IOWA

Staff Council

Bylaws

The University of Iowa

Iowa City, Iowa

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Article I

Name

The name of this organization shall be the University Staff Council of The University of Iowa. Herein referred to as “the Council” or “Council” or “UISC.”

Article II

Mission and Goals

Mission:

The Council supports the University mission. In pursuing that mission, the Council seeks to advance such endeavors through visibly active staff participation/involvement both campus-wide and community-wide in a spirit of unity and open communication with other shared governance organizations on campus.

The goals of the Council are to:

1. Advocate on behalf of represented staff
2. Advise the University Administration on policies
3. Inform the University community of the activities of the Council
4. Promote University relations within the community of Iowa City and the State of Iowa
5. Collaborate with shared governance organizations on campus, notably the Faculty Senate, Student Government and organizational shared governance groups
6. Promote staff learning through professional development and awards
7. Promote communication and shared governance among staff, central administration, Faculty Senate and Student Government

Article III

Organization

SECTION 1. The Council represents regular employees of the University, who are classified as Professional & Scientific or Merit staff and who are not represented by an exclusive bargaining agent. Membership of the Council is based upon representation from job functions and organizational units. The Council will be comprised of 60 members*: 40 representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories, and 20 representing Organizational Unit/combined Organizational Unit Categories, herein referred to as Organizational Unit Categories.

SECTION 2. Council representation will be re-evaluated every three (3) election cycles beginning in the 2018-19 Council year.

SECTION 3. Approximately one third of Council seats shall be elected each operational year. Organizational representation is on a fixed schedule of election, job function representation is on a static revolving three-year cycle of election. Vacancies and multiple-year officer positions do not affect election cycles. Refer to Articles XI, XV, and Table 1.

SECTION 4. All staff represented by the Council who are employed in university organization numbers 03, 65, 66, 67, 70, 80, 85, 87, 89, 93 are represented by one Organizational Unit Category. If UI Health Care adds a new university organization number, the Organizational Unit Category representation will be determined at that time.

Article IV

Official Publication

Council information will be available on the Council web site and provided to the Office of Strategic Communication for publication.

Article V

Operational Year

The operational year of the Council shall be from June 1 to the following May 31.

Article VI

Council Nominees

SECTION 1. Those eligible for nomination shall be regular employees of the University, either full time or part time, who are classified as Professional & Scientific or Merit staff and who are not represented by an exclusive bargaining agent.

SECTION 2. All eligible staff members may run for election or appointment to officially recognized shared governance bodies. Council nominees should discuss their intent to be on Council with supervisor(s) to ensure that time away from work can be allowed. Supervisors are encouraged to provide reasonable flexibility so that elected staff members may participate in Council business during regular work hours. Four hours per month typically should be expected to conduct Council activities, such as monthly meetings and committee assignments. Refer to Article IX for councilor duties. Elected Council members must provide their supervisors

with as much advance notice as possible of Council meetings and activities that occur during their regular work hours.

Article VII

Nominations to the Council Membership

SECTION 1. A standing committee shall be appointed according to Article XVI, which will oversee nominations to the Council. This Committee shall be known as the Elections Committee.

SECTION 2. The call for nominations shall be as follows:

1. Three months before the next operational year begins, the Council shall advertise upcoming nominations for Job Function councilors. Nominations for vacancies in a Job Function Category shall be sent to the Elections Committee of the Council no later than two months before the operational year begins.
2. Nominations for vacancies in an Organizational Unit Category shall be determined by its organizational unit Category shared governance process no later than one month before the next operational year begins.

SECTION 3. 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. The names of all eligible Job Function nominees shall be placed on the ballot. Ballots shall be prepared and approved by the Elections Committee. Nominations may not close before the first day of the second month before the next operational year begins. Ballots will be electronically distributed to all employees in the Job Function Category no later than the fifth working day of the second month before the next operational year begins. The deadline for election of councilors will be two weeks after the distribution date.
2. The names of all eligible Organizational Unit nominees and voting procedures shall be determined by the Organizational Unit Categories shared governance processes. Councilors must be elected, not appointed to represent the Organizational Unit Category. The Vice President/President Elect will serve as an advisor to each Organizational Unit. See Article XI.2.6.

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

1. Following the Job Function Categories 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 formalized by notification to the Council Secretary for permanent Council file no later than two weeks before the operational year begins.
2. Following the Organizational Unit Category elections, results will be approved by their respective Organizational Unit Category Shared Governance Committee and communicated to the Elections Committee. The Elections Committee will give Organizational Unit representative results to the Council Secretary for permanent Council file no later than two weeks before the operational year begins.
3. A Councilor may not represent both Job Function and Organizational Unit. In the event the same person is elected to represent a Job Function Category and an Organizational Unit Category, the Elections Committee will determine placement and the representative vacancy shall be filled in accordance with Article XV.

SECTION 3. Any candidate listed on the official ballots for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the chair of the Council Elections Committee or the chair of the Organizational Unit Category Shared Governance Committee, whichever applies. 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 that a councilor changes positions within the University to another represented Category, the councilor may continue to serve on the Council until the end of the operational year, with the approval of the Organizational Unit Category Shared Governance Committee or the Elections Committee. In the event of a vacancy, refer to Article XV.

SECTION 6. In the event that a member of the Council changes positions within the University to a Category not represented by the Council or terminates employment, the member's term ends immediately. In the event of a vacancy, refer to Article XV.

Article IX

Membership

SECTION 1: Term of membership:

1. Councilors shall serve no more than two consecutive elected three-year terms.
2. Councilor terms shall be three years unless a vacated term is being completed, or if the Budget Officer, Vice President/President Elect or President is in the last year of their Council term, in which case this councilor's term is extended in order to fulfill the duties of Budget Officer, President and/or Past President.

3. Reelection can be sought after a one-year leave.

SECTION 2. Duties of membership:

1. Regularly attend meetings and participate in discussions.
2. Solicit information/opinions from constituents and share with Council.
3. Disseminate Council information to constituents.
4. Accept at least one Council committee assignment.

Article X

Officers

SECTION 1. The officers of the Council shall be a President, Vice President/President Elect, Past President, Secretary, and Budget Officer.

SECTION 2. Nominations for the officers of Council shall be open beginning at the meeting two months prior to the start of the operational year continuing through seven calendar days prior to the meeting one month prior to the start of the operational year. An individual may be nominated for multiple officer positions; in the event of election, their name will be struck from successive ballots. A nominee may also withdraw their name at any time prior to a given election.

Officers shall be elected by the Council at the meeting one month prior to the start of the operational year.

SECTION 2a. In the event of a tied vote during the election of an officer, the Council shall conduct a second vote amongst the tied individuals. If a tie continues in the second vote, the position shall be filled at random from the pool of tied individuals. The method of random selection shall be at the discretion of the Elections Committee.

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 Executive Committee.
2. Appoint Council members to all ad hoc, external, or standing committees. These appointments are subject to the acceptance of the members so appointed.
3. Appoint committee chairs.

4. Submit appointments or recommendations for representation on University committees in consultation, as necessary, with the Committee on Committees.
5. Prepare an agenda for each meeting over which the President presides.
6. Appoint a President pro tem in the event of the absence of the President and Vice President/President Elect.
7. Submit Council recommendations to appropriate University officials when asked for shared governance input on policy revisions or other university business.
8. Serve as past-president the following year.
9. Perform such duties as may arise pertaining to the office of President.
10. Term: 1 year

SECTION 2. The Vice President/President Elect shall:

1. Perform the duties of the President in the absence of the officer.
2. Perform such duties as the President shall designate.
3. Assume the office of President the following year or as outlined in Article XV, Section 3.
4. Serve on the UI Shared Governance Council.
5. Serve as Elections Committee chair.
6. Serve as an advisor to each Organizational Unit regarding the selection of a Council representative through a shared governance process.
7. 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. Term: 1 year

SECTION 4. The Past President shall:

1. Serve on the Executive Committee to mentor and advise the members.
2. Serve on the Mary Jo Small Awards Committee.
3. Participate and attend UI leadership meetings, as assigned by the President.
4. Participate on the Awards Selection Committee for the Staff Council sponsored awards.
5. Term: 1 Year

SECTION 5: The Budget Officer shall:

1. Prepare an annual office budget for approval by the Executive Committee.
2. Prepare an annual overview of Staff Council budgetary information.
3. Reconcile and record budgetary transactions on a monthly and annual basis.
4. Present any budgetary requests to the Executive Committee for approval.
5. Term: 2 years

Article XII

Executive Committee

SECTION 1. Voting members shall include the President, Vice President/President Elect, Past President, Secretary, Budget Officer and four other members elected at the last meeting of the operational year.

SECTION 2. The Executive Committee is charged to formulate goals and direction for Council activities and advises and assists the officers of the Council in carrying out the responsibilities of their office.

SECTION 3. The Executive Committee reviews all proposed amendments to Staff Council Bylaws. The review shall be conducted according to the Policies & Procedures Manual. Approved proposed amendments to the bylaws then proceed according to Article XIX.

SECTION 4. Nominations for at-large Executive Committee positions shall be open beginning at the meeting two months prior to the start of the operational year continuing through seven calendar days prior to the meeting one month prior to the start of the operational year. An individual may be nominated for multiple officer positions in addition to an at- large Executive Committee position. In the event of election to an officer position, their name will be struck from the at- large Executive Committee ballot. A nominee may also withdraw their name at any time prior to the at-large Executive Committee Election. The at-large Executive Committee members shall be elected by the Council at the meeting one month prior to the start of the operational year.

SECTION 4a. In the event of a tied vote during the election of an at-large Executive Committee position, the Council shall conduct a second vote amongst the tied individuals. In the event that a tie continues in the second vote, the position shall be filled at random from the pool of tied individuals. The method of random selection shall be at the discretion of the Elections Committee.

SECTION 5. The term of office for elected, at-large, Executive Committee members shall be one year. At-large members elected to the Executive Committee for two consecutive years, must remain off the Executive Committee for one year. This does not apply to Officers of the Council.

SECTION 6. Minutes from all Executive Committee meetings will be distributed to the Councilors.

SECTION 7. Executive Committee meetings are called and chaired by the Council President not less frequently than every two months.

SECTION 8. Vacancies on the Executive Committee shall be filled as stated in Article XV Vacancies.

Article XIII

Meetings

SECTION 1. Meetings shall be held monthly. Regularly scheduled Council meetings may be cancelled or rescheduled at the discretion of the Staff Council President.

SECTION 2. The meetings of the Council shall be open to the public. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council, and the President of the University or a designee, the senior executive from Finance and Operations and the senior executives from Human Resources, and other persons approved by a majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.

SECTION 3. Special meetings may be called by the President.

SECTION 4. The Council office should be notified of all absences from meetings.

SECTION 5. Council members missing more than three of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the Council. Council members missing five or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the Executive Committee. The Administrative Services Coordinator shall notify the President of a Council member missing three meetings and shall notify the Executive Committee of a Council member missing five meetings.

SECTION 6. Minutes taken at Staff Council meetings will be sent to the members of the Council in draft form no later than 8 business days post-meeting.

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 of the 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 Job Function Category representative or Executive Committee member vacancy during the year, the Elections Committee will use the current term's election results from which to select the next member by order of votes received. If nominees are not available from the immediately preceding ballot, the Elections Committee will solicit nominations from the floor at the first available Council meeting and forward two names to the Executive Committee. The Executive Committee will then be responsible for completing the to complete final selection of a new member to serve the remainder of the vacant term. If a vacancy occurs within four months of the beginning of the next operational year, the Elections Committee will fill the vacancy using the upcoming election results and begin with the new operational year term.

SECTION 2. In the event of an Organizational Unit Category representative vacancy during the year, the Organizational Unit Category's shared governance process will determine selection of the new representative and will communicate according to Article VIII.

SECTION 3. If the office of President becomes vacant within the first six months of the operational year, a President shall be appointed by the Executive Committee 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 as well as the following year.

SECTION 4. If the office of Vice President/President Elect becomes vacant, a replacement shall be elected by the Councilors. If the vacancy was caused by the previous occupant becoming President in the last six months of the operational year, the replacement Vice President shall not assume the office of President the following year.

SECTION 5. If the Office of Secretary or Budget Officer becomes vacant, the President shall appoint a Secretary or Budget Officer from Council membership for the remainder of the term.

SECTION 6. If the office of the Past-President becomes vacant, the President may appoint a Past-President from current or previous Councilors to serve for the remainder of the term. The appointed Past-President shall have completed at least one full term as President prior to the appointment.

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 Executive Committee shall appoint Council and non-Council staff members to the standing committees. The Staff Council President shall designate a chairperson for each standing committee. A committee chair may recommend non-Council, ex-officio or advisory

members be appointed to their committee; the Executive Committee has authority to do so. At the discretion of the committee 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 with the Staff Council President or designated person.
6. Provide an electronic copy of all above materials to the Staff Council Office Manager at the end of the Staff Council year.

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

Awards Committee

Purpose: *To recognize and reward staff for exemplary service to the University and/or to the community.*

Scope of Concern:

1. Administer and manage awards that recognize staff contributions, including:
    a. David J. Skorton Staff Excellence Award for Public Service
    b. UI Outstanding Staff Award
    c. Board of Regents Staff Excellence Award.
    d. Richard E. Gibson Award for Merit Staff
    e. Staff Award for Welcoming and Respectful Environment
2. Call for nominations for the awards in the fall of each year.
    a. Nominations to open the second Monday of November each year.
    b. Nominations to close the second Friday of January each year.
3. Review submissions in terms of requirements.
4. Convene a Selections Committee to evaluate and determine the awards for nominated staff, to include Council Past President and Council Awards Committee chair(s)
5. Submit winner information to the Office of the President for recognition at Institutional Awards Ceremony.
6. Notify nominators, recipients and other nominees.
7. Notify Council, Office of the President, University organizations, Office of Strategic Communication, and other appropriate media.
8. Report activities to the Council.

Bylaws Committee

Purpose: *To review and make recommendations regarding bylaws and associated policies and procedures.*

Scope of Concern:

1. Serve as a resource for the Executive Committee and Staff Council committees and constituent groups regarding potential changes to the Bylaws.
2. Review proposed bylaws amendments to determine whether they are consistent with current bylaws:
    a. If after Executive Committee review and approval, the Bylaws Committee finds the proposed amendment consistent with current bylaws, the Bylaws Committee will bring the proposal to the Staff Council at the next regular meeting.
    b. If the proposed amendment is inconsistent with current bylaws, the Bylaws Committee will recommend language that makes the proposal consistent with current bylaws and will transmit that proposal back to the Executive Committee for review.
3. After the last meeting of the Staff Council operational year, compile and transmit all updates to the Bylaws to the Executive Committee, who will forward them to the editor of the UI Operations Manual for publication.
4. Review Staff Council policies and procedures to ensure they are consistent with the Staff Council Bylaws and advise the Executive Committee.
5. Act as parliamentary advisory in order to maintain productive Council meetings.
6. Assist shared governance or other university groups with creating or amending their bylaws as requested.

Membership:

1. Members: No restriction on the number of members.
2. Open to: Current Council members. If available a non-Council member may be included to act as an expert or advisor on bylaws.
3. Term: 1 year

Committee on Committees

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 I-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 Staff Council.*

Scope of Concern:

1. Work closely with the Executive Committee and other council committees to communicate with all council audiences.
2. Maintain a digital presence for Staff Council.
3. Maintain resources related to councilor communications.
4. Explore and support communication tools.

Membership:

1. Membership is open to all councilors. The size of the committee is at the discretion of the Executive Committee.
2. The chair must be a member of the Council.
3. Membership must include at least one member of the Executive Committee.
4. Individuals not on Staff Council may be appointed to the committee by the committee chair, requiring approval by the council president. Non-council members should have relevant committee expertise.
5. Term of membership is 1 year.

Community Outreach Committee

Purpose: *To foster a relationship with campus and the surrounding community by promoting volunteerism among Staff Councilors.*

Scope of Concern:

1. Collaborate with Staff Council members to identify volunteer opportunities across campus and in the surrounding community.
2. Organize volunteer opportunities for Staff Council participation.
3. Encourage Staff Council members to document and submit their University and Council-related volunteer efforts to the Community Outreach Committee and provide a procedure to do so.

Education Committee

Purpose: *To inform staff of the existence and function of the council. To educate and provide resources to incoming and current staff council members regarding the responsibilities, operations, and functions of Staff Council.*

Scope of Concern:

1. Organize and present Council information to new staff council members through the mentorship and orientation programs.
2. Provide education to the University Community about the function of Staff Council.

Membership:

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

Elections Committee

Purpose: *To solicit candidates for vacant seats on the Council, Council office of President, Vice President/President Elect, Secretary, and Budget Officer, and Executive Committee. To carry out elections in accordance with the Council bylaws.*

Scope of Concern: Refer to Article III, VI, VII, VIII, X, XII, XIV and XV.

Membership:

1. Members: 3-5 Council members.
2. Open to: Current Council members not seeking reelection governed by the Elections Committee.
3. Term: 1 year.

Health Care Committee

Purpose: *To facilitate discussion regarding the issues facing UI Health Care staff, and to develop recommendations for a proactive and collaborative approach to problem solving and issue resolution where indicated and with the best interests of UI Health Care staff in mind.*

Scope of Concern:

1. Organize and present relevant information to staff council on UI Health Care specific topics.
2. Provide feedback to UI Health Care leadership quarterly or more frequently as needed.
3. Attend UI Health Care forums and meetings as appropriate.

Membership:

1. All function and organization representatives currently in positions that fall within UI Health Care organizations will automatically be members of the committee.

Human Resources Committee

Purpose: *To review University of Iowa policies and procedures central to human resource needs and concerns of Professional and Scientific and Merit Supervisory Exempt/Confidential staff in order that it may advise Central Administration in these matters.*

Scope of Concern: The Committee will be responsible for annually reviewing, maintaining and updating the Workplace Support Matrix for presentation to the Council at or before the March meeting and inclusion in the orientation binder for new councilors. The Committee may consider and make recommendations to any human resource policy or practice.

Membership:

1. Central Human Resources will provide an administrative liaison to assist and be direct resource for the committee.
2. Term: Committee membership is a two-year assignment with a maximum of three back-to-back terms.

Merit Supervisory Exempt/Confidential Committee

Purpose: *To develop, review, facilitate discussion and make recommendations concerning issues of Merit Supervisory Exempt/Confidential (MSE/C) Staff.*

Scope of Concern: The issues that may be addressed include but are not limited to the following as they apply to MSE/C personnel:

1. Review policies and practices relative to MSE/C colleagues.
2. Foster inclusion of MSE/C Staff on all recommendations from Council.
3. Meet with MSE/C constituents at least twice per year.
4. Communicate MSE/C information to constituents as appropriate via listserv.
5. Meet with UI administrators and other representatives as appropriate to represent MSE/C staff on issues.
6. Represent The University of Iowa MSE/C membership on the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) which represents non-bargaining Merit Staff of The University of Iowa, Iowa State University, University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School.

Membership:

1. Members: Committee consists of all MSE/C staff on Council and at least one non-MSE/C Council member.

2. Open to: Current Council members.
3. Term: Length of Council term for MSE/C members and 1 year for non-MSE/C Council members.

University Relations Committee

Purpose:

1. *Endeavor to establish and maintain working relationships between University shared governance bodies.*
2. *Foster good relationships among local, state, and national officials and the University, in collaboration with the Executive Committee and in conjunction with Faculty Senate's Governmental Relations Committee.*
3. *Research and share findings on new methods and improvements to shared governance models.*

Scope of Concern:

1. Attendance at Org. shared governance meetings.
2. Identify shared governance group contacts.
3. Keep shared governance portal up to date (http://www.uiowa.edu/sharedgovernance/**).**
4. Investigate and compare shared governance models of peer institutions to our own.

Membership:

1. Members: No restrictions; however at least one member of the Executive Committee should be a member of the committee.
2. Open to: All Councilors.
3. Term: 1 year.

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

Policies and Procedures Manual

There shall be a Policies and Procedures Manual. Inclusion/revision/deletion of policies and procedures will be brought to the Bylaws Committee which will be submitted to Executive Committee for recommendation.

Article XIX

Amendments

SECTION 1. A proposed amendment shall be sent to the Executive Committee, via the Vice President/President Elect, for consideration by the entire committee at its next regular meeting.

SECTION 2. The Executive Committee may approve, modify, send back for revision, or reject the proposed amendment by a two-thirds vote. If sending the proposal back for revision or rejecting it, the rationale for the decision shall be provided, and the proposing group shall have an opportunity to submit an updated amendment to the Executive Committee.

SECTION 3. If a proposed amendment is approved, the Vice President/President Elect shall transmit the proposed amendment to the Bylaws Committee to follow its procedures regarding amending the Bylaws.

SECTION 4. 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.

Table 1. Breakdown of Staff Council Representation

[2025-2026]

Representation by Job Function *Staff Council Elections*		
Name of Functions	Number of Employees in Function(s)*	Number of Staff Councilors
Academic Support Services (PC); Libraries (PL)	829	3
Administration (PA); Audit, Compliance, Legal & Risk (PN)	1414	6
Arts, Cultural & Entertainment (PE); Athletics (PS); Student Services (PQ); Hospitality (PY)	324	1
Behavioral Health (PJ); Health Care (PV)	2848	13
Business and Finance (PB)	607	2
Engineering & Architecture(PW); Facilities Operations (PF)	317	1
Human Resources (PG)	275	1
Information Technology (PI)	1038	4
Marketing, Communication & Outreach (PM)	280	1
Merit Supervisory Exempt/Confidential (MSEC)	204	1
Research (PR); Scientific Services (PQ)	1514	7
TOTALS	9650	40

Representation by Organization		
Name of Organizations	Number of Employees in Organization*	Number of Staff Councilors
Athletics (08)	205	1
College of Business (12)	144	1
College of Dentistry (13)	156	1
College of Education (14)	126	1
College of Engineering (15)	168	1
College of Law (16)	63	1
College of Liberal Arts and Sciences (CLAS) (11)	390	1
College of Medicine; Institute for Clinical and Translational Sciences (ICTS) (17, 21)	1932	1
College of Nursing (18)	61	1
College of Pharmacy (19)	106	1
College of Public Health (20)	221	1
Finance and Operations (05)	449	1
Graduate College (29)	48	1

VP for Medical Affairs; Iowa River Landing; University Hospitals and Clinics; Psychiatric Hospital; Centers for Disabilities and Development; Child Health Specialty Clinics; Special Child Health Services; UI Health Care Affiliates (03, 65, 66, 67, 70, 80, 85, 87, 89, 93)	3521	1
State Hygienic Lab (90)	164	1
Information Technology Services (ITS) (43)	347	1
President; Provost; General Counsel; Human Resources; Strategic Communications; University College; Continuing Education (01, 02, 06, 07, 09, 35, 39)	565	1
Research; Oakdale Campus (04, 40)	207	1
Division of Student Life; Student Health (49, 92)	263	1
University Libraries (33)	127	1
TOTALS	9456	20

Employee to Staff Council Member Ratio: 215

*as of July 2,2025

Appendix

Changes (current through January 14, 2026)

January 2026

- Updated Articles XI and XIII to reflect current roles and titles

December 2025

- Amend Article III to adjust councilor representation
    - Remove Org 66 org representative because both Org 66 and 67 should be included in the HealthCare Group for Org representation.
    - Add 1 Behavioral Health Function representative based on constituent data as of July 2, 2025.
    - Add Section 4 to clarify representation for UI Health Care.

May 2025

- Amend Article XVI to edit Health Care Committee Purpose, Scope and Membership sections.

April 2025

- Amend Article XVI to remove the Acceptance, Opportunity and Diversity (AOD) Committee.

March 2025

- Amend Article XVI to modify Awards Committee scope of concern, award names and remove membership limit
- Amend Article XVI to modify Human Resources Committee scope of concern and membership.

December 2024

- Amend Article XVI to modify AOD Committee name, purpose and scope of concern.

September 2024

- Amend Article XVI to modify award name to Welcoming and Respectful Workplace Staff Award

July 2024

- Amend Article III, Section 1, to increase councilor representation 3 (1 org & 2 function) members for the addition of UIHC Downtown Campus representation
- Amend Article XVI to modify Awards Committee Scope of Concern

February 2024

- Amend Article XVI to modify Education Committee Scope of Concern

October 2023

- Amend Article III, Section 1, to increase councilor representation by 2 members to reflect the growth in Behavioral Health; Health Care staff members

May 2022

- Amend Article XVI, Section 2, to modify Education Committee Purpose and Scope of Concern

May 2021

- Amend Article VI, Section 2 to strengthen time-release language for all eligible staff members to participate in Council business during regular workhours

March 2021

- Amend Article XVI, Section 2, Bylaws Committee Scope of Concern, Item 3 (correct an error in who is responsible for publishing Staff Council Bylaws in the UI Operations Manual)

January 2021

- Amend Article XIII, inserting new Section 6 to set meeting minutes distribution timeline

November 2020

- Amend Article XVI, Section 2 to modify Community Outreach Committee Purpose and Scope of Concern

May 2020

- Amend Article XV, Section 4 to clarify how a Vice President/President-Elect may be replaced if the position becomes vacant for any reason

January 2020

- Amend Article XVI to modify Bylaws Committee Scope of Concern (align with prior Article XII and XIX amendments)
- Amend Article XVI to address non-council committee members and to clarify the authority to appoint members
- Amend Article XI and XVI to remove remaining references to the Goals Committee

October 2019

- Amend Article XIX to further clarify the procedure for amending the Staff Council Bylaws

September 2019

- Amend Article XII, inserting new Section 3 (and renumbering remaining sections) clarifying Executive Committee role in reviewing proposed amendments to Staff Council Bylaws

July 2019

- Amend Article XVI, Section 2, Renamed Diversity, Equity, and Inclusion Committee, and updated scope of concern

March 2019

- Amend Article I to add “UISC” to the ways we may refer to Staff Council
- Amend Article III, Section 1 and Article VI, Section 1 to add “who” in the clause for grammatical clarity
- Amend Article III, Section 3 to add the word “Articles” to the reference in the clause
- Correct the grammar in Article X, Section 2 by replacing a comma with a semicolon
- Correct the mistake in Article XI, Section 3, Subsection 3 by referring to the proper Article
- Amend Article XVI Communications Committee by updating its Purpose, Scope of Concern, and Membership

April 2018

- Amend Article XVI, Section 2, Added Health Care Committee
- Article XVI, Section 2, Diversity Committee Scope of Concern 1 (revised)

January 2018

- Article XII, Section 3a removed extra “an”
- Article XI, Sections 1 added Serve on Mary Jo Small Committee
- Article XI, Sections 3 added Serve on Mary Jo Small Committee

January 2017

- Article XVI, Diversity Committee, Scope of Concern (revised)

December 2016

- Article XIII, Meetings, Section 2 (revised)

November 2016:

- Article XVI: Staff Council Committees, Awards Committee, Scope of Concern, 7 (added)
- Article XVI: Staff Council Committees, Committee on Committees, Purpose (revised)
- Article XVI: Staff Council Committees, University Relations Committee, Scope of Concern, 3 (added)

December 2015

- Article III, Section 3 (added)
- Article X, Section 2 (revised) and 2a (added)
    - Section 2 regarding nominations for officers of the Council was significantly revised
    - Section 2a addresses how to resolve tie votes for officer positions
- Article XII, Section 3 (revised)
    - Section 3 regarding nominations for at-large Executive Committee positions
    - Section 3a addresses how to resolve tie votes for at-large positions
- Article XVI, Section 2, Elections Committee, Membership, Section 2 (revised)
    - Section 2 regarding current Council members not seeking reelection

April 9th, 2014

- Article XIII, Section 1 (Change)
    - Old language: Meetings shall be held monthly except August.
    - New language: Meetings shall be held monthly. Regularly scheduled Council meetings may be cancelled or rescheduled at the discretion of the Staff Council President.
- Article XVI, Section 2, Human Resources Committee Scope of Concern (Addition)
    - New language: The Committee will be responsible for annually reviewing, maintaining and updating the Workplace Support Matrix for presentation to the Council at or before the March meeting and inclusion in the orientation binder for new councilors.

February 2011

- Article X, Executive Committee, Elections process revised

March 2009

- Full revision

December 2007

- Articles VII , IX, X, XI, XIII , XV, and XVII revised

April 2007

- Articles VIII, IX, XII , and XVI revised

March 2006

- Articles IV and XIV revised

December 2004 / January 2005

- Articles lll, VI , VII, VIII , IX, X, XIII, XIV, and XVII revised

March 2002

- Article IX, Duties of Officers, Secretary duties revised

January 2002

- Article IX, Duties of Officers, Past President duties revised

December 2001

- Article VIII, Section 3, revised to simplify beginning of term of office
- "Election Committee" replaced with "Elections Committee" throughout Bylaws

November 2001

- Article V, revised to clarify "operational" year
- Move Bylaws Revisions to end of Bylaws document

December 2000

- Article XIV, University Relations Committee, description revised
- Article XV, Peer Support Program, created from Article X, Section 7
- Articles XV and XVI, renumbered to Articles XVI and XVII respectively
- Article XIV, revised to include a Web Page Advisory Committee
- Article XIV, Committees alphabetized

October 2000

- Article I, Name, deleted "hereafter referred to as Council,"
- Article VII, Elections, Section 1 revised
- Article XIV, Governmental Relations Committee added
- Article lll, Organization, Section 1, revised
- Articles VI-XVI, corrections made

January 21, 1999

- Article XIV revised

November 15, 1999

- Article X, Section 7, added to Ul Staff Council Bylaws

November 11, 1998

- Article XIV revised

December 1998

- Article lll, Section 1 revised

September 1998

- Article lll Section 2, Article VI Section 1, Article VII Section 10 and Article VIII Section 3 revised

May 1998

- Article V revised
- Article VI Section 1 revised
- Article VII Sections 1, 10 revised
- Article VIII Sections 3 revised
- Article IX Sections 1, 2, and 3 revised
- Article X Sections 1 revised 7 deleted
- Article XIV revised

Sept. 12, 199~

- Article VII Section 3 revised