

BYLAWS

Texas A&M University Staff Council

Article I – MISSION

Mission: The University Staff Council (USC) cultivates a collaborative work environment for Texas A&M staff under the Office of the President through quality representation, impactful service, innovative programs and open workplace communications.

Vision: Staff feel supported, included and valued in this environment where we practice respect, excellence, leadership, loyalty, integrity and selfless service.

Article II – PURPOSE

The council will provide a voice and integrate staff perspective by:

1. Acting as a conduit for two-way communication between staff and administration.
2. Engaging staff and bringing their interests before the administration.
3. Identifying university issues and their impact on staff.
4. Exploring and researching possible solutions to issues.
5. Providing options and recommendations to the President.
6. Collaboration with other councils.

The Council will not be involved in any specific employee/employer matters or disputes.

Article III – COUNCIL MEMBERSHIP

The Council will consist of full voting members and non-voting, ex-officio members. There will be no fewer than twenty-five (25) voting council member positions. There will be no more than ten (10) ex-officio member positions, to include at least one ex-officio agency member from an agriculture agency, and at least one ex-officio agency member from an engineering agency. Ex-officio representation will be nominated by the executive committee and voted to approve by the council.

- A. **Eligibility.** Council members will be classified or non-classified staff employees. Representatives must have an overall performance evaluation of “Meets Expectations” or higher on their most current Texas A&M University evaluation and have at least 12 months of service in their college, division or unit at the time of the election. All voting council representatives shall be selected through an election process of their peers.
- B. **Terms.** Council members will serve three-year terms with approximately one third of the Council membership rotating every year. Council members may be elected to successive terms. In the event that a representative has completed at least two years of a term (either a standard three-year term or the completion of an uncompleted term) and will be seeking an elected officer’s position, that representative may petition their home area to allow a one-year extension to their current term. Areas may choose to grant the one-year extension with or without an election by their area. Only one extension will be allowed for any representative. After a granted extension, the term immediately to follow would be for the three years or other normal term as dictated by USC bylaws.
- C. **Duties.** Council members are required to represent the interests of the employees they serve and the employees of Texas A&M University. Council members are expected to attend and participate in regularly scheduled council meetings and additional committee meetings when needed. The Chair and Secretary should be informed in advance of any anticipated absences from a council meeting. A substitute must be sent to attend the

council meeting on behalf of the absent member, regardless of any other representation for the member's division, college, or department. An absence without prior notification or failure of a member to send a substitute will be considered an unexcused absence and will be recorded in the meeting meetings. The executive committee shall address issues of non-participation or lack of attendance by a council member after three absences in a twelve-month period. Council members will be responsible for disseminating information to the employees they represent. Council members will be expected to serve on at least one standing committee and no more than three.

- D. **Vacancies.** When a vacancy in a council position occurs before the member's term expires, the vacancy shall remain until the elections committee works with the area that seat represents to submit another representative. The new representative shall serve the remainder of the vacated term.

Article IV – OFFICERS - TERMS

The USC executive officers shall include the chair, vice chair, secretary, treasurer, parliamentarian and past chair. These officers shall constitute the executive Committee. Terms of office for all positions shall be one year. Each officer may serve more than one term, but must be nominated and elected each year by members of the USC. A council member may not hold more than one of the aforementioned executive offices at one time. Annual elections shall be held by May 31st and newly-elected officers shall begin training with outgoing officers and participate in transitioning within their respective new council assignments until assuming office on September 1. Members whose terms are expiring in August are not eligible for the next year's executive committee unless that member has already been re-elected to serve another term on the council.

Should an executive officer transfer employment to another unit or division within Texas A&M University that is eligible for voting membership on the council, regardless of a vacancy, they may continue their role on the council and the executive committee throughout the remainder of the fiscal year. The original unit or division the executive officer represented will fill the vacancy created by the transfer of employment of their representative per Article III D of the bylaws. If the executive officer transfers employment to an agency not eligible for representation as a voting member on the council, his or her membership on the council and the executive committee will cease upon their transfer of their employment.

- A) **Chair.** The chair shall: (1) provide leadership and vision for the USC; (2) facilitate meetings and open forums; (3) serve as chair of the executive committee; (4) serve as official spokesperson for the USC and approve official communications; (5) represent the USC in the larger university and higher education community.
- B) **Vice Chair.** The vice chair shall: (1) perform chair duties as needed in their absence; (2) coordinate meeting and forum logistics; (3) serve as response lead for inquiries, questions and concerns submitted to the USC.
- C) **Secretary.** The secretary shall: (1) compile and maintain records of USC membership, activities, and programs; (2) ensure minutes of meetings and forums are recorded and facilitate their distribution and approval in a timely manner; (3) distribute the agenda prior to meetings.
- D) **Treasurer.** The treasurer shall: (1) oversee all fiscal activities in coordination with the USC; (2) maintain financial records, and process financial transactions; (3) provide a quarterly financial report to the USC.
- E) **Parliamentarian.** The parliamentarian shall; (1) oversee the conduct of staff council business to ensure adherence to the standard operating procedures and bylaws; (2) shall be the authority on parliamentary procedure (Robert's Rules of Order) for staff council; (3) In the event the bylaws require revision, the parliamentarian shall oversee and prepare

revisions for approval of the council pursuant to Article VIII; (4) offer additional USC representation to the executive committee; (5) provide additional support to the accomplishment of executive committee responsibilities.

- E) **Former Chair.** Appointed position to be filled by the most previous chair of the staff council. Should the chair be elected for a second term, this role will be vacant until the chair is replaced, at which time the former chair will fill this role.

In the event any elected executive office becomes vacant, the USC will elect an officer by majority vote from the current membership to fill such vacancy until the next election of officers.

In the event an Executive Officer position has not been filled after following established election procedures, the Executive Committee may create shared (or co-chair) positions to divide the responsibilities of the vacant position between two representatives from the general council. The two elected, co-chairing members would share responsibility for the duties, as defined, until a replacement officer is elected. In the event two general council representatives are unable to assume the co-chair duties, two current, elected Executive Committee members may co-chair the vacant Executive Officer position, in addition to their elected position, until the vacancy can be filled by election.

Article V - COMMITTEES

A) **Committees.** Committees are established by the executive committee for a specified purpose, with size and composition to be determined under the guidance of the executive committee. The chair of said committees shall be chosen by the members and report to the executive committee. If the members are unable or unwilling to select a committee chair, the chair of the staff council may appoint one. With the exception of the executive committee, an executive officer cannot serve as the chair or co-chair of a committee. The term of service shall be one year but may serve consecutive terms.

Committees shall meet at the discretion of the committee chairperson and submit minutes from each meeting to the secretary of the staff council at least one week prior to the monthly council meeting. Final drafts of committee proposals require council approval. Each committee will, upon request, act as a resource to the other committees or council.

For voting purposes, a simple majority of the committee membership shall constitute a quorum with a majority consisting of one-half of the voting membership plus one. Committees will submit a final report including recommendations regarding the issue(s) at the time of the established deadline.

Committees will meet at the beginning of the year to set goals and related metrics to fulfill their charters. Committees will monitor and report on a monthly basis to the executive committee and to the general membership.

1. The **Executive Committee** shall ensure overall USC group cohesiveness and the validity and attainment of collective group goals. The membership shall consist of the elected officers. This committee shall ensure active member participation. The committee shall provide information and recommendations to the president of the university. Executive committee meetings shall be held at least once a month and/or as necessary to conduct council business.
2. The **Branch Campus Committee** shall work with appropriate University Staff Council representatives and Texas A&M University officials to review, discuss, improve and implement recommendations to create procedures or revise policies, procedures, rules and Standard Administrative Procedures.
3. The **Communications & Outreach Committee** shall oversee and coordinate all internal and external USC communication protocols to include but not limited to listserv, USC

website, press release and marketing materials, and other materials, both electronic and print in collaboration with the executive committee. It shall also seek to increase the visibility and accessibility of the USC to, and by, all staff. The committee shall assess general awareness of the USC by staff and provide USC representatives with, and encourage them to use, tools to improve this awareness across campuses. In addition, the committee shall seek to impart the value of our membership.

4. The **Elections Committee** will review eligibility and ensure representation across classification levels and executive reporting levels. They shall announce the call for officer nominations and conduct the election of officers. The committee will create and recommend election procedures to the representative units as well as assist in election processes if needed. The elections committee shall present proposed representation changes to the USC body as a whole preceding each election cycle in order to reflect a council that is representative of the university.
5. The **Community Engagement and Respect in the Workplace Committee** was established to engage staff to foster a culture of respect for all people who work and visit Texas A&M University. We want everyone who comes to campus to feel a sense of welcoming and belonging. This committee shall fulfill the need for a united campus-wide staff effort to promote a culture of respect to ensure alignment with Texas A&M's mission and core values and to support Vision 2020 goals. This committee shall promote University initiatives on inclusion, equality and respect of all peoples and collaborate with appropriate committees on campus to ensure efficiency and effectiveness.
6. The **Professional Development Committee** shall review and promote professional development opportunities for the University Staff Council representatives for each year of representation. The committee shall work with the general membership and the executive officers to create and schedule learning opportunities through the year that enhance the mission of the council.
7. The **Staff Emergency Fund Committee** shall receive and process applications for limited financial assistance from both classified and non-classified staff, under the leadership of the Texas A&M University president, who are experiencing a temporary hardship due to a significant life event.
8. The **Work Life and Benefits Committee** shall work to enhance the quality of work life for university employees. The committee shall address work life issues to include but not limited to: safety and wellness, benefits, employee incentive programs, alternative work models, and dependent care. The committee shall collaborate with units across campus to identify and to share information about exemplary work life improvement efforts.

B) **Task Forces.** Task forces are established and charged by the executive committee or the chair of the staff council, and are conceived as having temporary, finite, or exploratory functions. Charges include the purpose, composition, size and the terms of the appointments to the committee as well as an indication of the date or completed task that determines the dissolution of the committee. Task forces are open to any interested staff, not just USC members.

Article VI – MEETINGS

The USC shall meet monthly on the third Tuesday of each month. Special meetings may be called by the chair as deemed necessary. Meetings shall be open, and only those items on the agenda shall be considered. Agenda items may be submitted to the executive committee for consideration by any Texas A&M University staff member at least one week before a scheduled monthly council

meeting. New business may be discussed but no action may be taken without appropriate deliberation. The parliamentary authority of the USC shall be the most current edition of Robert's Rules of Order. If needed, the chair may appoint a parliamentarian to advise the chair on parliamentary procedures. A quorum of 2/3 of voting USC members is required for a vote to take place. Passage of Business items require majority approval of voting members present.

At least one university-wide open forum shall be held each year.

Article VII - PROCEDURES ON ISSUES FOR CONSIDERATION

In the furtherance of its mission, the University Staff Council supports open communications and encourages employees to communicate issues and/or suggestions to any council member. Communications with the University Staff Council, either to the council as a whole or to any individual representative, can be done by: electronic mail, written communications, or verbally as indicated at the council website.

All issues submitted will be evaluated using the adopted method for processing issues as described in the USC general procedures. All issues that are submitted by any Texas A&M University employee for consideration by the USC shall receive an acknowledgment that the issue has been received. The USC website will provide guidance on how issues may be tracked.

Article VIII – AMENDMENTS

An amendment to the bylaws can be proposed in writing by any USC representative to the executive committee. Proposed amendments to the bylaws shall be delivered to each USC member at least three (3) business days prior to a regular USC meeting. The proposed amendment will be discussed, and edits incorporated. The proposed amendment will then be presented for a vote at the next regularly scheduled meeting. The amendment shall be adopted if it receives a 2/3 vote of those eligible to vote. Voting by proxy shall not be allowed.

Article IX – STANDARD OPERATING PROCEDURES

Standard Operating Procedures have been adopted by a majority of the voting and made publicly available. Standard Operating Procedures can be changed as needed through the executive committee.

Approved October 7, 2008
Amended August 26, 2010
Amended April 19, 2011
Amended June 21, 2011
Amended January 17, 2012
Amended September 17, 2013
Amended December 17, 2013
Amended October 21, 2014
Amended November 18, 2014
Amended February 17, 2015
Amended May 17, 2016
Amended July 18, 2017

Amended August 21, 2018
Amended July 16, 2019
Amended November 19, 2019
Amended January 19, 2021
Amended October 18, 2022
Amended August 11, 2023
Amended November 21st, 2023