

() This statement of values, known to the UVM community as Our Common Ground, is borrowed from the University document referred to as the Campus Values Statement.*

Article IV. Meetings

A. Regular Meetings

1. **Occasion:** At minimum, regular

5. **In the event that several candidates are contesting a seat**, the candidate with the most votes wins. A run-off election shall be held only if two candidates tie for the greatest number of votes.
6. As referred to in these bylaws, a **Special Election** shall be unique only in that it shall take place at a time other than the regular election. In all other ways it shall be identical to a regular election.
7. The Executive Board shall maintain a **Representative Election Policy Statement** outlining the guidelines and procedures that articulate the Representative election process.

D. **Term**

1. **The Council year** shall run from July 1 through June 30.
2. **Council members shall be elected by their unit** to serve a three-year term, with no limitation on serving consecutive terms. The commencement of the terms for the various units will be staggered so as to ensure that approximately one-third of the Council seats come up for re-election each year.

E. **Vacancies**

1. **A vacancy shall occur** when a Council member either resigns, ceases to meet the qualifications for membership outlined in Article V.B., or is removed from office.
- 2.2. **In the event that a Regular Council member changes** the place of employment from one unit to another within the University, the council seat must be vacated immediately. However, the remainder of the said Council member's original term may be fulfilled, with full rights and privileges, under the designation "**member-at-large**

Article VI. Staff Council President

A. **Qualifications:** The stipulated qualifications for President of Staff Council are the same as the requirements for Regular membership (cf. Article V.B.1.). In addition, the President shall have a minimum of six months of elected Staff Council experience within the previous six years.

B. Election and Term of Office

1. The regular election for Staff Council President shall be held in May. Elections shall be by secret ballot, with at least one week allowed for balloting.
2. The president shall be elected to serve one two-year term, commencing July 1. They may choose to run for one additional two-year term as President at the conclusion of this term. After these two terms, they must wait at least one year before future service as Staff Council President.
3. The President shall be elected by and from the ranks of all staff members at the University of Vermont who are part of the Career/Pay System.
 - a. **Nominations for the office of President** shall be placed on the official ballot by the Nominating Committee.
 - b. **To be elected**, a candidate shall require a majority of affirmative votes. If there is more than one candidate, the candidate with the most votes shall be elected.
 - c. **Two members of the Executive Board** shall work with the Staff Council Office to review the election results. Any concern about the elections shall be forwarded to the Executive Board for appropriate action.
4. If the President is a Regular member of Staff Council at the time of election, the seat shall be vacated. At this time, the unit from which the President was elected shall cease to be represented by this individual.
5. Upon completion of their final year, the outgoing President shall serve in the role of Immediate Past President. This role is designed to provide transitional leadership to the Council and includes serving one year as a Staff Council member-at-large with full voting responsibilities as a member of the Executive Board, plus service on the Nominating Committee for a period of two years.

C. Responsibilities of the President

1. The President shall **preside** at all Staff Council and Executive Board meetings and may vote in order to break a tie.
2. The President shall **prepare** the agenda for Staff Council meetings.
3. The President shall **manage** Council activities, including the assignment and monitoring of projects.
4. In keeping with the **Representative Policy Statement** (cf. Article XIII.C.), the President shall appoint Staff Council members to the following positions:
 - a. Staff Council **Parliamentarian**, to serve for the entirety of the Council year.
 - b. Chairpersons of Staff Council **ad hoc committees**, when those committees are created by the President.
 - c. Representatives to **University committees**.
 - d. Representatives to **Board of Trustees committees**.
5. The President shall serve in the following capacities:
 - a. **Ex officio member** of all Staff Council standing and ad hoc committees, with the ability to vote in order to break a tie.
 - b. Staff Council Representative to the University Leadership Meetings, (e.g., the

President's Advisory Council). See Addendum I for a current list of these meetings.

- c. Staff Council Representative to the **Executive Committee** of the Board of Trustees.
 - d. **Primary spokesperson** representing Staff Council before the administration and other University bodies, communicating information from those bodies to Staff Council and the larger UVM community.
 - e. **Official representative** of the Staff Council at University functions including Convocation and Commencement.
6. The President shall maintain a collaborative working relationship with the Staff Council Office personnel:
- a. The President does not manage the Staff Council Office budget nor make budgetary decisions.
 - b. The President does not supervise the Staff Council Office personnel.

D. **Vacancies**

1. **A vacancy shall occur** when the President either resigns, ceases to meet the qualifications for Council membership outlined in Article V, or is removed from office.
2. **In the event of a vacancy**, the Vice President shall serve as Acting Council President (cf. Article VII.C.1.).
3. **The Executive Board shall be charged**

1. The Vice President **shall perform the duties** of the President in the absence of the President.
2. The Vice President **shall accompany the President** to relevant University meetings whenever possible.
3. The Vice President **may be assigned special projects** and other duties by the

personal and professional development of staff as they relate to conditions of employment. It shall work to promote the continued education of staff through training and enrichment opportunities sponsored by the University as well as outside vendors. The committee shall also address employee environment and facilities issues including ability and access concerns.

The committee shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure transparency and equity while promoting effective problem resolution and efficient use of University resources.

Specific responsibilities of this committee include, but are not limited to:

- Communicate monthly to the Staff Council and the staff community (e.g., monthly committee summary)
- Field occupational environment matters (e.g., parking, office environment, ergonomic assessment)
- Promote personal development (e.g., work-life balance, retirement planning)
- Promote professional development (e.g., training, workshops, conferences)
- Work collaboratively with the Staff Council Office
- Collaborate with other Standing Committees when appropriate and necessary
- Oversees the Professional Development Fund Subcommittee, which provides funding for learning opportunities for qualified non-represented UVM staff seeking to participate in trainings, conferences, or other professional development opportunities.

iii. Community Engagement

The committee shall be responsible for being an ally and advocate for staff members and strive to build strong community connections within and outside of the UVM community. The committee aims to address a variety of social and economic factors as they relate to fostering a strong community. In addition, the committee shall organize, coordinate, and promote community service and volunteer opportunities within the UVM and greater Burlington community.

Specific responsibilities of this committee include, but are not limited to:

- Organizing events to foster more connection and community among staff.
- Collaborating with/and promoting UVM departments and programs with identifying and offering relevant educational programming.
- Assisting with the promotion of educational campaigns using both online (social networks, blogs, etc.) and offline approaches (distributing flyers, participating in community events or conferences, etc.).
- Maintaining and posting a list of volunteering opportunities for UVM staff
- Maintain and make determinations on the Staff Council Community Service Award program
- Tracking the number of hours the committee members are dedicating to the work and the number of employees who are engaged with the programs.
- Advising UVM administration on policies and procedures related to the above topics.

iv. Social

The committee shall be responsible for planning and executing social and recreational activities for staff and the University community.

The committee shall collaborate with University leaders, units, departments, governance bodies, students, staff, faculty or any other group created to address these matters to ensure

Article XI. Professional Development Fund Committee

A. Purpose

The Committee shall be responsible for oversight of the Staff Council Professional Development Fund. The Committee shall meet four times a year to select awardees and, at additional times when necessary, to make administrative decisions regarding the Fund.

Specific responsibilities of this committee include, but are not limited to:

- Creating and maintaining application procedures for granting awards to staff members.
- Meeting to select awardees on a quarterly basis whenever there is a positive balance in the Fund.
- Working with the Staff Council Office to source additional funding for the Professional Development Fund program.

B. Composition

The Professional Development Fund Committee will be chaired by the Staff Council Vice President and will consist of six additional members who will be selected from among the ranks of currently serving members of other Standing Committees.

C. Term

The Professional Development Fund Committee members shall serve for two years. If it becomes necessary to replace a committee member, any individual appointed midterm shall serve for the duration of the original two-year term. Those appointed to serve on the Professional Development Fund Committee while serving as Staff Council Representatives may continue to serve on the Professional Development Fund Committee if individual's term on the Council expires, provided they have not been removed from membership under provision of Article V.F.

D. Reporting

The Professional Development Fund Committee **shall report** both to the Executive Board and to the full Staff Council.

Article XII. Executive Board

A. Composition

The Executive Board shall consist of the Staff Council President, Vice President, Immediate Past President, the Standing Committee Chairpersons and Vice Chairpersons, two additional members elected annually by the Staff Council from among its regular membership at the first committee meeting of the new Council year. In the event that a committee Chairperson or Vice Chairperson cannot attend, the Chairperson or Vice Chairperson is recommended to choose another member of the committee to serve as a substitute.

B. Purpose

The Executive Board shall exist for the purpose of hearing reports, discussing University policy questions, advising the Staff Council President, reviewing the agenda for Staff Council Meetings, maintaining parliamentary procedure during Staff Council meetings, maintaining bylaws, developing and updating Staff Council policies and procedures, monitoring Staff Council Presidential, Vice Presidential and Representative elections, monitoring and reviewing

the staff emergency loan fund procedure, and making emergency loan application exceptions. Receive requests from the administration, student bodies, etc. and direct those requests to the appropriate committees for action.

Specific responsibilities of the Executive Board include, but are not limited to:

- Communicate on larger University issues and initiatives within and beyond the purviews of the Standing Committees when appropriate and necessary
- Ensure communication by Staff Representatives on University wide committees, boards, and workgroups
- Recommend Ad-hoc Committees as needed
- Verify Staff Council President has appointed a parliamentarian at the beginning of each Staff Council year
- Work collaboratively with the Staff Council

- D. [Working Relationships Policy Statement \(PDF\)](#): The Staff Council shall adopt a written **Working Relationships Policy Statement** which shall provide guidelines for working

Our Common Ground Award Committee

The President's Our Common Ground Staff Award, presented annually, recognizes six awardees who exemplify the qualities of the University of Vermont's Our Common Ground, the statement of