# University of Florida College of Nursing

# Staff CouncilBYLAWS 2015

## Article I. Name

The official name of this organization shall be The University of Florida College of Nursing (UF CON) Staff Council, located on the UF Campus, herein referred to as the Staff Council. The Staff Council shall represent College of Nursing staff on the University of Florida, Gainesville, Jacksonville and Archer Family Health Care campuses.

## Article II. Mission and Goals

The University of Florida College of Nursing Staff Council shall exist to represent and advocate for staff within the College. In recognizing that staff is integral to the functioning of the college, its purpose is to promote positive and meaningful open dialogue between the staff, faculty, administrators and students and serve as a resource for staff inquiries and requests. It will also promote professional growth of staff within the mission of the college and adhere to these goals and objectives:

* To promote a positive and supportive working environment
* To provide a forum for on-going dialogue among staff and between staff, faculty and administration
* To provide a forum for communication of interests, concerns, and issues that affect staff, including an annual outlet to survey and determine staff employment satisfaction and feedback in conjunction with the strategic plan
* To promote programs that will enhance well-being and encourage the professional development of staff
* To promote leadership and advancement opportunities for staff
* To advise and make recommendations on existing and proposed policies and procedures of the UF CON that impact staff

## Article III. Definition of Membership

The term *staff* shall mean employees within the college and at the rank of University Support Personnel System (USPS); Technical, Executive, Administrative, and Managerial Support (TEAMS); or temporary Other Personnel Services (OPS) personnel (excluding students and faculty).

**Article IV: Executive Board / Officers**

The Executive Board shall manage the mission and goals of the Staff Council. The Executive Board is the primary organizer of the Staff Council and communicates directly to the Dean and/or the Dean’s designee.

Section A: Executive Board - The Executive Board shall consist of the Officers and represent the UF CON Staff Council.

1. Temporary OPS personnel are excluded from being nominated as an Executive Board member.
2. Nominees must have at least one year of employment with the UF CON prior to the voting period in order to be eligible for nomination and/or to be elected to the Executive Board.
3. The Executive Board shall set the agenda for Staff Council general sessions to be held quarterly.
4. Monitor and augment the progress of issues submitted by any member of the Staff Council.
5. Maintain confidentiality of all submissions.
6. Recommend action to the Staff Council.
7. Increase the visibility and enhance the viability of the Staff Council.

Section B: Officers

The Executive Board shall consist of: President, Vice President, Member Secretary, Member-At-Large and Member (after the first term [two years], the President will become the Past-President and will fill the “Member” seat as a non-voting member of the Executive Board). The Dean or Dean designee will serve as Administrative Liaison and Ex Officio member of the board.

Section C: Nomination and Voting Procedures

Any permanent (USPS or TEAMS) staff member may nominate another staff (USPS or TEAMS) member for election to the Executive Board.

1. Any eligible staff member may nominate themselves.
2. All CON staff members will be notified via email of the call for nominations prior to the nomination meeting. Nominations will be held the first week in June, every other year and will be cast on paper ballot, placed in a ballot box by each staff member.
3. A closed nomination ballot will be given to each permanent staff member present. The ballot will include the title of each role on the Executive Board of the Staff Council and a description of each role. A blank line next to each role will allow staff to write in a name for nominations to the respective role.
4. A volunteer faculty member will collect the ballot box, tally the nominations and put together a slate of names based on the top three nominees per position.
5. Nominations will then be tallied by the volunteer faculty member.
6. The staff member candidates will be notified of their nominations to verify their interest and acceptance of the nomination. Each staff member’s supervisor will be notified to confirm the supervisor’s agreement with their employee possibly taking on the role of an Executive Board member.
7. An official ballot with top nominations will be created on an electronic survey program and sent out to all permanent staff for voting. The voting shall be anonymous.
8. The candidate who received the most votes for any given Executive Board role will be determined. They will be contacted to verify acceptance.
9. An announcement to all staff of Executive Board members voted in will be made.

Section D: Terms on Executive Board

Each member is elected to a two-year term.

1. The President shall serve a total of four years: the first two years as the President, and two years as a Member, in the role as Past-President (a non-voting ex-officio member).
2. Vice President, Member Secretary and Member-At-Large shall serve one two-year term and may be re-elected for another role within Executive Board but may not serve in the same role.

Section E: Vacancies

If someone in a role on the Executive Board vacates the position, the position will be filled as follows:

1. If the President vacates the position, the Vice President will take over as President.
2. If the Vice President vacates the position, the Member-At-Large will assume the Vice President position for the remainder of the term, and the Member-At-Large position may remain vacant until the next nomination period. If either the Member Secretary or Member At-Large positions become vacant, the Executive Board will vote within itself to decide to invite someone in from the staff pool outside of the Executive Board. This new member will only serve in the position for the remainder of the term.
3. If the Member position becomes vacant, it will stay vacant until the next round of nominations.

Section F: Duties and Responsibilities of the Elected Officers.

1. The President shall:
2. Facilitate Executive Board and Staff Council meetings.
3. Set agenda for meetings.
4. Oversee the activities of the Staff Council.
5. Serve as the liaison between staff, faculty and administrators.
6. Communicate directly with the Dean as needed.
7. Be the staff liaison to the Administrative Council.
8. Have voting rights within the Staff Council Executive Board.
9. The Vice President shall:
10. Assume responsibility of the President in his/her absence.
11. Keep an updated list of all Staff Council committees and its members.
12. Review bylaws each year to ensure organizational names and duties are current and correct.
13. Fulfill other responsibilities as assigned.
14. Have voting rights within the Staff Council Executive Board.
15. Organize monthly birthday celebrations: Reserve room; order cake; send out email notice on day of celebration with a list of names for that months birthdays, time and location.
16. The Member Secretary shall:
17. Be responsible for recording and distributing minutes of meetings.
18. Manage notifications of scheduled meetings and activities.
19. Maintain correspondence to keep all records current. Upon implementation of website, the Member Secretary shall be primary contact.
20. Fulfill other responsibilities as assigned.
21. Have voting rights within Staff Council Executive Board.
22. The Member-at-Large shall:
23. Fulfill other responsibilities as assigned.
24. Have voting rights within Staff Council Executive Board.
25. The Member shall:
26. The voted Member will have voting rights for the first two (2) years of conception of the Staff Council Executive Board.
27. Thereafter, the Member will be the President from the previous Executive Board, and will then:
28. Act as consultant to the Staff Council to advise the Executive Board for the next two (2) years.
29. The Member will then have no voting rights within the Staff Council Executive Board.
30. In an event of a tie, the Member will then have voting rights.

**Article V. Executive Board Meetings**

Meetings shall be an open forum that adheres to The Florida Open Meetings Law, Florida Statutes Section 286, but voting shall be limited to the Executive Board. The Executive Board shall meet monthly, determined by availability. The next meeting time and place shall be announced at each meeting; as well as announced to the entire Staff Council (via email). Special meetings may be called by the President.

**Article VI. Duties and Responsibilities of Staff Council**

Staff Council, as defined by Article I, may submit (in any form) topics for discussion to any member of the Executive Board to address at next scheduled Executive Board meeting. The Council will not serve as a substitute for the University’s formal grievance procedure.

**Article VII. Quorum**

The presence of the President or Vice President and at least two-thirds (2/3) of Executive Board members shall be in attendance to constitute a quorum and to conduct any official business or vote.

**Article VIII. Committees for Staff Activities**

The Executive Board may collaborate with the Staff Council to develop and implement educational, community, and staff development committees that are of interest to the staff.

Committees formed will typically be Ad hoc – appointed or created for a particular purpose or on a short-term basis and dissolved when the purpose is complete. Members of the Staff Council will be asked to volunteer to serve on committees. Committee chairs will volunteer or may be selected and then “approved / ratified” by the Executive board. Committees recommend action items / ideas to the Staff Council Executive Board through their committee chair.

A. Committee Chair Responsibilities

* + Guide the committee and work with committee members to develop necessary work plans and meeting agendas.
	+ Report committee activities and suggestions to the Executive board. Chairs are not empowered to make decisions or act on behalf of the Staff Council.
	+ Implement actions after approval and direction from the Executive board.

B. Committee Member Responsibilities

* + Actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interests of the Staff Council and College of Nursing and committee goals rather than on personal interests.

**Article XI. Amendments to Bylaws**

These Bylaws may be amended at any scheduled Executive Board meeting in collaboration with the Staff Council and must have a vote all members of the Executive Board.

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