

BYLAWS
MOREHEAD STATE UNIVERSITY™
STAFF CONGRESS

ARTICLE I

PRESENTATION

Section 1. Responsibility. Each Representative is bound to keep informed and to represent the interest of his/her constituency.

Section 2. Election Process.

- A. Staff Congress elections shall be the responsibility of the Credentials and Elections Committee except the first election. For the first election, the following will apply.
1. The Staff Congress Steering Committee shall serve as the Credentials and Elections Committee.
 2. The Staff Congress Steering Committee shall prepare a draft copy of Staff Congress Bylaws.
 3. Initial Staff Congress elections shall be held in a manner and at a time to be determined.
 4. Initially, within each employment category, the candidate receiving the largest number of votes shall serve a three-year term, the candidate receiving the second largest number of votes shall serve a two-year term, and the candidate receiving the third largest number of votes shall serve a one-year term. In case a term cannot be determined because of a tie vote or for some other reason, the term shall be decided by a runoff election.
 5. Initially, for the at-large candidates and according to apportionment, the four candidates receiving the first, second, third, and fourth largest number of votes shall serve three-year terms; the four candidates receiving the fifth, sixth, seventh, and eighth largest number of votes shall serve two-year terms; and the four candidates receiving the ninth, tenth, eleventh, and twelfth largest number of votes shall serve a one-year term.
 6. Once the Constitution has been ratified and Representatives elected, the Staff Congress Steering Committee shall call the first Staff Congress meeting for the purpose of electing a Chair, Vice-Chair, and Secretary. Steering Committee members shall be ineligible to vote for Congress officer unless they have been duly elected as a Representative.
 7. The Staff Congress Steering Committee shall present a draft copy of Staff Congress Bylaws to the Chair. At this point, the Staff Congress Steering Committee shall be dissolved.
- A. Staff Congress elections shall be conducted each year during the month of May.
- B. Information shall be circulated prior to the election month to announce and explain the election process.
- C. Each eligible staff employee may be a candidate for election to the Staff Congress by making his/her wishes known in writing to the Credentials and Elections Committee. A candidate may represent and be elected by only one of the six employment categories or by the at-large category.
- D. The Credentials and Elections committee will designate representatives to receive all nominations at

designated East and West End campus locations. Each nomination must include the nominee's full name, constituency name and the nominee' agreement to be elected.

- E. The Credentials and Elections Committee shall designate central polling locations, and voting provisions made for afternoon, night shift, and off-campus employees.
- F. Eligible staff members who cannot vote during the designated times will be allowed to vote by absentee ballot. Absentee ballot procedures will be determined and distribution by the Credentials and Election Committee.
- G. Eligible voters shall only vote for nominees in their employment category and in the at-large category. The maximum number of votes per staff member shall be the number to be elected from his/her employment category and from the at-large category.

Section 3. Representation.

- A. Each regular full-time University staff member is eligible for nomination and election to the Staff Congress.
- B. Representatives will be elected to proportionately represent each of the following employment categories based on percentages of employees in each category with the total number of representatives not to exceed twenty and with a minimum of two representatives per category:

Skilled Crafts

Technical/Paraprofessional

Secretarial/Clerical

Service/Maintenance

Professional/Non-faculty

Executive/Managerial

- C. Ten Staff Representatives shall be elected as at-large candidates. The At-large candidates' length of term shall be based upon the number of votes received. The longest terms will be assigned to the candidates receiving the most votes.
- D. The Staff Regent, Faculty Senate Chair, and President of Student Government Association shall be ex-officio members of the Staff Congress.

Section 4. Term of Office.

- A. Each Representative may be elected for a term of three years.
- B. Terms shall begin with the first regularly meeting in July.
- C. Each Representative shall retain his/her seat until an election has been conducted to select a successor, and the successor has been seated.

Section 5. Permanent Vacancy.

- A. A permanent vacancy occurs for a term when an elected Representative terminates employment with the University.

- B. A permanent vacancy for a term occurs when a Representative misses three consecutive meetings or five meetings within the Congress year as determined by the Credentials and Elections Committee.
- C. A permanent vacancy for a term occurs when a candidate is not nominated for election to serve the unexpired term of a permanent vacancy or for an expired term.
- D. A permanent vacancy occurs when a Representative transfers from one position to another within the University, thereby changing the constituency.
- E. A permanent vacancy occurs when a Representative resigns his/her seat on the Staff Congress.
- F. The Credentials and Elections Committee shall recommend a replacement in the event no candidate received the next highest number of votes, to the Congress for its approval. In the event no candidate received the next highest number of votes or a replacement is not recommended by the Credentials and Elections Committee, the term shall remain permanently vacant until a successor has been elected.
- G. The appointee will serve the remainder of the current year. The vacancy will then be placed for election for the unexpired term.
- H. A temporary leave of absence of up to one year may be granted by petitioning the Congress. If approved, a replacement shall be chosen according to Item F of this section except electing a successor.

Section 6. Duties.

- A. Each Representative will attend all meetings and serve on committees as needed.
- B. Each Representative shall be familiar with Congress actions and respond to questions from his/her constituency.
- C. Each Representative shall have one vote and may not vote by proxy.

ARTICLE II

The Vice President for Administration and Fiscal Services will function as a liaison between Staff Congress and the President and may be requested to attend meetings of Staff Congress.

ARTICLE III

OFFICERS

Section 1. Officers. The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. The officer must have one-year experience as a member of the Congress. These officers are the Chair, Vice-Chair, and Secretary of the Staff Congress. These officers shall comprise the Executive Council. The immediate past Chair of the Staff Congress shall serve as an ex-officio member of the Executive Council. For the first session of Congress, the Chair of the Steering Committee will be designated as the immediate past chair.

Section 2. Eligibility - Who May Vote. All elected members of the Staff Congress are eligible for election to the offices stated in Section 1 of this Article. Only elected members of the Congress may make nominations and cast ballots in the election of any officer of the Congress.

Section 3. Election of Officers. Elections to the offices stated in Section 1 of this Article shall be conducted by secret ballot at the July meeting of the Staff Congress.

- A. The Parliamentarian of the Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The Parliamentarian shall appoint two Representatives to serve as tellers in the count of votes cast in these elections. Any teller nominated for an office shall be ineligible to serve as a teller in the count of the votes for the office to which he/she has been nominated; in which case, the Parliamentarian shall appoint a temporary teller to count the votes.
- B. An election to fill a vacancy in the office of either Vice Chair or Secretary of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs and such election shall be conducted as described in Section 3 (A) of this Article.
- C. In the event a vacancy of the Chair occurs, the Vice Chair as stated in Section 5, Duties of the Vice-Chair, will fill the office.

Section 4. Duties of the Chair. The duties and function of the Chair of the Staff Congress shall be:

- A. To preside at all meetings of the Congress.
- B. To determine, in consultation with the Secretary of the Congress, the agenda for all meetings.
- C. To issue calls for both regular and special meetings through the Secretary and in accordance with Section 5 of Article IV of these Bylaws.
- D. To receive all matter directed to the Staff Congress and to refer these to the Staff Congress or to one of its committees, as appropriate.
- E. To represent the Staff Congress in the University community and in the community at large.
- F. To appoint all ad hoc committees as described in Article IV of these bylaws and, as appropriate, to appoint Staff Representatives to University groups with designated staff representation.
- G. To enforce the Constitution and Bylaws of the Staff Congress.
- H. To exercise other duties and functions as specified by the Staff Congress.

Section 5. Duties of the Vice-Chair. The duties of the Vice-Chair of the Staff Congress shall be:

- A. To preside at meetings of the Staff Congress in the absence of the Chair.
- B. To become Chair in the event a vacancy occurs in the office of the Chair and to notify Representatives of the Staff Congress, in writing, that he/she has become Chair.
- C. To represent the Staff Congress when appointed to do so by the Chair.
- D. To perform other duties as specified by the Chair.

Section 6. Duties of the Secretary. The duties and functions of the Secretary of the Staff Congress shall be:

- A. To keep and record accurate minutes of regular and special meetings of the Staff Congress and to distribute copies of the minutes to Representatives of the Staff Congress at least five working days prior to the next meeting.
- B. To keep a roll of the membership of the Staff Congress and an accurate record of each Representatives attendance at meetings of the Staff Congress.
- C. To assist the Chair in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of

Article IV of these Bylaws.

- D. To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- E. To preside at meetings of the Staff Congress in the absence of both the Chair and Vice-Chair and to appoint a Secretary Pro-tem to record the minutes of such meetings.
- F. To perform other duties as specified by the Chair.

Section 7. Appointment and Duties of the Parliamentarian. Within one week following the election of officers, the Chair of the Staff Congress shall appoint a Representative to serve as Parliamentarian. The duties of the Parliamentarian shall be:

- A. To assist the Chair in maintaining order at meetings of the Staff Congress.
- B. To interpret and apply Robert's Rule of Order (latest revision) when requested by either the Chair or by motion duly adopted by the Staff Congress.
- C. To serve as presiding officer of the Staff Congress only for that portion of the July meeting in which officers are to be elected in accordance with Section 3 of the Article.
- D. To keep and maintain an accurate and up-to-date copy of the Constitution, Bylaws, and all amendments made thereto and to transmit the same to his/her successor.
- E. To serve as Parliamentarian for a term of one year concurrent with the term of Chair of the Staff Congress.

Section 8. Removal of Staff Congress Officers. An officer of the Staff Congress may be removed from office upon determination of willful violation of the Staff Congress Constitution, Bylaws, or policies or procedures; malfeasance in office; or neglect of duty to the Congress. No officer shall be removed without approval of two-thirds of the Representatives of the Staff Congress.

- A. A petition requesting the removal of an officer must be signed by one-third of the currently elected Representatives and must specify the grounds for such removal.
- B. Such petition shall be delivered to the Chair of the Credentials and Elections committee who shall immediately deliver a copy of such petition, without signatures, to the officer named therein and schedule a meeting of the Credentials and Elections Committee to consider the petition.
- C. The officer named in the petition shall have five working days from the date of receipt of the copy of the petition from the Credentials and Elections Committee to respond either in writing or in person to the Credentials and Elections Committee.
- D. The Credentials and Elections Committee shall consider all information pertinent to the petition and make its recommendation to the Congress no later than the second regular meeting of the Staff congress following receipt of the petition. The Credentials and Elections Committee shall maintain a complete and confidential record of its proceedings.
- E. The Congress in an executive session shall conduct debate on the recommendation of the Credentials and Elections Committee concerning the removal of an officer. The Chair of the Credentials and Elections Committee shall preside.
- F. The Congress, in open session, shall vote by secret ballot on the recommendation of the Credentials and Elections Committee. A member of the Credentials and Elections Committee will tally ballots, and the

results announced to the Congress by the Chair of the Credentials and Elections Committee.

- G. If the officer named in the petition for removal voluntarily resigns from office at any point during the procedures indicated in this Section, the petition for removal shall be considered void.

ARTICLE IV

MEETINGS

Section 1. Time. The Staff Congress shall meet at least once a month.

Section 2. Place. The Staff Congress shall hold its regular meetings in a location and at a time as determined by the Executive Council. The secretary shall do the scheduling for the meeting location.

Section 3. Notice of Meetings. Written notice, stating the place, date, time, and agenda of each meeting shall be delivered to representatives of the Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4. Agenda. The Chair of the Staff Congress, in consultation with the Secretary, shall determine the agenda for each meeting.

- A. Each committee and representative of the Staff Congress may submit agenda items to the Secretary not less than seven working days before a regular meeting.
- B. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution first and the Bylaws second.

Section 5. Special Meeting. A special meeting of the Staff Congress may be called at the discretion of the Chair or shall be called within ten days of a written petition submitted to the Chair by seven representatives or by a majority vote of the representative present during a regular meeting.

Section 6. Open Meetings. Meetings of the Staff Congress shall be open to visitors. Visitors shall be seated separately from the representatives and will be recognized by the Chair only when prior arrangements have been made with the Chair or the Secretary of the Staff Congress.

Section 7. Executive Session. The Congress reserves the right to move into executive sessions upon majority vote of the representatives present.

Section 8. Voting. The Chair shall determine the method of voting during each meeting of the Staff Congress at the time of the vote. The Chair, who may appoint two representatives to assist in totaling the number of votes, shall determine the total vote.

Section 9. Roll Call Votes. A roll call vote may be called at the discretion of the Chair or shall be called upon request of a representative with concurrence of one-third of the voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 10. Quorum. Article VIII of the Constitution provides that a quorum shall be a majority of the current elected membership.

Section 11. Debate. Debate of discussion shall be limited to twenty minutes per motion unless an extension of time is voted by two-thirds of voting members present. The Vice-Chair shall keep the time.

Section 12. Tie Votes. The Chair or presiding officer shall vote only in case of a tie vote.

ARTICLE V

STANDING COMMITTEES OF THE STAFF CONGRESS

Section 1. Function. The function of standing committees is to provide the Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction of the business of the Staff Congress.

Section 2. Appointment

- A. Each school year at the first scheduled meeting, or when a permanent vacancy occurs, the Executive shall report to the Staff Congress vacancies in standing committee memberships and shall nominate to the Staff Congress the name of a Representative for each vacancy.
- B. After nominations by the Executive Council have been reported to the Staff Congress, the Chair shall call for nominations from the floor before nominations are closed and voting commences. A majority shall be required to elect.
- C. A Representative may serve on the three standing committees at a time and shall serve for the duration of his/her term.
- D. Standing committees shall be composed of a minimum of five members including a chairperson.

Section 3. Standing Committees

- A. **Personnel Policies and Benefits Committee.** This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all matters related as may be referred by the Staff Congress.
- B. **Fiscal Affairs Committee.** The Fiscal Affairs Committee may make studies, review projected expenditures, and advise the Staff Congress on those matters affecting the economic welfare of the University and the staff, their families and dependents.
- C. **Credential and Election Committee.** The Credentials and Elections Committee shall be charged with certifying candidates for election and conducting elections of Representatives to the Staff Congress as set forth in Article I of these Bylaws. Additionally, the Committee shall oversee and conduct the election of the Staff Regent following policies established by the Staff Congress. The Committee shall conduct a review of the employment categories every three years to insure proportional representation of staff and make appropriate recommendations for changes to the Staff Congress. The Committee will also be responsible for recommending to Staff Congress appointees to University Standing Committees. The Congress retains the right to add or delete standing committees as needed.
- D. **Section 4. Chairperson of Standing Committees.**
 - A. The Vice-Chair will call a meeting of each standing committee for the purpose of electing a chair within each committee. The committee chair must have one-year experience as a member of the Congress. The Vice Chair will present the committee chairs to the Congress of approval.
 - B. Appointment is by majority vote of the Staff Congress.
 - C. Duties of Standing Committee Chairpersons shall be:
 - 1. To call for and preside at all meetings of the respective committee.

2. To determine an agenda for each committee meeting.
3. To insure that all matters as referred to the committee by the Staff Congress are followed through to conclusion.
4. Where necessary, to insure that committee conduct is governed by procedures contained in Robert's Rules of Orders (latest version) in the consideration of all matters so referred.

ARTICLE VI

AD HOC COMMITTEES

Section 1. Authority. The Chair of the Staff Congress, in consultation with the Executive Council, may appoint ad hoc committees as may be necessary for accomplishment of certain specific project and for special purposes. Composition of ad hoc committees shall be recommended by the Executive Council.

Section 2. Limitation. An ad hoc committee that has responded and completed its assigned task or project is automatically discharged.

Section 3. Appointments. Appointments made under the authority granted above shall be approved by a majority vote of the Staff congress. These appointments shall expire with the term of the Chair of the Staff Congress.

ARTICLE VII

AMENDMENTS TO THE BYLAWS

Section 1. The Staff Congress shall have the power to enact Bylaws to implement the provision of the Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five members of the Staff Congress and shall require approval by two-thirds of the membership of the Congress.

Section 3. Proposals to amend or change the Bylaws must be submitted to the Secretary of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress at least two weeks prior to said meeting of the Staff Congress.

Section 4. First consideration of a proposal to amend or change the Bylaws shall be voted on at a regular meeting of the Staff Congress. If the proposal receives approval by two-thirds of those members present and voting, it shall be placed on the agenda of the next regular meeting of the Staff congress for final consideration.

Section 5. Final consideration of a proposal to amend or change the Bylaws shall require approval of two-thirds of those members present and voting.

Section 6. Approved amendments, in accordance with Section 2 of this Article shall become effective when reported by the Secretary of the Staff Congress at the next meeting.

As revised April 11, 1988

As revised June 4, 1990

As revised April 8, 1991

As revised August 10, 1994

As revised September 11, 1995

As revised September 8, 1997

As revised June 13, 2000