

**IOWA** | College of Liberal Arts  
and Sciences

Staff Council Bylaws/  
Manual of Policies and Procedures

## Contents

Article I.....	3
Name.....	3
Article II.....	3
Mission.....	3
Article III.....	4
Organization.....	4
SECTION 1.....	4
SECTION 2.....	4
Article IV.....	4
Official Publication.....	4
Article V.....	4
Operational Year.....	4
Article VI.....	4
Council Nominees.....	4
SECTION 1.....	4
SECTION 2.....	4
Article VII.....	4
Nominations to the Council Membership.....	4
SECTION 1.....	4
SECTION 2.....	5
Article VIII.....	5
Elections to the Council Membership.....	5
SECTION 1.....	5
SECTION 2.....	5
SECTION 3.....	5
SECTION 4.....	5
SECTION 5.....	5
SECTION 6.....	5
Article IX.....	5
Membership.....	5
SECTION 1.....	5
SECTION 2.....	6
Article X.....	6
Officers.....	6
SECTION 1.....	6
SECTION 2.....	6
SECTION 3.....	6
Article XI.....	6
Duties of Officers.....	6
SECTION 1.....	6
SECTION 2.....	6

SECTION 3 .....	7
SECTION 4 .....	7
Article XII .....	7
Executive Committee .....	7
SECTION 1 .....	7
SECTION 2 .....	7
SECTION 3 .....	7
SECTION 4 .....	7
SECTION 5 .....	7
Article XIII .....	7
Meetings .....	7
Article XIV .....	8
Quorum/Voting .....	8
SECTION 1 .....	8
SECTION 2 .....	8
SECTION 3 .....	8
Article XV .....	8
Vacancies .....	8
SECTION 1 .....	8
SECTION 2 .....	8
SECTION 3 .....	8
SECTION 4 .....	8
Article XVI .....	8
Staff Council Committees .....	8
SECTION 1 .....	9
SECTION 2 .....	9
Article XVII .....	11
Parliamentary Authority .....	11
Article XVIII .....	11
Amendments and Annual Review .....	11
Appendix I .....	11
Breakdown of Staff Council Representation .....	11
Staff Council Members by Year .....	12
Adoption of Bylaws and Amendments .....	12

## Article I

### Name

The name of this organization shall be the College of Liberal Arts and Sciences (CLAS) Staff Council of the University of Iowa. Herein referred to as “the Council” or “Council”.

## Article II

### Mission

The mission of the College of Liberal Arts and Sciences Staff Council is to provide a venue for staff members in the College to participate in collegiate- and university-level shared governance. The CLAS Staff Council facilitates communication within and between the academic and service divisions of the College, promotes the Council’s strategic goals and initiatives to staff members, advises the Dean on collegiate policies and decisions that affect staff, provides a conduit for staff to voice concerns to CLAS administration, recognizes staff members for their service, and ensures staff involvement in committees and discussions that affect CLAS-represented staff.

Duties of Staff Council will include:

- 1) Advocacy
  - a) Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.
  - b) To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.
  - c) Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.
  - d) Identify need for staff involvement on collegiate committees.
- 2) Communication
  - a) Enhance staff communication with CLAS Administration and colleagues across departments and campus.
  - b) Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.
  - c) Communicate with other shared governance groups on campus.
  - d) Provide effective, timely, and inclusive communications via the CLAS Staff Council website.
  - e) Provide the “official” response / representation of CLAS staff when appropriate.
- 3) Supplementary
  - a) Review and revise bylaws and address changes as needed.
  - b) To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, when such matters are not clearly within the province of any committee.

## Article III

### Organization

SECTION 1. CLAS Staff is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College. The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 of the [CLAS Manual of Policy and Procedure](#) and two at large members. **Job Function Categories with 45+ staff members will have two representatives on the Council; voting groups with 44 or fewer staff will have one representative on the Council.** In the event that a member's term is extended by one year to serve as President, the number of voting members will be 12; see Article IX.

The Past CLAS Staff Council President will serve as an Ex-Officio Member if elected term has expired. The Executive Committee will appoint Ex-Officio members in consultation with the following groups:

- CLAS UI Staff Council Organization Representative (elected to a 3-year term)
- CLAS Human Resources (selected by CLAS Senior HR Director, 3-year term)
- CLAS Administrative Leadership Team (selected by ALT, 1-year term; may be omitted if ALT is represented by one or more Elected Members)
- CLAS Dean's Representative (selected by Dean, term determined by Dean)

SECTION 2. Council representation will be re-evaluated every three (3) election cycles beginning in the 2022-2023 Council year.

## Article IV

### Official Publication

Council information will be available on the Council website: <https://staffcouncil.clas.uiowa.edu/>.

## Article V

### Operational Year

The operational year of the Council shall be from June 1 to the following May 31. Meetings convene once per month a minimum of 9 times per year.

## Article VI

### Council Nominees

SECTION 1. Those eligible for nomination shall be staff, as defined in [Article III](#).

SECTION 2. Council nominees should discuss their desire to be on Council with supervisor(s) to assure that time away from work will be allowed. A minimum of 5 hours per month should be expected to conduct Council activities, such as monthly meetings and committee assignments. Refer to [Article IX](#) for councilor duties.

## Article VII

### Nominations to the Council Membership

SECTION 1. The call for nominations shall be as follows:

1. Each February, nominations will be solicited.

2. The nomination period will be one week and will be conducted via secret ballot administered by the Elections Committee.
3. Nominations for vacancies shall be determined by each vacancy's organizational Job Function Category.
4. Nominees will be notified of their nominations within one business day of the close of the nomination period. Nominees will have five business days to accept or decline their nomination.

SECTION 2. Employees who are represented by the Council may seek election to the Council, as long as the term limits are not exceeded. Refer to [Article IX](#).

## Article VIII

### Elections to the Council Membership

SECTION 1. The Council elections shall be as follows:

1. For each open seat, the names of all individuals who have accepted nominations in each group will be placed on the ballot. Ballots shall be prepared and approved by the Elections Committee. Ballots will be electronically distributed to all eligible staff members in CLAS.

SECTION 2. Election results will be verified and reported as follows:

1. Following the election, results will be approved and certified by the Elections Committee. In case of a tie, the winner shall be chosen by random draw administered by the Elections Committee. Results of the election shall be communicated to the Council Secretary and CLAS HR ex-officio member. A Councilor may represent only one Job Function Category.
2. Both At Large Councilors may not come from the same Job Function Category.

SECTION 3. Any candidate listed on the official ballot for the annual election may ask for an audit of the election within seven days of the release of the election results. Said audit request must be presented in writing to the President of Staff Council. An authorized audit of election ballots shall be performed by an impartial third party.

SECTION 4. All newly elected Councilors will begin at the start of the operational year.

SECTION 5. In the event a Councilor changes positions within CLAS to another represented Job Function Category, the Councilor may continue to serve on the Council until the end of their term, with the approval of the Executive Committee. In the event of a vacancy, refer to [Article XV](#).

SECTION 6. In the event a member of the Council changes positions within the University outside of CLAS or terminates employment, the member's term ends immediately. In the event of a vacancy, refer to [Article XV](#).

## Article IX

### Membership

SECTION 1. Membership Term

1. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council term, in which case a Councilor's term is extended in order to fulfill the duties of President and/or Past President. In the case of a fourth-year extension, the position that would have been vacated is still filled with a newly elected three-year term member in order to preserve balanced election cycles. If

fulfilling the role of Past President extends beyond the elected term, the Past President will serve in an ex-officio capacity.

2. Councilors shall serve no more than two consecutively elected three-year terms.
3. Re-election can be sought after a one-year leave.

#### SECTION 2. Duties of membership

1. Regularly attend meetings and participate on committee(s).
2. Solicit information/opinions from constituents and share with CLAS Staff Council.
3. Disseminate Council information to constituents.

## Article X

### Officers

SECTION 1. CLAS Staff Council Executive Committee (Officers) are President, Vice President/President Elect, Secretary, and Past President.

SECTION 2. Officers of the Council are nominated and elected at the first meeting of each operational year.

SECTION 3. All officers of the Council shall assume their duties at the beginning of the operational year.

## Article XI

### Duties of Officers

The duties of the officers are those implied by their respective titles and as specified in these bylaws.

SECTION 1. The President shall:

1. Preside over all meetings of the Council and CLAS Staff Council Executive Committee.
2. Convene the Executive Committee, to solicit volunteers from among Council members to all ad hoc, external, and/or standing committees based on member interest.
3. Appoint committee chairs.
4. Submit appointments or recommendations for representation on College and external committees in consultation, as necessary, with the CLAS Administration.
5. Prepare an agenda, in consultation with the Executive Committee, for each meeting over which the President presides.
6. Prepare the Annual Report for the CLAS Dean for presentation at the Council meeting at the first meeting whereby new Councilors are asked to attend.
7. Appoint a President pro tempore in the event of the absence of the President and Vice President/President Elect.
8. Submit Council recommendations to appropriate College officials.
9. Serve as Past President for the year following their term as President. Role will be in an ex-officio capacity if elected term has expired.
10. Perform such duties as may arise pertaining to the office of the Dean.
11. Term: 1 year

SECTION 2. The Vice President/President Elect shall:

1. Perform the duties of the President in the absence of the office.
2. Perform such duties as the President shall designate.
3. Assume the office of President the following year.
4. Term: 1 year

**SECTION 3. The Secretary shall:**

1. Be responsible for minutes of the Council and all Executive Committee meetings.
2. Be responsible for the Council meeting attendance roster.
3. Conduct correspondence, as necessary.
4. Term: 1 year

**SECTION 4. The Past President shall:**

1. Consult with current Council President.
2. Term: 1 Year

## Article XII

### Executive Committee

**SECTION 1.** Voting members shall include the President, Vice President/President Elect, Secretary, and Past President.

**SECTION 2.** The Executive Committee is charged to formulate goals and direction for Council activities and advise and assist subcommittees of the Council in carrying out their responsibilities.

**SECTION 3. Minutes from all Executive Committee meetings will be distributed to the Councilors.**

**SECTION 4.** Executive Committee meetings are called and chaired by the Council President not less frequently than every two months.

**SECTION 5.** Vacancies on the Executive Committee shall be filled as stated in [Article XV](#).

## Article XIII

### Meetings

1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.
2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.
3. Special meetings may be called by the President.
4. The Councilors should notify Council Secretary of all absences from meetings.
5. Council members missing more than two of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the CLAS Staff Council. Members missing three or more of the regularly scheduled meetings during the year may be subject to replacement upon the recommendation of the CLAS Staff Council Executive Committee. The Secretary shall notify the President of a member missing two meetings and shall notify the CLAS Staff Council Executive Committee of a member missing three meetings.
6. The regular June meeting will be replaced by an all-day retreat attended by all outgoing and incoming elected members and ex officio members. At a minimum, the retreat shall be used to:
  - a. Review bylaws

- b. Preview the year and set goals
- c. Determine committee membership and set meeting times and charges/goals for the upcoming year

## Article XIV

### Quorum/Voting

SECTION 1. In order to transact business that requires a vote, a quorum of simple majority of the Council members must be present.

SECTION 2. To carry a motion, affirmative votes must be cast by one more than one half of those voting except as stipulated in [Article XIX](#).

SECTION 3. All voting in meetings of the body as a whole will be done by voice, by hand, by paper ballot, or by electronic ballot. If the vote is an election, it must be performed by secret ballot.

## Article XV

### Vacancies

SECTION 1. In the event of a vacancy during the year, the Executive Committee of CLAS Staff Council, in coordination with the designated third party, will use the current term's election results from which to select the next member by order of votes received, following the Council composition outlined in [Article III](#) and election structure outlined in [Article VIII](#). If nominees are not available from the immediately preceding ballot, the Committee will solicit nominations from the floor at the first available CLAS Staff Council meeting. The Executive Committee will then be responsible to complete final selection of a new member to serve the remainder of the vacant term.

SECTION 2. If the office of President becomes vacant within the first six months of the operational year, a President shall be elected from the CLAS Staff Council to serve the remainder of the term. If the office of President becomes vacant within the last six months of the operational year, the Vice President/President Elect shall become President for the remainder of that term and assume the office of President the following year.

SECTION 3. If the office of Vice President/President Elect becomes vacant, a Vice President/President Elect shall be elected by the Councilors to serve the remainder of the term. If the vacancy in the office of Vice President/President Elect was not caused by a vacancy in the office of President, the elected Vice President/President Elect shall assume the office of President the following year.

SECTION 4. If the office of Secretary becomes vacant, the Council shall elect a Secretary from CLAS Staff Council membership for the remainder of the term.

## Article XVI

### Staff Council Committees

Council members are expected to actively serve on at least one ad hoc committee, standing committee, external committee, or the Executive Committee. The President shall designate a chairperson for each standing committee. At the discretion of the chair, committee members may be removed from the committee for non-attendance.



## SECTION 1. Committee Chair shall:

1. Maintain a committee calendar providing guidance as to the timing of occurrences such as special deadlines, when planning for annual events should begin, and other notable dates.
2. Maintain records such as previous meeting minutes (if kept), a history of the committee charges, the annual year-end committee report, and other documents important to committee function.
3. Document and maintain policy and procedure information. This should contain information not only of what is done, but how it is being accomplished.
4. Maintain a list of commonly used contacts.
5. File a year-end committee report.

## SECTION 2. The standing committees and their respective charge(s) shall be:

*Rewards and Recognition Committee*

**Purpose:** *To recognize and reward staff for exemplary service to the college.*

**Scope of Concern:**

1. Administer and manage awards for collegiate staff excellence, professional development, and Star awards, including, but not limited to: Mary Louise Kelley Professional Development Awards for Staff, Mary Louise Kelley Excellence Awards, the CLAS Leadership Award, and the CLAS DEI Award.
2. Call for nominations for the awards each year.
3. Review submissions in terms of requirements.
4. Arrange, organize, and staff the Mary Louise Kelley and CLAS Leadership Reception, as well as the CLAS Staff Recognition Reception.
5. Notify recipients and other nominees.
6. Notify Council, Office of the President, University organizations, Public Relations, CLAS Strategic Communications, and other appropriate media.
7. Report activities to the Council.

**Membership:**

1. Members: 2 Councilors and 3-4 CLAS staff members, one member appointed by CLAS HR.

Open to: Current Council members and CLAS staff.

*Committee on Committees (role filled by Executive Committee)*

**Purpose:** *To solicit and recommend the best qualified candidates to represent staff on the University of Iowa charter, non-charter committees and other standing committees. To find and recommend replacements for the various committees as unscheduled openings occur. Candidates' eligibility for each University committee is governed by the UI Operations Manual Part 1, Section 2.8(6) with charter and non-charter committee policies.*

**Scope of Concern:**

1. Act as liaison with staff members serving on University charter committees and non-chartered committees.
2. Report charter and non-charter committee issues of interest to the Council.
3. Provide Council view to charter and non-charter committee members as needed.

**Membership:** There is no requirement or term for membership on this committee.

*Communications Committee*

**Purpose:** *To facilitate the communication of up-to-date information relevant to councilors, represented staff, and others interested in the activities of the Council.*

**Scope of Concern:**

1. Maintain an informational, interactive resource for the university community (including, but not limited to, CLAS Staff Council website, email, social media, and in-person or printed communication).
2. Maintain internal communication mechanism for use by councilors (including, but not limited to, CLAS Staff Council shared drive and email).
3. Receive and address feedback received by email or webform.
  - a. Submissions reviewed at monthly meetings.
  - b. Discussion and follow-up actions included in meeting minutes, which are posted and available for anyone to view on the Council website.
  - c. Reply directly to those providing feedback if they include contact information.
  - d. Unless otherwise requested, identity of those providing feedback will remain confidential.
4. Collaborate with the Executive Committee and other Council committees to ensure Council information is current and readily available.

**Membership:**

1. Members: At least two Council officers should be members of the committee.
2. Open to: All councilors. A non-staff council member with webmaster expertise may be appointed by the Council President or Committee chair.

*Diversity, Equity, and Inclusion (DEI) Committee (Liaison to CLAS DEI Committee)*

**Purpose:** *To promote DEI awareness and recommend ways to increase DEI of all staff on campus in conjunction with the University of Iowa “Core Values,” Institutional Goal 5, which strives for a “culturally diverse and inclusive University campus.”*

**Scope of Concern:**

1. Select three CLAS staff members to serve on the CLAS DEI Committee, at least one of whom should be an elected CLAS Staff Council member.
2. Support and develop programs that promote DEI and a supportive CLAS environment.
3. Inform the Council and CLAS staff of these programs, and solicit active support from the Council for their promotion.
4. Actively collaborate with other DEI groups within CLAS, the university, and throughout campus and in the community.
5. Request annual progress reports on staff DEI from the appropriate university diversity office, and share these reports with the Council and university staff.

**Membership:**

1. Members: There is no requirement or term for membership on this committee.
2. Open to: All Councilors and a representative from each DEI committee on campus.

*Education and Event Planning Committee (Liaison to ALT Education Committee)*

**Purpose:** *To promote awareness on campus of existing professional development opportunities. To explore options for further educational opportunities and to make recommendations to the Council for making those educational opportunities available to the Staff.*

**Scope of Concern:**

1. Research and compile database of University- and non-University-related education and professional development opportunities for CLAS Staff.
2. Organize and distribute Council information on educational opportunities for new staff members at monthly faculty/staff orientations and departmental staff meetings.

3. Work closely with The University of Iowa Learning and Development Office to provide staff with professional development opportunities.

**Membership:**

1. Members: The committee consists of a minimum of 4 Council members.
2. Open to: Current Council members.

*Elections and Bylaws Committee*

**Purpose:** *To solicit candidates for vacant seats on the Council, Council office of President, Vice President/President Elect, Secretary, and Executive Committee. To carry out nominations and elections in accordance with the Council bylaws. Review bylaws annually and propose updates or changes for review/vote by entire council.*

**Scope of Concern:** Refer to Articles [III](#), [VI](#), [VII](#), [VIII](#), [X](#), [XII](#), [XIV](#), [XV](#), and [XVIII](#).

**Membership:**

1. Members: 3-5 Council members.
2. Open to: Current Council members not seeking reelection.

## Article XVII

### Parliamentary Authority

The parliamentary authority of the Council shall be Robert’s Rules of Order Newly Revised. This authority shall govern all procedures in the Council except where it conflicts with any special rules of order adopted in these bylaws.

## Article XVIII

### Amendments and Annual Review

These bylaws may be amended at the regular monthly meeting of the Council by a two-thirds vote of those present, provided that the amendment has been introduced to the Council at the previous regular meeting.

The entire Council will convene at least once per year to review the bylaws and propose any needed amendments, either as part of a regular meeting or at a special session called by the President.

## Appendix I

### Breakdown of Staff Council Representation

Group	Job Function Category	Number of Council Members
Group 1	Academic Support, Libraries, and Information Technology	2
Group 2	Administration	2
Group 3	Arts Culture and Entertainment; and Marketing Communication and Outreach	1
Group 4	Business and Finance; Human Resources; Engineering and Architecture; and Facilities Operations	2
Group 5	Research and Health Care	2
	At Large Seats	2
	<b>TOTAL</b>	<b>11</b>

[Adoption of Bylaws and Amendments](#)

Adopted on August 9, 2023 by CLAS Staff Council

Adopted on August 17, 2022 by CLAS Staff Council

Adopted on May 20, 2020 by CLAS Staff Council