

## **STAFF ADVISORY COUNCIL**

### **MISSION:**

Northern Arizona University's Staff Advisory Council provides a forum for discussing the role of staff, and for understanding, sharing, and supporting staff interests throughout the university community. The Staff Advisory Council advocates for the needs of staff and serves as a conduit for communication and information exchange between university staff and executive leadership on existing and proposed policies, procedures, and programs that impact or are of interest to staff. We also provide and foster opportunities for community outreach and engagement.

### **VISION:**

1. A total of five (5) distinct statements were identified as a focus of the Staff Advisory Council:
  - 1.1. Provide input to executive leadership and recommend changes on a variety of programs, policies, procedures, and issues affecting staff.
  - 1.2. Foster effective and productive dialogue between university staff and leadership, and other stake holders.
  - 1.3. Inform executive leadership on survey results pertaining to the current state of staff community and culture.
  - 1.4. Promote the participation of staff in university-wide decision-making by nominating Staff Advisory Council membership on university committees and task forces.
  - 1.5. Provide benefits and services to staff and the community through special events and philanthropy.

### **BYLAWS:**

#### **1. Section I: MEMBERSHIP**

##### **1.1. Members and Terms**

###### **1.1.1. Applicants**

- 1.1.1.1. Applications can be submitted by any university staff employee. Applications can be found on our website, [\[enter web address\]](#), and are open year-round.
- 1.1.1.2. Applicants must be in good standing with the university (neither on administrative leave nor with disciplinary action pending).
- 1.1.1.3. Applicants must have performed at minimum standards or better as a benefit-eligible employee for a minimum of one consecutive year.
  - 1.1.1.3.1. Exceptions can be made to become a member of the council if you have been an employee for less than one year with supervisors' approval.
- 1.1.1.4. Current voting members of the Council will review applications and confirm appointment by majority vote.

**1.1.2. Members**

- 1.1.2.1. Expected to commit to a three-year term.
- 1.1.2.2. Be in good standing with the university (neither on administrative leave nor with disciplinary action pending).
- 1.1.3. The Council will submit a list of confirmed members to the Vice President of Human Resources and the Office of the President at the beginning of each academic year.
- 1.1.4. The Council will consist of no more than twenty-five (25) benefit-eligible staff employees with priority given to the underrepresented classification.
- 1.1.5. Council members should be representative of a variety of departments at Northern Arizona University. A concerted effort will be made to ensure diversity of representation on the Council.
- 1.1.6. Should a vacancy occur, the Council will confirm an appointment from the current list of eligible applicants.
- 1.1.7. As the Council evolves, the Executive Board will review the composition of the members annually to determine fair representation. The resulting analysis may task the Executive Board with requesting long-term members to step down to allow new members to join.

**1.2. Members Responsibilities**

- 1.2.1. Members shall attend all general meetings (in-person or remotely), vote, and may serve on one or more NAU committees/commissions annually.
- 1.2.2. Members who are unable to attend a meeting shall notify the Secretary in advance of the meeting to document their absence.
  - 1.2.2.1. Excessive absences of any type may subject a member to removal from the Council with final decision being made by the Executive Board.
- 1.2.3. Membership may be vacated by written resignation, addressed to the President of the Council.

**2. Section II: EXECUTIVE BOARD**

**2.1.** The Executive Board of the Council consists of the following elected Officers: President, Vice President, Secretary, Communications Liaison, Classified Staff Representative, and Service Professional Representative.

**2.2. Election of Officers**

- 2.2.1. Nominations for Officers shall be solicited prior to the May meeting or near the end of the academic year.
- 2.2.2. Elections will be held by private ballot.
- 2.2.3. Officers will assume their duties on July 1.

**2.3. Terms of Office**

- 2.3.1. Officers are elected to serve one-year terms and may not serve more than two consecutive terms in the same office.
- 2.3.2. An Officer who has served more than one-half of a term is considered to have served a full term.

**2.4. Responsibilities**

- 2.4.1. Shall meet monthly to set Council agendas and priorities.
- 2.4.2. Discuss pertinent matters and establish direction for Council activities.
- 2.4.3. Take necessary action between general meetings.
- 2.4.4. Review member nominations and attendance.
- 2.4.5. The Executive Board will request to meet with the President of Northern Arizona University at least once annually and with the Vice President of Human Resources, as needed.
- 2.4.6. The Executive Board will oversee all meetings and events.
- 2.4.7. The Executive Board shall review the Bylaws every two-years and present updates to the Council, as necessary.

**2.5. Officers Duties & Responsibilities****2.5.1. President**

- 2.5.1.1. Preside over all official meetings of the Council and Executive Board.
- 2.5.1.2. Communicate on behalf of the Council with administration of the university and other organizations, as needed.
- 2.5.1.3. Serve on, or make recommendations for appointments to, university committees and/or commissions.
- 2.5.1.4. Act as official representative and spokesperson for the Council.
- 2.5.1.5. Establish special committees, ad hoc committees, and task forces, as necessary.
- 2.5.1.6. Coordinate meetings with the President of the university.
- 2.5.1.7. Prepare meeting agendas in consultation with Executive Board.
  - 2.5.1.7.1. Invite guest speakers, prepare to speak about topics relevant and of concern to staff on and off campus.
- 2.5.1.8. Prepare and submit an Annual Report, including all Council committee annual reports, which will coincide with the fiscal year, to the University President, Vice President of Human Resources, the Vice President for Finance and Administration, and the Council membership.
- 2.5.1.9. Work with Secretary throughout the year to create and update the Annual Report.
- 2.5.1.10. Approve all correspondence and communications through the Council email listservs.
- 2.5.1.11. Ensure all members are meeting minimum standards and take corrective action when necessary.
- 2.5.1.12. Work with Vice President to orient new members, at least annually.
- 2.5.1.13. Serves as tiebreaking vote in the event of a tie.
- 2.5.1.14. Perform other duties as assigned by action of the Council.
- 2.5.1.15. Serve as Past President after term of office has ended.

**2.5.2. Vice President**

- 2.5.2.1. Assume the duties of the President in the event of an absence of the President.
- 2.5.2.2. Responsible for Council recruitment and staffing.
- 2.5.2.3. Serve or supply a proxy from Council for membership on other university committees as requested by the university administration.
- 2.5.2.4. Coordinate New Employee Orientation representation.
- 2.5.2.5. Work with President to orient new members, at least annually.
- 2.5.2.6. Act as Treasurer of the Council.

- 2.5.2.6.1. Manage funds through NAU Foundation and report out deposits, withdrawals, and balances, as needed.
- 2.5.2.6.2. Request checks for payment and/or reimbursement, as needed, and voted and approved by the Council.
- 2.5.2.7. Perform other duties as assigned by the President.
- 2.5.2.8. Become new Council President at the start of the following academic year.

### **2.5.3. Secretary**

- 2.5.3.1. Take notes of the meeting proceedings, prepare minutes, and distribute to members.
- 2.5.3.2. Maintain and act as custodian of the records and membership of the Council.
  - 2.5.3.2.1. Deposit the records of Council in the NAU archives on an annual basis.
- 2.5.3.3. Develop and update Annual Report template with consultation of the Executive Board.
- 2.5.3.4. Assist President in writing Annual Report; populate template monthly to add achievements and highlights as they occur.
- 2.5.3.5. Establish and communicate minimum expectations for committee/commission notes.
- 2.5.3.6. Review committee/commission meeting notes and ensure minutes are completed before sending to members.
- 2.5.3.7. Perform other duties as assigned by the President or Vice President.

### **2.5.4. Communications Liaison**

- 2.5.4.1. Lead and assist in the development of a communications strategy.
  - 2.5.4.1.1. Manage communications committee.
- 2.5.4.2. Analyze and reports to executive committee on the effectiveness of communication strategies.
- 2.5.4.3. Send out communications under direction of President/Vice President and Secretary, including meetings, notices, and events.
- 2.5.4.4. Manage and maintains the website and Microsoft Teams channel.
  - 2.5.4.4.1. NOTE: WordPress training preferred.
- 2.5.4.5. Create and sends out newsletters.
- 2.5.4.6. Manage marketing and advertising activities (includes social media, posters, flyers, etc.)
- 2.5.4.7. Coordinate effort for photography at events.
- 2.5.4.8. Perform other duties as assigned by the President or Vice President.

### **2.5.5. Classified Staff Representative**

- 2.5.5.1. Monitor and maintain Classified Staff listserv, responds to questions and comments, escalating concerns to the Council.
- 2.5.5.2. Represents the interests of Classified Staff.
- 2.5.5.3. Serve on survey committee.
- 2.5.5.4. Attend department/unit meetings with high numbers of Classified Staff employees to understand their needs and provide information/support, as necessary.
- 2.5.5.5. Perform other duties as assigned by the President or Vice President.

**2.5.6. Service Professional Representative**

- 2.5.6.1. Monitor and maintains Service Professionals listserv, responds to questions and comments, escalating concerns to the Council.
- 2.5.6.2. Represent the interests of Service Professionals.
- 2.5.6.3. Serve on survey committee.
- 2.5.6.4. Attend department/unit meetings with high numbers of Service Professional employees to understand their needs and provide information/support, as necessary.
- 2.5.6.5. Perform other duties as assigned by the President or Vice President.

**2.5.7. Past President**

- 2.5.7.1. Assist in preparing and mentoring new Executive Board members on current/past issues.
- 2.5.7.2. In the event of absence of both the President and the Vice President, the Past President will assume the duties of the President. If both President and Vice President vacate their offices, the Past President will serve as Interim President until elections are held and the Officers are replaced.
- 2.5.7.3. Advise the President and Executive Board as requested.
- 2.5.7.4. Advise on Robert's Rules of Order and act as parliamentarian.
- 2.5.7.5. Attend Council meetings and Executive Board meetings.
- 2.5.7.6. Perform other duties as assigned by the Council.
- 2.5.7.7. The Past President will not serve as a voting member.

**2.6. Vacancy or Removal from Office**

- 2.6.1. Should vacancies occur, nominations will be solicited prior to the next meeting. Election will be held at the next regular meeting of the Council.
- 2.6.2. Failure to meet the responsibilities of office may result in the President or Vice President requesting that the individual resign. If the request does not result in that Officer's resignation, the Executive Board may vote to end the individual's term of office. Removal from the Executive Board may or may not constitute removal from membership.

**3. Section III: COUNCIL PARTICIPATION & REPRESENTATION****3.1. Internal Committees**

- 3.1.1. Committees may be formed or disbanded at any time at the discretion of the Executive Board.
- 3.1.2. At least one (1) voting member of the Council must lead and chair any given committee but may have participation from staff that may or may not be members of the Council.
- 3.1.3. Historically formed committees
  - 3.1.3.1. Service Projects
    - 3.1.3.1.1. Adopt-A-Family
    - 3.1.3.1.2. Warm Clothing & Food Drive
    - 3.1.3.1.3. Book Scholarship
    - 3.1.3.1.4. Other service projects i.e., trail clean-up, etc.
  - 3.1.3.2. Publicity/Communications
    - 3.1.3.2.1. Marketing material i.e., posters, flyers
    - 3.1.3.2.2. Social Media
    - 3.1.3.2.3. Call campaigns

- 3.1.3.2.4. Email campaigns
- 3.1.3.3. Survey Team
  - 3.1.3.3.1. Meet with departments/units on campus and/or statewide to understand needs and concerns.
  - 3.1.3.3.2. Development of survey
  - 3.1.3.3.3. Analysis of results
  - 3.1.3.3.4. Distribution of reports
- 3.1.3.4. Annual Meeting & Awards
- 3.1.3.5. Professional Development
  - 3.1.3.5.1. Mentoring Program
  - 3.1.3.5.2. Assist with Employee Development Days

### **3.2. External Committees, Commissions, and Work Groups**

- 3.2.1. The Council will send representatives to university committees, commissions, and work groups as appropriate.
- 3.2.2. The Executive Board shall decide which committees, commissions, and work groups take priority representation from voting members while attendance at others may be non-voting members.
  - 3.2.2.1. Each individual assigned shall report back to the Council any pertinent information through use of the template provided by the Secretary and submitted in a timely manner.
- 3.2.3. Historically attended committees, commissions, and work groups
  - 3.2.3.1. President's Cabinet
  - 3.2.3.2. Faculty Senate
  - 3.2.3.3. Strategic Planning & Budget Council
  - 3.2.3.4. Academic Standards Committee
  - 3.2.3.5. Employee Development Day
  - 3.2.3.6. Benefits
  - 3.2.3.7. Environmental Caucus
  - 3.2.3.8. Diversity Commissions
  - 3.2.3.9. Parking and Shuttle Services Advisory Board

## **4. Section IV: MEETINGS**

### **4.1. General Meetings**

- 4.1.1. The Council shall meet at least six (6) times a year. Meetings and locations will be determined at the annual meeting. Change of venue or time will be determined by the Executive Board and conveyed to membership and all staff.
- 4.1.2. General meetings are open to all staff, all members of the university community and the general public in accordance with Arizona's open meeting laws.

### **4.2. Special Meetings**

- 4.2.1. Special meetings may be called as needed by the Executive Board or at the request of a majority of the Council.
- 4.2.2. Special meetings can be held in the executive session unless otherwise specified by the President.

4.2.3. No business other than the subject for which the special meeting was called shall be considered and discussed.

**5. Section V: QUORAM/VOTING**

**5.1. Quorum**

5.1.1. A minimum of one-half the current membership plus one shall be the quorum required to conduct business at all meetings of the Council.

**5.2. Voting**

5.2.1. Only appointed members shall vote.

5.2.2. Each voting member shall have one vote.

5.2.3. Proxy votes must be in writing and given to a member of the Executive Board prior to the next meeting.

**5.3. Elections**

5.3.1. Elections of Officers shall be held by private ballot.

**6. Section VI: AMENDMENTS TO THE BYLAWS**

**6.1.** Proposals to repeal and/or amend any section of the Bylaws or to add a new section must be provided in writing to all members of the Council one (1) month in advance of the meeting at which they are voted upon.

**6.2.** Any such proposal adopted by the Council shall not take effect until it has been accepted by a two-thirds vote.

**7. Section VII: RULES OF ORDER**

**7.1.** In all instances not covered by these Bylaws, the most recent edition of Robert's Rules of Order shall govern the Council.