

# WESTERN UNIVERSITY OF HEALTH SCIENCES STAFF COUNCIL BYLAWS

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## WESTERN UNIVERSITY OF HEALTH SCIENCES STAFF COUNCIL BYLAWS

### 1) MISSION STATEMENT, VISION, AND GOALS

- a) Mission: The Western University of Health Sciences Staff Council's (WSC) mission is to serve and advocate for the interest and needs of the staff members of Western University of Health Sciences (WesternU) to promote a campus-wide culture of employee satisfaction, respect, and shared governance.
- b) Vision: The WesternU Staff Council strives to create a space to celebrate and acknowledge the exceptional work and diversity of all staff across the WesternU community.
- c) Goals:
  - i) Promote staff development to ensure the professional and academic growth of individuals
  - ii) Collaborate with various university committees to create a safe and productive environment that will support the WesternU family in achieving goals that pertain to staff, students, faculty, and administration
  - iii) Communicate staff needs and concerns to leadership
  - iv) Advocate for staff representation on University and Executive Committees, including all search committees
  - v) Sponsor programs, events, and various services that will serve to promote a culture of humanism, respect, recognition, cooperation, and understanding across the WesternU community

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### 2) MEMBERSHIP

- a) General
  - i) All WesternU employees are considered “staff” except the following:
    - (1) A member of the Senior Administration Leadership(SAL)
    - (2) Employees that have a current faculty contract
    - (3) Vice-Presidents, Assistant Vice-Presidents, Associate Vice-Presidents, or an equivalent role
      - (a) Unless role does not report to a member of SAL
  - ii) WesternU Staff Council will consist of 24 members and four alternates:
    - (1) A maximum of 21 members will be located on the California campus with three alternates
    - (2) A minimum of three members will be located on the Oregon campus with one alternate
- b) Eligibility
  - i) Staff Council members are expected to meet the following requirements:
    - (1) A WesternU staff employee
    - (2) At least one continuous year of current employment
    - (3) Meet or exceed 0.5 FTE (20 hours per week)
  - ii) Nomination and Appointment Process
    - (1) Eligible employees will self-nominate for consideration by submitting an application
    - (2) Members completing a four-year term are ineligible for consideration until the subsequent annual election
    - (3) All active WesternU staff, as previously defined, will be eligible to participate in a yearly University-wide election including temporary, part-time, and full-time staff members
- c) Terms of Membership
  - i) WSC membership consists of a three-year term
  - ii) Eight council members will vacate each year
  - iii) Terms cannot be consecutive as a departing member is ineligible for immediate re-appointment
    - (1) Members are required to take at least one year off between terms
- d) Alternates
  - i) Expected to attend all WSC meetings
  - ii) Ineligible to vote at WSC meetings
  - iii) Eligible for the annual election of voting Staff Council members
  - iv) Elected annually to a one-year term
  - v) Will consist of four staff members who received the most votes after all vacancies have been filled
  - vi) A member completing a three-year Staff Council term is ineligible for consideration as an alternate until the subsequent annual election
  - vii) Will serve as a voting Staff Council member for the remainder of the current one-year term if vacancies become available

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### 3) OFFICERS

- a) List of Staff Council Officers
  - i) Chair
  - ii) Vice-Chair (Chair-elect)
  - iii) Secretary
  - iv) Immediate Past-Chair
- b) Responsibilities
  - i) Chair
    - (1) Presides at all meetings of the WSC
    - (2) Confirms all committee members and newly elected Staff Council Officers
    - (3) Resolves all committee membership disputes
    - (4) May serve as an ex-officio member of all committees upon request and vote only when needed to constitute a quorum or break a tie vote
    - (5) Provides a Chair's Report of staff council activities at regular monthly meetings
  - ii) Vice-Chair (Chair-elect)
    - (1) Assumes the duties of the Chair in their absence
    - (2) Acts as liaison between the Staff Council Officers and all appointed committees
    - (3) Assumes the duties of the Chair for the unexpired term in the event the Chair is unable to complete the term of office
      - (a) If the Vice-Chair position becomes vacant, a special election within the Staff Council should be held to fill the vacancy for the remainder of the current term
  - iii) Secretary
    - (1) Assumes the duties of the Chair in the absence of the Chair and the Vice-Chair
    - (2) Keeps records of minutes and committee reports and ensures that they are kept and appropriately distributed
    - (3) Maintains roster, attendance, and lengths of terms of the WSC members
    - (4) Maintains Bylaws and has a current copy on hand at every meeting
    - (5) Prepares an agenda and sends to WSC with a notice of each meeting
    - (6) Conducts general correspondence on behalf of the Staff Council
    - (7) Performs other duties deemed necessary and assigned by the Chair
    - (8) If the position becomes vacant, the Staff Council will hold a special election within the Staff Council to fill the vacancy for the remainder of the current term
  - iv) Immediate Past-Chair
    - (1) Serves for one year, immediately after exiting Chair position
    - (2) This year does not count towards the one-year vacancy requirement between terms
    - (3) Will be ex-officio and only serves in a consultation role to the current chair
- c) Staff Council Officers
  - i) Screen all proposals and committee reports
  - ii) Determine whether matters brought to WSC are within the jurisdiction of WSC for further discussion and action
  - iii) Make appropriate recommendations to committees, Staff Council, or other University groups, as needed
  - iv) Have the authority expressly granted by the Bylaws to administer the affairs of the WSC between meetings
  - v) Voting members of the Staff Council Officers absent from four regular meetings of any fiscal year may be considered for removal by the Staff Council Officers
- d) Election and Special Election Process
  - i) WSC will annually elect a Secretary from eligible Staff Council members
    - (1) Secretary is eligible for annual re-election during their membership on WSC
  - ii) Staff Council will annually elect a Vice-Chair from eligible Staff Council members that are in the second year of their term
    - (1) Vice-Chair will rotate to Chair annually
    - (2) Chair will rotate to Immediate Past-Chair annually
  - iii) Results of the election of Staff Council Officers will be announced to the WesternU community at-large
    - (1) Announcement shall include list of newly elected non-officer WSC members

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- e) Terms of Office
  - i) All officers shall be either self-nominated or nominated by members of the Staff Council
  - ii) The four-year maximum service as a WSC member shall include time serving as a Staff Council Officer
  - iii) Election shall be by secret ballot held by the Chair
  - iv) The current Chair shall count the ballots and announce the results to the stakeholders
  - v) Officers should come from both the academic and support staff to provide overall representation of all University staff

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### 4) MEETINGS

#### a) General

- i) All meetings will be recorded unless Staff Council Officers vote not to record, based on the agenda
  - (1) At any time during a recorded meeting, any Staff Council member or staff member may choose to go “off the record” for their comments and the recording will be paused
  - (2) Out of respect and privacy for all staff members attending meetings, no one is allowed to record the session except the current Secretary
  - (3) Minutes will still reflect all recorded and non-recorded themes/concerns without identifying information to maintain privacy of staff bringing forth their comments
  - (4) Meeting minutes will be taken during each meeting and will be available for review
    - (a) The meeting minutes should be descriptive enough to serve as a complete record of the meeting
    - (b) Meeting minutes will be forwarded to Archives for permanent preservation
    - (c) Staff Council members will vote to approve the minutes from each meeting at each subsequent meeting
    - (d) Staff Assembly members will vote to approve the minutes from each meeting at each subsequent meeting
    - (e) Once approved, the minutes will be made available to view on the Staff Council website
- ii) All meetings are open unless Staff Council Officers vote to close, based on the agenda

#### b) Staff Council Meetings

- i) Will be held monthly as coordinated by the Staff Council Officers
- ii) May be held in person and/or virtually through an online platform
  - (1) Meetings can only be conducted if 50% plus one person of the Staff Council is present
  - (2) Meetings will be conducted according to Robert’s Rules of Order
  - (3) Any Staff Council member may add an item to the agenda for discussion which must be submitted to the Secretary, in writing, one week in advance
  - (4) The agenda for the Staff Council meeting will be made available to Staff Council members no less than 24 hours prior to the meeting date
    - (a) Each agenda must minimally have:
      - (i) Call to Order
      - (ii) Approval of Minutes
      - (iii) New Business
      - (iv) Old Business
      - (v) Updates/Reports
      - (vi) Next Meeting
      - (vii) Call for Adjournment

#### iii) Attendance

- (1) Staff Council members are expected to attend each scheduled WSC meeting
- (2) Staff Council members must attend a minimum of 60% of the meetings in a given fiscal year (July-June) to maintain their membership
- (3) If a Staff Council member is unable to attend a meeting, they must notify the Secretary, in advance
  - (a) If a member misses two or more meetings without notification, this may result in loss of membership

#### iv) Voting

- (1) A motion to vote on items on the agenda may be proposed by any WSC member
- (2) Staff Council members shall determine a time frame and method of voting
- (3) Proxy voting is not allowed

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- c) Staff Assembly
  - i) Will be held virtually twice a year
  - ii) Open to all staff members
  - iii) Attendance is optional
  - iv) Any staff member may add an item to the agenda for discussion and it must be submitted to the Secretary, in writing, one week in advance
  - v) The agenda for the Staff Assembly will be made available to staff members no less than 24 hours prior to the meeting date
  - vi) Voting
    - (1) Staff Council Officers shall determine a time frame for voting electronically
    - (2) Prior to the voting period, all relevant material will be posted on a site available to all staff members
    - (3) A discussion forum will be made available immediately following the meeting, with staff being notified of the review period and voting deadline
- d) Special Meetings
  - i) Special Meetings may be called by any Staff Council member, if the need arises, by petition of three members
  - ii) The agenda for the Special Meeting shall be agreed upon at time of petition
    - (1) Shall not be subject to change
    - (2) Must be made available no less than 24 hours prior to meeting date
- e) Terms of Quorum
  - i) During Staff Council meetings, a simple majority of the Staff Council members constitutes a quorum
  - ii) For matters presented at Staff Assembly, since all staff members will have the opportunity to participate, a quorum will be assumed after voting has closed
  - iii) During Special Meetings, a simple majority of the Staff Council members constitutes a quorum

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### 5) COMMITTEES

- a) Creation, Changes, and Dissolution
  - i) A motion to create, change, or dissolve a Committee may be presented at any time by the Staff Council
  - ii) Once a request is presented, a discussion and quorum vote will follow for final decision
- b) Organization
  - i) Committees shall be organized with a Chair and Vice-Chair who shall be chosen annually by each committee, subject to approval by simple majority vote of the committee members
    - (1) The Chair and Vice-Chair will be a non-officer member of the Staff Council at the time of their election to the committee
    - (2) Incoming committee leadership may also opt to choose a designation of Co-Chairs, allowing them to alternate or share the responsibilities
    - (3) The committee Chair and Vice-Chair shall serve a one-year term commencing upon Staff Council approval and ending when the next Chair is approved
    - (4) A Chair or Vice-Chair may be removed from a committee by committee members, with a simple majority vote
  - ii) Committee members may be recommended for appointment or removal by the committee Chair, but removal requires a simple majority vote by the committee members
  - iii) Each committee will be comprised of a minimum of three Staff Council members
  - iv) Each committee shall meet, at minimum, on a monthly basis
  - v) Committees 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
- c) Responsibilities
  - i) They shall make recommendations in their areas of responsibility to the Staff Council
  - ii) They may initiate action on matters clearly within their scope of work
  - iii) They may consult with Administration, other committees, or any other group in their areas of responsibility, when requested to do so or as deemed necessary to meet committee and WSC goals
  - iv) Committees are charged with communicating and informing staff on the work of the committee during the Staff Assembly
- d) List of Committees
  - i) **Campus Aesthetics and Sustainability Team (CAST)**
    - (1) Responsible for establishing and maintaining an environmentally friendly atmosphere on campus
    - (2) Collaborates with the University Operational Process Improvement Committee to make recommendations to make the campus environmentally friendly while also supporting the need to be fiscally responsible
    - (3) Specific responsibilities of this committee include, but are not limited to:
      - (a) Work to reduce our carbon footprint
      - (b) Make recommendations on environmentally friendly supplies (e.g., office supplies, breakroom supplies)
      - (c) Establish and maintain a recycling program on campus
      - (d) Combine Green and Lean (Grean) to create a joint initiative
      - (e) Collaborate with other University groups to combine efforts of WesternU as a whole
  - ii) **Engagement and Communications Committee (ECC)**
    - (1) Gathers information from the Staff Council committees to be communicated to the University on behalf of the Staff Council
    - (2) Collaborates with Communications and Marketing to maintain the webpage design standards, ensure functionality, and appropriate placement of WSC webpage on WesternU website
    - (3) Collaborates with Human Resources and University Student Affairs offices to bring awareness of benefits and local discounts to WesternU community and provides recommendations of new vendors to pursue, based on employee feedback
    - (4) Specific responsibilities of this committee include, but are not limited to:
      - (a) Provide information, highlight, or clarify of policies and procedures that directly impact staff members
      - (b) Announcement of Staff Member(s) of the Month
      - (c) Announcement of community outreach programs or events
      - (d) Announcement of staff development events



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- (e) Announcement of on and off-campus or virtual social events for staff
- (f) Anonymous feedback form accessible to all staff

### iii) Staff Advocacy Committee

- (1) If requested by a staff member, acts as a mediator or liaison between staff and Human Resources personnel to facilitate resolution
- (2) Gathers and reviews anonymous suggestions on areas of improvement
- (3) The Committee will not publish names from grievances and will try to address issues as if submitted anonymously; however, there is no guarantee of confidentiality
- (4) A survey will be done annually to gauge employee satisfaction
- (5) Consult with the areas in which recommendations are being made and assist in making changes

### iv) Professional Development Committee (PDC)

- (1) Coordinates and hosts events aimed at staff development on both campuses
  - (a) Guest speakers
  - (b) Professional trainings
- (2) Collaborates with Human Resources and supervisors to:
  - (a) Create or find sources of development opportunities for staff
  - (b) Allocate time for staff to complete development activities
  - (c) Identify opportunities for mentorship to support University succession planning strategies
  - (d) Utilize online learning platforms and training material

### v) Ad-hoc committees

- (1) Ad Hoc Committees may be created at any time by the action of the Staff Council
- (2) They shall be created for a specific purpose, given a finite period of time in which to accomplish their mission, and have their reporting structure clearly articulated from the outset

## WESTERN UNIVERSITY OF HEALTH SCIENCES STAFF COUNCIL BYLAWS

### 6) BYLAWS / REVISION OF BYLAWS

- a) Created Date: May 10, 2021
- b) Amendments
  - i) Dates:
    - (1) January 19, 2022
    - (2) June 15, 2022
  - ii) Amendments can be proposed by any WesternU staff
  - iii) Proposed changes must be submitted as an agenda item for Staff Council to review and make determination of whether change is minor or major
    - (1) Minor changes
      - (a) do not affect the functions of Staff Council
      - (b) can be voted on and approved by two-thirds majority of Staff Council
    - (2) Major changes
      - (a) Affect the main procedures of Staff Council
      - (b) Must be voted on by two-thirds of Staff Council to move forward for Staff Assembly for final vote
      - (c) Must be voted on by Staff Assembly following quorum rules
  - iv) All amendments that are approved should be appended and documented within the Bylaws and communicated to campus

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## ADDENDUM

The WesternU Staff Council Formation Team has provided this Addendum to assist the Staff Council Officers with some recommendations and procedures for the first few years.

### 7) Staff Council Formation Committee Recommendations

- i) Treasurer
  - (1) Oversee budget and expenses for the Staff Council (If WSC is given a budget)
    - (a) Prepare and distribute a report of accounts and budgets at each meeting
- ii) Terms of Membership for first three years of the Staff Council
  - (1) Self-nominations for the inaugural year will be based on term limits
    - (a) Eight positions for three years, eight positions for two years, and eight positions for one year
  - (2) Beginning with year four, 8 members will vacate and be replaced by 8 new members annually
- iii) Fields for self-nomination application to WSC
  - (1) Title
  - (2) Brief Bio/Experience (1-2 sentences total)
  - (3) Briefly describe how you will serve and support the mission, vision and values of WesternU (1-2 sentences total)
  - (4) How long have you worked at WesternU? (Years, months) Please include information on breaks in service.
  - (5) List the WesternU colleges, departments, and locations where you have worked
  - (6) List history of employment status (temporary, part-time, and/or full-time)
- iv) Ad-Hoc Committees for Consideration
  - (1) Executive Search Committee
    - (a) Ensure the staff council has representation on Executive Search Committees during active searches
  - (2) Election and Membership Committee
    - (a) Ensure the election and membership committee process is clear and communicated
  - (3) Employee Handbook Committee
    - (a) Collaborates with Human Resources to ensure the Employee Handbook is reviewed and updated annually
    - (b) Notification and discussion with the Staff Council prior to finalization by Human Resources
  - (4) University Budget Committee
    - (a) To request representation with UBAC and identify the representative, if approved