University Staff Council

Policies and Procedures Manual – October 2022

Pursuant to Article XVIII, this manual collects policies and procedures not codified in the Staff Council Bylaws. The Executive Committee is responsible for the content in this Manual.

Under Article XVII – Parliamentary Authority, Robert's Rules of Order Newly Revised "shall govern all procedures in the Council except where it conflicts with any special rules of order adopted in these bylaws." Robert's Rules give wide latitude to organizations as to local procedure.

This manual is intended to provide guidance to UI Staff Council, the Officers and the Executive Committee, and Staff Council Committees regarding the operations of the Staff Council that fall outside of the Bylaws.

Meetings of the Staff Council and its Committees

Meeting minutes

- Under Article XIII, 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."
- Minutes of regular meetings of the Staff Council will be brought to the whole Council for approval at the next Staff Council meeting.
- Minutes of Executive Committee meetings are distributed for information purposes only; no vote is required.
- Minutes from Staff Council Committee meetings may be distributed for information purposes only; no vote is required.

Staff Council Bylaws

Procedure for the Executive Committee to consider proposed Bylaws Amendments:

- Bylaws amendment proposals are sent to each SCEC member prior to the SCEC meeting.
- SCEC members consider proposals in light of their benefits to all of Staff Council and to UI staff.
- SCEC will create a summary of the rationale for its recommendation regarding each proposal.
- The Vice President/President-Elect will send the SCEC recommendation and rationale to the appropriate person/entity for next steps.

Bylaws Style Guide: The Staff Council shall follow the Bylaws Style Guide as adopted and amended.

Financial Support for Staff Activities

Each year, University of Iowa Staff Council (UISC) receives money from the contract between the UI and Coca-Cola.* These funds – informally known as "Coke Funds" – are allocated for various programs, awards, events, and professional development opportunities, all benefiting University of Iowa staff. Applications are accepted/considered from August 1-May 31 of each UISC year.

Applications are provided through UI Workflow so that all Executive Committee members can review the proposals. Applications are discussed during Executive Committee meetings. An application must be for an event that occurs in a timeframe beyond the time when the Executive Committee can consider the application. Applications are considered as soon as possible after being submitted.

Applications that do not fit within or were not funded by existing UISC- or UI-funded programs are considered by the Executive Committee, using the following substantive criteria:

- Does the request benefit an individual or a group? Awards are most often given to support groups, but exceptions may be made for individuals in unusual circumstances.
- Does the request identify specific items for the funding? Examples include treats for an office unit or swag for recognition or supplies for awards or rental of university space for a ceremony, among others.

The Executive Committee conducts a vote to determine whether to fund the request; the vote is recorded in the SCEC minutes.

* The Coke Funds are typically received from UI Finance & Accounting Office in late fall of each year.

Councilor Concerns

Staff Council members who have a concern, or complaint regarding the policies, procedures, or practices of the Staff Council should contact the Staff Council Executive Committee by sending an email to the Staff Council email address. (staff-council@uiowa.edu). If the issue is not addressed to the councilor's satisfaction, they should take the issue to the UI Ombudsperson.

Committee Assignments

Each SC year, after the roster of Councilors is set (usually sometime in June, the Executive Committee is tasked with making committee assignments for the year. Each councilor is required to serve on at least one committee, and in the case of Healthcare and Merit Supervisory Exempt/Confidential staff, at least two committees. The UISC Administrative Services Coordinator collects committee preferences via a survey and collates the data into two lists:

- Committees – councilors names and their preference (1, 2, or 3)
- Councilors – committee names in order of preference

A subgroup of the Executive Committee meets to review the collated data and to confirm Committee membership. In most years, the group must adjust committee membership in order to meet the needs of each committee. Every effort is made to place councilors in their first-choice committee, but when that is not possible, the assigning group considers factors such as a councilor's expertise or job function, previous service on the desired committee, the mix of councilors in terms of areas of campus represented, and intangible factors.

After the initial placements are made, councilors are notified. If a councilor is unsatisfied with their placement, they may appeal to the President; the President has discretion to make or deny a request of reassignment.

Committee Chair (Co-Chair) Selection Process

Each SC year, after the Committee Assignments have been made. The following best practices are recommended for selecting Staff Council Committee chair people:

When determining Committee leadership positions, the Committee is to consider previous Committee participation to ensure continuity of process from year to year. However, consideration should be given to new councilors that desire a Committee leadership role who may have strong interest, skills and experience related to the committee and to support engagement and inclusiveness of the Committee chair/co-chair selection process; AND

To determine leadership the Committee should consider the size and needs of the committee, as well as the number who desire leadership, to use methods appropriate for a fair recommendation. Methods of selection could be anonymous or by consensus, as chosen by the committee. If there is a tie in the recommendation process, the committee will send the names to the President of the Staff Council to make a final decision.

Councilor Term of Service when filling a vacancy*

When a replacement councilor joins Staff Council to fulfill a vacancy, they will complete the term of the councilor who has vacated. In addition, a determination must be made as to whether their term is a term 0 or a term 1. Term 0 indicates that the person is eligible to serve **two** additional 3-year terms once their initial term (term 0) is complete. Term 1 indicates that the person is eligible to serve **one** additional 3-year term once their initial term (term 1) is complete. A replacement councilor is informed as to the nature of the term they will be completing before they are appointed.

If the Vacancy occurs in….	Then the….
The 1st half of the original councilor's term i.e., Year 1 June though Year 2 November	Replacement's term is considered term 1
The 2nd half of the original councilor's term i.e., Year 2 December through Year 3 May	Replacement's term is considered term 0

*Article XV Vacancies does not address whether a councilor who fills the uncompleted term of another councilor may be elected for one or two terms in their own right. This procedure has been followed in at least XX cases.

Council Representation Reallocation

Article III Organization, Section 2 requires Council representation be re-evaluated every three (3) election cycles beginning in the 2018-19 Council year.

- The re-evaluation was last completed in Spring 2019. Here is the process:

  - Total P&S + MSEC staff/35 gives you the number of staff each staff member is represent in their respective function (i.e., 7300/35 = 208 to 1)

  - Divide each functional category total staff by 208 to determine number of members. (Always round down – reason later*).

  - Each defined (by bylaws) functional category gets minimum of 1 representative.

  - Any remaining members are allocated to functional categories that needed to be rounded up (see step two*). If not enough slots are available to allocate for rounding up, the allocated slots will be given to the categories with the highest rounding percentage (ie .75 > .56)

  - Any changes in the job function clusters would have to be done through the bylaws committee and approved vote of the Council as the categories are defined in the bylaws.

- Reevaluating ORG representation: if ORG regroupings are needed, this would be done through the Elections Committee chair with input from the Executive Committee. Per bylaws, there is always a 1:1 ratio of Org reps to ORG or ORG grouping.