distribution of Correspondence:
 - 1. Directed to the University President: Copies to Council Officers and Delegates, Associate Vice President Human Resources and Benefits, Assistant Vice President Human Resources and Benefits and as appropriate, the Chancellors or Laboratory Directors.
 - 2. Directed to University of California Senior Vice Presidents: Copies to other Council Officers and Council Delegates, Associate Vice President Human Resources and Benefits, Assistant Vice President for Human Resources and Benefits and as appropriate, the Chancellors or Laboratory Directors.
 - 3. Directed to Associate Vice President Human Resources and Benefits: Copies to Assistant Vice President Human Resources and Benefits, Council Officers, and Senior Council Delegates.

4. Correspondence directed to others to be determined by the Council or at the discretion of the Council Officers.
 5. A Council Delegate may communicate with any Council policy or recommendation by submission of an alternative viewpoint through appropriate channels. This viewpoint shall be reflective only of the individual locations and shall not be represented as having the endorsement of the Council.
- C. Unsolicited Council Communications to campus or lab administrators: The Council will not direct correspondence to campus administrators without prior consultation with the Assistant Vice President Human Resources and Benefits.

Circulation of Information by Staff Assemblies

Delegates may circulate to other Council Delegates their particular location communications indicating if the information is or is not for general distribution.

Meetings

- A. The schedule of meetings for the succeeding term shall be established no later than the final meeting of each term. Meetings will be scheduled after consideration of pre-established dates of Regents' meetings.
- B. Meeting Logistics:
 1. Delegates should contact the Chair at least four weeks prior to the meeting date with agenda items. Non-voting Council participants may submit agenda items for discussion.
 2. The host campus will distribute meeting information to all Council delegates including location, transportation, and accommodations at the meeting immediately prior, and other details shall be distributed at least three weeks prior to the meeting.
 3. Items for discussion or action should include background material.
- C. Participation:
 1. Delegates shall make a commitment to attend and participate in quarterly Council meetings and committees. Duties of the delegates shall include attendance at all official functions scheduled as part of the Council's quarterly meetings, serve as a liaison between the Council and the local staff association, and actively participate on at least one committee or workgroup.

In addition, Senior delegates will orient Junior delegates on current issues and Council working procedures. Junior delegates will familiarize themselves with the Council work products of previous years.

Delegates are expected to dress professionally for Council business meetings, exhibit decorum and professionalism, and maintain a respectful dialog with delegates and guests.

2. Non-members of the Council in attendance at meetings will be known as observers. Observers may not make presentations to the Council or enter into discussion of matters before the Council unless specifically requested to do so by the Council. Observers wishing to communicate with the council may do so by writing a note to their local delegates.
3. Invited guests of the Council may participate in discussions of specified matters before the Council.

Workgroups

- A. At the September meeting, the Council Officers will determine and announce the workgroup topics and projects for the year. Delegates will choose which workgroup they wish to join. Delegates' preferences will be honored except in cases where the distribution of delegates does not include a balanced mix of Junior and Senior delegates or the number of delegates is not in line with the scope of the project. In such cases the Chair and Chair Elect may assign additional delegates to a workgroup, or they may determine which delegates will need to choose another workgroup.
- B. Workgroup members, will select a workgroup Chair. The workgroup Chair is expected to organize the work of the committee, delegate assignments to members, monitor progress and assist with strategies for achieving goals. They are responsible for conducting the workgroup's nomination and election process to select a workgroup Vice Chair and for mentoring the Vice Chair throughout the year. Additionally the committee Chair serves as a liaison with the Council officers, apprising them of committee progress and informing them of issues and concerns. The workgroup Chair is responsible for ensuring that a high quality final report is completed and provided to the Council officers by the established deadline.
- C. The workgroup Vice Chair shares leadership responsibilities with the Chair and learns to anticipate and balance workload, monitor the progress of committee members in completing assignments, and understand the importance of managing workgroup timelines. Working with the workgroup Chair, the Vice Chair coordinates and compiles the draft workgroup report, solicits and incorporates edits and revisions, and assists the workgroup Chair in preparation of the final draft for review by the Council officers.
- D. Junior and Senior delegates are expected to be actively engaged in a minimum of one workgroup per academic year. Delegates are expected to participate in all committee

meetings, conference calls and email discussions of their workgroup, and to volunteer for specific task assignments that best utilize their skills, abilities, and resources. They are expected to handle assigned duties independently, completing assignments by the assigned date. If a Delegate discovers significant obstacles to completing their assignment they are responsible for notifying the Workgroup Chair in a timely manner to ensure the Chair has the opportunity to intercede as appropriate to keep the project on track. In addition to contributing to the research process, each delegate is responsible for drafting the section of the workgroup report that relates to their research, and providing comments and suggestions when the draft of the compiled report is distributed.

Minutes

The Secretary will distribute meeting minutes as follows:

- A. A first draft of minutes of every meeting will be distributed to the Council Chair and Chair Elect to make suggested revisions.
- B. The suggested revisions made by the Council's Chair and Chair Elect are incorporated into the minutes and a second draft of the minutes is distributed to all Council Delegates. Each Council Delegate may communicate suggested revisions to the Secretary.
- C. After final action is taken on the minutes at the next Council meeting, any final corrections will be incorporated; the word "approved" and the date of approval will be noted at the top of the first page. Final "approved" minutes will be distributed to the Office of the President, Vice President Human Resources and Benefits.

Regents' Meetings

- A. The Council Chair and Chair Elect shall attend Regents' meetings regularly.
- B. The Council Chair and Chair Elect will provide a report on each of the preceding Regents' meetings at the regularly scheduled Council meetings.

Library, Archives, and Research Material

It will be the responsibility of the Secretary to provide the UC Archivist (currently at UC Davis Shield's Library and UC Riverside, Penny White contact) with copies of appropriate documents on an annual basis.

Policy and Procedures Coordination

- A. The Council Officers may contact key Council delegates to obtain location responses to proposed systemwide policy and procedure changes, determine areas of consensus, and prepare Council responses for submission to the requesting units.

- B. Key contact Council Delegates will communicate Council responses to their location officials and assemblies as appropriate. Delegates are encouraged to communicate opinions regarding policy and procedures to appropriate local officials.

Council Finances

- A. As specified in the Bylaws, the Chair Elect shall serve as the Council Treasurer and will be responsible for assuring that University and Council policies are followed in the expenditure of Council funds. The Chair Elect will review Council expenditures with the Chair.
- B. Within ten working days after each meeting Council delegates traveling on the Council budget will submit travel documents following local procedures. The Chair Elect will provide a list of travel reimbursements to be processed by the budget liaison person at the Office of the President.

Elections

- A. An Election Coordinator shall be selected by the end of the third meeting. The Election Coordinator shall be nominated and approved by a majority vote of the Council. The Election Coordinator shall be chosen from Council delegates who are not eligible or who have publicly declined to run for office.
- B. The election schedule including the final filing date shall be determined by the end of the third meeting.
- C. Prior to the end of the third meeting the eligibility status of potential candidates shall be determined in accordance with Council Bylaws.
- D. Any Delegate accepting a nomination to run for Chair Elect or Secretary must submit a written statement of intent to the Election Coordinator which must be received at least thirty (30) days prior to the final meeting. The statement must specify for which office they are running as well as any qualifications they wish to provide.
- E. The Election Coordinator will provide the candidates' statements to the Secretary in sufficient time for forwarding to members prior to the final meeting.
- F. Voting shall be by secret ballot at the June meeting. The elections will be conducted in the following order: 1) Chair Elect, 2) Secretary. Candidates for the Chair Elect positions who were not elected will be provided with an opportunity to be added to the ballot for Secretary. The election coordinator will ask candidates running for Chair Elect, in advance, if they would like to run for the position of Secretary if they are not elected as Chair Elect so that the coordinator can prepare the official ballots in advance.
- G. The Election Coordinator shall serve as a mentor to the next Coordinator, regardless of CUCSA membership.

Annual Report

At the end of each year an Annual Report of Council activities will be prepared by the Chair in consultation with the Chair Elect and Secretary as well as Council Delegates. The report will be distributed at a UC Regents meeting with copies distributed to Council delegates, the University President, the Senior Vice President for Administration, the Associate Vice President for Human Resources and Benefits, Chancellors, members of the Academic Council or others to be determined by the Council.

Amendments

These working procedures may be amended by a majority vote of the Council.

Revised: July 1987
Revised: June 1989
Revised: June 1992
Revised: December 1998
Revised: May 2008
Revised: December 2008