

Kansas State University Classified Senate (Non-Union)

Charge or Purpose	To serve as a representative body, which articulates classified employee's interests, concerns, and recommendations to the VP for Administration and Finance on matters of policy, training, educational opportunities, working conditions, work schedules, employment, promotion, career development procedures, State of Kansas Civil Service pay and benefit plans, and the dissemination of information to all classified employees.
Number of Council Members	26
Length of Terms (Years)	3
Elected or Appointed	Elected
Eligibility for Membership	All permanent full-time and part-time classified employees of KSU.
Officers	Vice President, President-Elect, Secretary, Budget Coordinator, one At-Large Rep, Ex-Officio (past President)
Committees	Campus Affairs Committee (Sub-committees: Classified Employee Recognition, Public Relations, Personnel/ Benefits, Education and Enrichment), Legislative Affairs (Sub-committees: Legislative Day, Senate Elections, Codes and By-Laws)
Meetings Open To All	Yes
Required Meeting Attendance	Max of 3 absences allowed per year
Frequency of Meetings	Monthly
Communication Component	Senate Website
Key Aspects of By-laws and Constitution	The Senate may interact with other classified employees, the Kansas Board of Regents, other regents institutions, the university community, and the government of the State of Kansas, on matters of interest of all classified employees.
Unique Aspects of By-laws and Constitution	Should a Senator accept an unclassified position, he/she becomes ineligible to serve as a classified senator. If a Senator transfers to another college or administrative unit, they may carry out the remainder of that Senate year.
Size of University	Students = 23,000+
Where Council Reports	VP for Administration and Finance

University of Colorado Boulder Staff Council (Non-Union)

Charge or Purpose	The purpose is to represent staff employees by serving as a liaison between staff employees, UCB administration and the Boulder campus, and by recommending to the UCB administration proposals designed to improve the status and protect the rights of staff employees.
Number of Council Members	33
Length of Terms (Years)	1 to 3
Elected or Appointed	Elected and Appointed
Eligibility for Membership	Any staff employee shall be eligible to be a Staff Council rep through designated election procedures.
Officers	Chair, Vice-chair, Secretary, Treasurer, Parliamentarian
Committees	Awards, Diversity, Elections, Events/Retreat, Information Access, Legislative Affairs, Outreach/Blood Drive, Softball
Meetings Open To All	Yes
Required Meeting Attendance	Unknown
Frequency Of Meetings	Monthly
Communication Component	Staff Website
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Staff Council officers shall receive sufficient relief from their regular university positions to fulfill adequately their responsibilities to the Staff Council. • A quorum of Staff Council shall consist of one-half of the current voting represented.
Unique Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Classifications of Delegates: Geographic Representatives, Elected-At-Large Reps, Appointed-At-Large Reps, Honorary Lifetime Reps, Elected Delegates, Appointed Delegates. • Council has a hired support position (Staff Council Administrator).
Size of University	Students = 29,258 Faculty = 2,081 Staff = 3,249
Where Council Reports	VP for Administration and Finance

University of Texas @ Austin Staff Council (Non-Union)

Charge or Purpose	The goal of Staff Council is to promote a positive, collaborative work environment. The purposes are many: to serve as a representative advisory council; to provide a vehicle for communication of interests, concerns, and issues that affect staff; to present recommendations to University leadership; and to provide nominations to University Standing Committees.
Number of Council Members	70
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	All non-probationary classified, administrative and professional workers below the level of Director who are appointed half-time or more.
Officers	Chair, Vice Chair, Recorder/Secretary, (Assistant Recorder/Secretary)
Committees	Communications, Issues, Committee on Committees, Bylaws and Procedures, Ad Hoc
Meetings Open To All	Yes
Required Meeting Attendance	3 consecutive meetings missed unexcused = member suggested to withdrawal; 4 consecutive missed meetings = name listed on Executive Committee agenda to discuss removal; 5th absence = assumed incumbent has vacated seat
Frequency of Meetings	Monthly
Communication Component	Staff Council Website
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • A vacancy that occurs shall be filled by the alternate (runner-up) within 30 days of the date of the vacancy. If alternate not available, an interim representative will be appointed. • Current representative may run for re-election and may serve 2 consecutive terms.
Unique Aspects of By-laws and Constitution	Only officers may take a public stand or voice an opinion on an issue in the name of the Council. Issues pending in committee will not be discussed with the media until the issue has been reported upon by the committee to the Council membership.
Size of University	Students = 50,000 Faculty and Staff = 21,000
Where Council Reports	Appropriate UT administration/department

University of North Carolina – Chapel Hill Employee Forum (Non-Union)

Charge or Purpose	To address constructively the concerns of UNC-CH Employees by: Seeking out information on issues, interests, ideas, and participation of employees, developing proactive progressive recommendations and advocating these to the Administration and the represented employees, providing an effective two-way communication link between the Administration and the Employees; fostering an open and positive environment throughout the University community; supporting achievement of the University's mission of teaching, research, and public service.
Number of Council Members	Approximately 60 (proportional distribution across 9 electoral divisions)
Length of Terms (Years)	2
Elected or Appointed	Elected (Chancellor may appoint up to 5 additional delegates to a 1-year term)
Eligibility for Membership	Permanent, full-time or part-time, exempt or non-exempt non-faculty staff that have completed probationary requirements.
Officers	Chair, Vice Chair, Secretary, Treasurer
Committees	Nominating, Executive, Committee of Past Forum Chairs
Meetings Open To All	Yes
Required Meeting Attendance	3 consecutive, 5 total during a term
Frequency of Meetings	Monthly
Communication Component	<i>InTouch</i> monthly Newsletter
Key Aspects of By-laws and Constitution	Delegates engaged in regularly scheduled Forum activities that take place during their regular work schedule will report such activity as work time. Supervisors and managers shall support participation, including permitting necessary release time for Forum activities.
Unique Aspects of By-laws and Constitution	If a delegate transfers to another electoral division, he/she is allowed to complete his/her elected term.
Size of University	Students=27,500 Faculty = 3,100
Where Council Reports	Chancellor or Associate Vice Chancellor for Human Resources

Indiana University – Bloomington Professional Council (Non-Union)

Charge or Purpose	To represent professional staff to administration, providing advice and recommendations regarding the formulation of policies and solution of problems affecting any aspect of staff employment or working conditions; To provide a medium for exchange of relevant info between staff and administration; To promote the value of staff in helping the university achieve its goals; To stimulate and support professional staff development opportunities.
Number of Council Members	21
Length of Terms (Years)	Staggered 3 year terms with a limit of 2 consecutive terms; officers serve 1 year
Elected or Appointed	Elected
Eligibility for Membership	Staff employed at least 1 year prior to nomination.
Officers	President, Vice President, Secretary, Treasurer, Parliamentarian
Committees	Executive, Communications, Nominations
Meetings Open To All	Yes
Required Meeting Attendance	Yes; if unable to attend, may send designee of same classification as designee w/ voting proxy; 4 absences = removal
Frequency of Meetings	Monthly
Communication Component	Produces a Council Newsletter
Key Aspects of By-laws and Constitution	
Unique Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Members of Council may serve on other standing university committees representing the Council. • Representatives of the Council serve on Academic Dean Search Committees.
Size of University	2,400 Professional Staff
Where Council Reports	VP for Administration and VP and Chancellor

Indiana University Southeast (IUS) Staff Council (Non-Union)

Charge or Purpose	The mission of the Staff Council at Indiana University Southeast is to represent non-academic staff in university matters, provide a support system, and foster a bond among the staff.
Number of Council Members	The 2 functional classifications are Clerical/Technical (CL/TE) and Service Maintenance (SM). Each shall elect 1 rep for each 10 persons employed in that classification, with no section having fewer than 3 reps. Must have 12-36 members total.
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	All budgeted non-academic staff who have been employed for six months or more (Non-union)
Officers	Chairperson, Vice-Chairperson, Secretary, Treasurer
Committees	Election, By-Laws, Nominating, Personnel Affairs
Meetings Open To All	Open to all non-academic staff members
Required Meeting Attendance	More than three unexcused absences = automatic dismissal
Frequency of Meetings	Monthly
Communication Component	Publication in existing campus media and/or university bulletin boards
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • “Non-academic staff” means clerical (CL), technical (TE), and service maintenance (SM) employees not elsewhere represented. • All non-academic staff may vote on council membership.
Unique Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Members may be granted time off from their university job duties without loss of pay up to 2 hours in any month to attend Council business. • Should an individual be unable to attend a meeting, it is his/her responsibility to arrange for a substitute.
Size of University	Students = 6,164 Full-Time Faculty = 189 Part-Time Faculty = 249 Budgeted Staff = 235 Wages Staff = 133
Where Council Reports	President and Chancellor

Texas A&M University - Galveston Staff Advisory Council Committee (Non-Union)

Charge or Purpose	Purpose is to act as advisory body to VP & CEO or designee; to provide a forum in which staff can raise, discuss and make recommendations on current non-academic policies and procedures; and to facilitate good communication on behalf of and among staff members.
Number of Council Members	11
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	Full-time, budgeted, non-probationary employees; Employees in positions higher than first-line supervisor are not eligible to serve on the Committee.
Officers	Chair, Vice Chair, (or 2 Co-Chairs), Treasury and Secretary
Committees	Sub-committees for certain projects, events, or other purposes shall be appointed and dissolved at the Chair or co-chair's discretion
Meetings Open To All	No, but may be called upon request of any member of the TAMUG staff
Required Meeting Attendance	Reps missing 3 consecutive meetings during an academic year, other than a university approved leave, default their position.
Frequency of Meetings	Monthly
Communication Component	Communication made by using Aggienews; approved meeting minutes posted on internal website
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • A representative of the Department of Human Resources will serve as an advisor and resource to the Committee. • Terms shall be on a rotating basis and following a one-year interval, individuals may be eligible to serve on the committee again.
Unique Aspects of By-laws and Constitution	Candidate nominations for the Committee may be made by any eligible employee. Confirmation of eligibility of nominees will be made by Human Resources.
Size of University	Student = 1,400+
Where Council Reports	Vice President & CEO or his designee

University of Georgia - Staff Council (Non-Union)

Charge or Purpose	To participate in the process of University governance by advising the President of the University and by recommending to and consulting with the University Council in the establishment of rules and regulations deemed necessary or proper for the promotion of the general welfare of the University; To formulate and recommend to the President and University Council policies and procedures related but not exclusive to classified personnel; to provide procedural guidelines to the unit level staff representative groups; To develop and maintain a university-wide communications network.
Number of Council Members	1 member per VP area, College, and School plus 1 additional rep for every 250 staff in each area; 37 total in 1992.
Length of Terms (Years)	3
Elected or Appointed	Elected
Eligibility for Membership	Classified personnel and other non-faculty status employees.
Officers	President, Vice President, Coordinator, Recording Secretary, Parliamentarian
Committees	Executive, Committee on Staff Needs and Concerns, Communications, Health and Safety, Pay and Classifications, Legislative
Meetings Open To All	Yes
Required Meeting Attendance	3 consecutive
Frequency of Meetings	Monthly
Communication Component	Communicate business of Staff Council to news media and others outside the university community
Key Aspects of By-laws and Constitution	If chosen from the staff campus-wide, the Parliamentarian has no voting rights beyond those of a regular university staff member. If chosen from the Council members, the Parliamentarian retains all voting rights.
Unique Aspects of By-laws and Constitution	The Nominating Committee will be responsible for drafting a slate of candidates for elections. It can make its own recommendations, take recommendations from Staff Council members or staff members campus wide, as well as requests from potential candidates.
Size of University	Students = 33,660 Faculty = 2,956 Staff = 6,882
Where Council Reports	President and University Council

University of Houston Staff Council (Non-Union)

Charge or Purpose	The Staff Council shall be an advisory body to the University of Houston Administration, to promote a positive and meaningful interchange among staff, faculty, and students; To promote recognition of the staff contribution to the mission of the University of Houston and to involve the staff in decisions affecting their activities.
Number of Council Members	3 at-large members and one division-elected representative per 100 staff members for each division with minimum of 1 representative per division; (42 members for 2006).
Length of Terms (Years)	3
Elected or Appointed	Elected
Eligibility for Membership	All benefits-eligible employees, both exempt and nonexempt, part-time and full-time; must have been employed minimum of 1 year; elected for membership by their division.
Officers	President, Vice-President, Secretary, Treasurer, Immediate Past President, Historian, Parliamentarian
Committees	Membership and Elections, Appointments, Events, Communications, Staff Affairs, Special Committees
Meetings Open To All	Yes; council may request to go into executive session by majority vote of members in present
Required Meeting Attendance	Dismissal after missing 3 consecutive or total of 4 regularly scheduled meetings
Frequency of Meetings	Monthly
Communication Component	Staff Council Website
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • All Staff have the opportunity to nominate employees for election. • Present members of Staff Council are eligible for reelection. • A quorum shall consist of a majority of the Members.
Unique Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Council will have a highly publicized meeting each spring and fall semester at a time and place designated by the Staff Affairs Committee. • Council may utilize a coordinator to help in support of Staff Council; the coordinator will report to the President.
Size of University	Students = 35,180
Where Council Reports	President

University of North Carolina – Greensboro Staff Council (Non-Union)

Charge or Purpose	The major purpose is to provide for awareness of and involvement in the university community by non-faculty employees; to encourage professional and personal development of the staff; to improve communication between all staff and faculty; and to participate in university governance through representatives appointed by the Chancellor as recommended by the Staff Council Executive Committee to serve on appropriate committees of the university.
Number of Council Members	29 voting delegates and 15 non-voting delegates.
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	A specific number of voting and non-voting representative seats have been given in the following categories: Clerical/Office Services, Skilled Trades, Institutional Services, Legal/Administrative Management/Related, Informational/Educational/Data Processing, and Exempt Non-Faculty.
Officers	Chair, Vice Chair/Chair-Elect, Secretary, Immediate Past Chair
Committees	Executive, Employee Enrichment, Elections, Public Relations, Outreach, Special Committees
Meetings Open To All	Unknown
Required Meeting Attendance	Unknown
Frequency of Meetings	Monthly
Communication Component	Staff Website
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • If a delegate's job class changes from the functional area they were elected to represent, the delegate will move to a non-voting delegate status. • No delegate shall be eligible to serve more than 2 consecutive terms unless elected to serve as Chair.
Unique Aspects of By-laws and Constitution	
Size of University	Students = 14,644 Full-Time Faculty = 714 Part-Time Faculty = 216
Where Council Reports	Chancellor

University of Oklahoma Health Science Center Staff Senate (Non-Union)

Charge or Purpose	To serve as a representative body of the staff employees of OUHSC and for the exchange of information between the university and its staff employees; to function for the welfare of the university and to foster a spirit of unity and cooperation among employees of the university; to function as an advisory body to study and make recommendations to the President through the Provost on such policy matters as may directly affect staff employees.
Number of Council Members	1 rep per 100 staff employees for each represented group; approximately 24.
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	Any permanent staff employee (50% FTE or more)
Officers	Chair, Chair-Elect, Secretary, Treasurer
Committees	Committee on Committees, Policy Review, Employee Recognition, Employee of the Month Selection, Special Projects, Campus Parking, Special Committees
Meetings Open To All	Yes
Required Meeting Attendance	3 absences = review by Executive Committee; 4 absences = automatic dismissal
Frequency of Meetings	Monthly
Communication Component	Campus-wide notices via e-mail
Key Aspects of By-laws and Constitution	Staff Senate shall consist of reps and alternates elected by staff employee groups as designated in the Operating Procedures, VP for Administrative Affairs and the Director(s) of HR as Ex-Officio.
Unique Aspects of By-laws and Constitution	As representatives of the Staff Senate, it is expected that HSC Staff Senate officers, representatives, alternates, and appointees will, at all times, conduct themselves in a professional, cooperative and collegial manner.
Size of University	Students = 3,000 Faculty = 800 Staff = 2,400
Where Council Reports	President and Provost

University of Texas Health Science Center in Houston University Classified Staff Council (Non-Union)

Charge or Purpose	To advise the President and the Executive Council on matters of importance to classified employees of the university, including policies and procedures, strategic planning, recruitment, retention, promotion, and transfer of staff, budget and planning, university wide communications, staff awards, campus master planning, compensation policies, and staff status, rights, and responsibilities.
Number of Council Members	1 rep per 100 classified employees for each operating unit
Length of Terms (Years)	2
Elected or Appointed	Elected
Eligibility for Membership	Full-time classified employee; must have supervisor's approval to serve on council.
Officers	Chair, Chair Elect, Treasurer, Secretary
Committees	(Executive Council), Coordinating, Staff Development, Staff Recognition, Communications, Election, Scholarship
Meetings Open To All	Unknown
Required Meeting Attendance	3 consecutive, 4 total
Frequency of Meetings	Monthly
Communication Component	Council webpage, Council newsletter, brochures, banners, display boards, flyers, quarterly staff newsletter
Key Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • A member who terminates or transfers from the unit he/she represents must resign. • The departing Council officers and chairs of each committee will continue to serve as ex-officio members for one year to facilitate transition of old members.
Unique Aspects of By-laws and Constitution	<ul style="list-style-type: none"> • Members are responsible for communicating matters of importance to and from their units, and welcoming new classified employees within their units. • The Chair has the responsibility for determining the agenda for the Council meetings.
Size of University	Students = 3,587 Faculty = 1,262 Staff = 3,163
Where Council Reports	President and Executive Council