

University of California Office of the President

Staff Assembly

BY-LAWS

I. NAME

The name of this organization shall be the University of California Office of the President Staff Assembly (OP Staff Assembly).

II. MISSION STATEMENT

OP Staff Assembly supports the mission of the University of California by encouraging communication between staff and the Administration and other members of the University community on matters of interest to career employees, in accordance with California laws and Regental policy. OP Staff Assembly is an organization dedicated to promoting the interest and welfare of all staff employees. OP Staff Assembly activities provide forums where staff at all levels can discuss University issues of mutual concern, and offer opinions and recommendations to Office of the President Administration or others on policies, processes and programs. OP Staff Assembly also fosters an understanding of the University's mission and the Office of the President's connection to University campuses, hospitals, and laboratories by providing networking opportunities to increase exchange of knowledge in all aspects of the Office of the President community.

III. CONSTITUENCY/ MEMBERSHIP

The constituency of OP Staff Assembly is understood to be career staff employees in the Office of the President.

IV. VOTING

All members of OP Staff Assembly are eligible to vote at all general meetings or in ballot voting.

V. MEETINGS

A. General meeting of the Assembly membership shall be held annually.

B. Emergency or special meetings shall be convened by the Chair, as necessary.

VI. STEERING COMMITTEE

A. COMPOSITION

1. The Steering Committee shall consist of a minimum of six (6) and not more than eleven (11) voting members, and may also include non-voting alternates. A quorum shall consist of fifty-one (51%) of the voting membership of the Steering Committee.

2. The Steering Committee annually shall elect from among its members the following: A Chair-elect, a Secretary/Treasurer, and a Junior CUCSA Delegate.

The Representatives of the OP Staff Assembly Steering Committee shall be:

- a) Chair**
- b) Chair-Elect (*aka* Vice Chair)**
- c) Secretary/Treasurer**
- d) Program Chair**
- e) Senior Delegate - CUCSA**
- f) Junior Delegate - CUCSA**

B. DUTIES OF STEERING COMMITTEE MEMBERS

1. Chair

- a) Presides over Steering Committee and General Membership meetings; and**
- b) In consultation with the Chair-Elect and with the Secretary, appoints committees.**
- c) In consultation with the Chair-Elect, establishes the agenda for Steering committee meetings.**
- d) Assumes other responsibilities as specified elsewhere in these By-Laws.**

2. Chair-Elect

- a) Assumes the duties of the Chair in the absence of the Chair and in accordance with these By-Laws;**
- b) Responsible for processing all financial transactions on a monthly basis.**
- c) Consult with the chair and secretary on the appointment of committees and committee members**

d) Assumes other responsibilities as specified elsewhere in these By-Laws, or as requested by the Chair; and

e) Serve as Policy and Procedure coordinator

3. Secretary

a) Arranges and provides timely notice of all Steering Committee Meetings.

b) Takes and prepares Steering Committee minutes and submits them in a timely manner for approval by the Steering Committee.

c) Consult with the chair and chair-elect on the appointment of committees and committee members

d) Assumes other responsibilities as specified elsewhere in these By-Laws.

4. Program Chair – Social and Business

a) The Program Committee presents programs on issues designed to appeal to a wide range of interests among OP Staff Assembly members and the President's Office community at large.

b) Responsibilities include:

1) develop and submit to the Steering Committee for approval a list of possible topics for programs;

2) schedule programs and guest speakers and coordinate other details;

3) coordinate publicity (Web site, OP Staff Assembly list-serve, program announcements, etc.); and

4) work with Chair to send "thank you" letters to guest speakers.

C. OP Staff Assembly Delegates to Council of UC Staff Assemblies (CUCSA)

1) CUCSA is composed of delegates from the staff assemblies of each of the campuses and laboratories of the University and is dedicated to:

a) providing a forum where University staff may discuss university related issues of mutual interest;

b) providing information and staff perspective to the Administration and others on policies, processes, or other matters of mutual interest; and

c) fostering respect, communication, and collaboration among staff and other members of the University community.

2) Election and Terms

a) There are two OP Staff Assembly Delegates to CUCSA and one Alternate. The Alternate attends OP Staff Assembly meetings in the absence of one of the two Delegates. The two Delegates must be elected in accordance with CUCSA regulations. The Chair will serve as Alternate. If the Chair cannot so serve, the Chair will designate an Alternative from the Steering Committee Membership.

b) Delegates will be elected by the OP Staff Assembly Steering Committee in May for a term commencing July first.

c) Delegates serve two-year staggered terms, the first term as Junior Delegate and the second term as Senior Delegate. Delegates are limited to two (2) consecutive terms. Junior Delegates become the Senior Delegate at the end of their first term. If the Junior Delegate can no longer serve, a new Junior Delegate will be elected at the next meeting of the Steering Committee. If a Senior Delegate can no longer serve, the Junior Delegate will become the Senior Delegate and will be allowed to complete the current term and serve one additional term, and the Steering Committee will choose a new Junior Delegate. Steering Committee membership shall be automatically extended concurrent with the CUCSA delegate appointment, if membership expires during the two year term.

d) Delegates shall demonstrate the following attributes:

- Broad knowledge of UC and campus;**
- 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 committees.**

3) Duties

a) Delegates serve as liaison between OP Staff Assembly and CUCSA, with the primary responsibility of attending the OP Staff Assembly meetings and transmitting information between the two groups. When there are CUCSA meetings in which voting on substantive issues will take place, Delegates will circulate relevant written materials in advance of the last OP Staff Assembly meeting prior to the CUCSA meeting. The Chair will initiate a discussion of and put to a vote all such substantive issues, and the Delegates will convey such decisions and/or resolutions in their CUCSA discussions and votes.

b) Delegates assume other responsibilities as specified elsewhere in these By-Laws.

c) Delegates shall attend all functions of CUCSA meetings; serve as conduit between CUCSA and OP Staff Assembly; and actively participate on one committee.

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

C. TERM OF OFFICE

1. Election to the Steering Committee shall be by vote of the OP Staff Assembly membership.

2. Candidates shall be self-nominated or nominated by a member of the Steering Committee.

3. The term of office shall be for two years, beginning at the next Steering Committee meeting following election.

4. A person may hold the same office for a maximum of two (2) consecutive terms, and may serve in any combination of offices for no more than six (6) successive years. A one-year break in service must follow the six (6) successive years before re-election is possible.

5. The term of office of a person appointed to fill a vacancy shall be for the duration of the original term. Appointive terms shall not be considered in determining an individual's eligibility for subsequent election.

6. Non-voting alternates may be appointed by the Steering Committee.

D. VACANCIES

Vacancies on the Steering Committee shall be filled through the appointment of an alternate selected and approved by a majority of those present. The term of office shall be for the original term. Terms served in this manner shall not be considered an elected term.

E. DISMISSAL

At the discretion of the Steering Committee, three (3) unexcused absences from scheduled meetings for which notice has been given will be reason

for dismissal from the Committee. The Chair, Chair-Elect, Secretary/Treasurer or presiding officer shall be notified of inability to attend scheduled meeting.

Additionally, any Steering Committee member may be dismissed from the Committee for failure to follow the UCOP Principles of Community and/or Ethics Statement.

Any dismissal motion may be considered by the full Committee by secret ballot with a two-thirds majority carrying the vote.

F. FREQUENCY

The Steering Committee shall meet monthly. Additional meetings may be scheduled, as appropriate.

G. ORDER OF BUSINESS

1. Regular Meeting

- a) Call to order
- b) Reading, correction, approval or disposition of minutes of previous meetings
- c) Reports of Officers
- d) Reports of Boards and Standing Committees
- e) Reports of Special Committees
- f) Unfinished business
- g) New business
- h) Announcements
- i) Adjournment

2. Special Meeting

- a) Call to order
- b) Consideration of items of business stated in the notice of the meeting
- c) Adjournment

3. Rules of Order

- Rules contained in Robert's Rules of Order Revised shall govern the Assembly when applicable

VII. OTHER COMMITTEES

These include Standing Committees, Ad Hoc Committees, and the Nominating Committee.

Ad Hoc Committees will be established as needed. Terms of office for both Standing and Ad Hoc Committees shall be determined by the Steering Committee. The Chairs of these committees shall be appointed by the Chair in consultation with the Steering Committee.

A. NOMINATING COMMITTEE

The Nominating Committee shall be formed at the March meeting of the Steering Committee when the Chair appoints a Nominating Committee Chair.

The membership of the Nominating Committee shall include the appointed Nominating Committee Chair and at least two members-at-large. The Coordinator and those seeking re-election to the Steering Committee are ineligible to serve on the Nominating Committee.

1. Duties of the Nominating Committee

- a) Conducts the annual election of members to the Steering Committee.**
- b) Assumes other responsibilities as specified elsewhere in these By-Laws. In the case of a tie among nominees, ties will be broken by vote of the Steering Committee members.**
- c) Recommends for decision, by the Steering Committee, dates for the return of ballots in all elections.**
- d) Verifies from appropriate University records that all persons participating in elections as candidates for office or voters are members of OP Staff Assembly at the time of such participation.**
- e) Certifies election results.**
- f) Communicates election results to the Steering Committee for announcement to candidates and the general membership of the Assembly.**
- g) Assures that all documents and records pertaining to the conduct of each election are retained in secure storage for one year.**

B. PROGRAM COMMITTEE

The Program Committee presents programs on campus issues designed to appeal to a wide range of interests among OP Staff Assembly members and the campus community at large.

1. Duties of the Program Committee

a) Conduct regular programs to facilitate communication, engage staff, and increase community at UCOP.

b) Ensure diversity in the programs offered through OP Staff Assembly by inviting and partnering with other UCOP staff organizations.