

University of New Mexico
STAFF COUNCIL MEETING
March 17, 2015
SUB, Lobo A&B

Members Present: Marcos Abeyta, Joaquin Baca, Brad Beck, Gloria Carol, Pam Castaldi, TC Chavez, Mary Clark, Josh Clifford, Marjorie Crow, Renee Delgado-Riley, Danielle Gilliam, Chris Grotbeck, Gene Henley, Andy Kalin, Sarah Kieltyka, Joanne Kuestner, Joseph Lane, Ana Lombard, Cindy Mason, Marie McGhee, Kathy McKinstry, Melissa Pacheco-Armijo, James Patton, Jodi Perry, Stella Ramos, Mark Reynolds, Joni Roberts, Carla Sakiestewa, Deanna Sanchez-Mulcahy, Jennifer Trujillo, Kathy Turner, Gina Urias-Sandoval, Lisa Walden, Daniel Weems and Tish Young.

Members Excused: Amanda Bassett, Crystal Davis, Dina Estrada, Jarrett Hines-Kay, Patricia O'Connor and Chelsea Beth Walker.

Members Absent: Danelle Callan, Tyson Eakman, Janisha Garcia, Mike Gatchell, Lisa Gilmore, Charlotte Jaramillo, Amber Lucero, Shawn McGee, Michele Navarrette, Ann Rickard LaNika Staton, and Candyce Torres.

Parliamentarian: Adam Hathaway, Professional Registered Parliamentarian.

Call to Order: at 1:04 p.m. by Speaker, Mary Clark.

Approve Agenda: approved with changes.

Approve Minutes from 2/17/15: approved.

Constituent Comments

No comments.

President's Report, President Renee Delgado-Riley

President Delgado-Riley reviewed the four areas she has focused on during her presidency; 1) improved relationships with administration, 2) building staff morale, 3) creating a Staff Supervisor Award and 4) holistic assessments through employee and supervisor evaluations.

As part of the 25th Anniversary celebration, Staff Council will plant a tree and bury a time capsule at the Faculty Staff Club. President Delgado-Riley met with representatives from the American Cancer Society to discuss ways to encourage staff collaboration and participation in fundraising events. The Council will participate in Relay for Life on 4/24-25/15.

Executive Committee Report, President Elect, Crystal Davis

No report.

Speaker's Report, Speaker Mary Clark

Speaker Clark stated that Homecoming 2015 will be 10/12-17/15 and Alumni Relations encourages departments to participate. Agenda items: Government Relations Committee and Appointment of P21 Representative were postponed until April.

Treasurer's Report, Treasurer Cindy Mason

No report.

New Business

On behalf of the Rules & Elections Committee, Karen Mann moved to adopt the revised 2015 Staff Council Councilor Handbook. This was adopted by the Council.

On behalf of the Rules & Elections Committee, Karen Mann moved to adopt the revised 2015 Election Code. This was adopted by the Council.

On behalf of the Rules & Elections Committee, Karen Mann presented the 2015 revised Bylaws. As specified in the Bylaws, no amendment to the Bylaws may be voted upon at the same meeting at which it is introduced and therefore, a vote to adopt the revised Bylaws will take place in April.

On behalf of the Committee Chairs Committee, Jodi Perry moved to adopt the following Staff Council Process and Procedure documents: Staff Council Standing Committee Minutes Template, Staff Council Monthly Report to the Council, Staff Council Event and Funding Proposal Procedure and Forms, Staff Council De-Brief Review Form and the Staff Council Website Edit Request Form and Procedure. These documents were adopted by the Council.

Guest Speaker

Andrew Cullen, AVP, Budget Office, gave an overview of the UNM budget.

Committee Reports

Committee Chairs, Jodi Perry – The Committee recently received training on ways to conduct more efficient and effective meetings and also spent time reviewing meeting and event procedures. The Committee is wrapping up discussion about Staff Appreciation Month events.

Events, Jodi Perry and Mark Reynolds – The Committee underwent a reorganization of events and is now concentrating only on events that relate to UNM staff.

HSCS, Jodi Perry – The Committee held a debrief meeting to discuss the NICU Donation Drive. They are now discussing enhanced and additional wellness classes at HSC.

Communications & Marketing, Pam Castaldi – The Committee is developing a marketing and branding plan for the Staff Council.

Employee Life, Terry Horger – The Committee is sponsoring a Town Hall on 3/24/15.

Faculty Staff Benefits, Hans Barsun – Barsun reviewed the changes to the UNM health plan, which were adopted by the UNM Regents on 3/9/15.

Councilor Comments

Councilor Kathy McKinstry spoke about Relay for Life.

Parliamentarian Adam Hathaway spoke about parliamentary items and points of procedure.

Guest Ross Holden spoke about Big Brother Big Sisters.

Councilor Pam Castaldi spoke about a proposed Staff Council resolution.

Meeting adjourned at 3:00 p.m.

Minutes submitted by Kathy Meadows, Administrative Officer, Staff Council Office.

Staff Council meeting minutes can be accessed by going to <http://staffcouncil.unm.edu>.

THE UNIVERSITY of New Mexico

UNM STAFF COUNCIL

COUNCILOR HANDBOOK

Revised, 2015

staffcouncil.unm.edu

March, 2015

It is our sincerest pleasure to welcome you to the University of New Mexico Staff Council!

The Staff Council has been serving UNM staff since 1990, when it was formed by a Board of Regents mandate. Since that time, we have worked on staff issues that have literally changed this University. We now team with the Board of Regents, the University administration and other university constituent groups to proactively address issues that affect both staff and the general UNM community.

Now that you've taken the big step of joining the Staff Council, we'd like to help you get started down the path to success by providing you with the tools to help you effectively represent the constituents that have elected you to this position. Here are some tips that we'd like to suggest to help make your Staff Council experience successful and rewarding:

- Get Involved - join a Staff Council committee and see what really happens behind the scenes. Find an area that interests you and actively participate in the committee. Attend the meetings, participate in activities and be involved in the exchange of ideas. Your engagement really makes a difference!
- Find A Mentor - there are a number of past presidents in our group, as well as members who have been involved for the last 5 - 10 years. Introduce yourself and ask for a little guidance. They would love to help you. Or, contact the Staff Council Administrative Officer to help you find a mentor or if you have any questions.
- Read through this handbook and ask questions. There is a lot of information that can help you discover what Staff Council is about and what we bring to the University on behalf of our constituents.

We are excited that you have joined the Staff Council and hope that you have a fantastic experience!

Sincerely,
The Staff Council Executive Committee

“Improving the working lives of staff at the University of New Mexico”

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I. History of the Staff Council

In 1970, staff at the University decided to form the University Staff Association (USA). The organization never gained formal recognition, but served to educate staff about the need for a unified voice on campus. In 1985, UNM President Tom Farer, recognizing that he needed staff input, called for the creation of a Personnel Advisory Committee to be composed of staff officials from personnel and the administration. When Dr. Farer resigned, the proposal was shelved. It was not until 1987 that non-union staff decided they needed a means of directly communicating their concerns to the administration. The University Staff Association was resurrected and a membership drive was undertaken. USA discussed the need for a formal non-union staff association with then current UNM President, Gerald W. May and Vice President David McKinney. In March of 1988, President May created the Staff Council Study Group. The group was charged with determining if there was a need for staff representation and if so, what form of representation. To obtain feedback from staff, public hearings were conducted in November 1988. A formal proposal was presented to Vice President McKinney in November 1989 and the Board of Regents approved the creation of the UNM Staff Council in December 1989.

The Staff Council Study Group developed election guidelines and conducted the first election of Staff Councilors in the spring of 1990. The first meeting of the Staff Council was held on July 11, 1990. Secretary of the University, Anne Brown, opened the meeting and UNM President, Richard Peck, addressed the body. The first Staff Council meeting dealt with how to conduct its meetings, rules for the election of officers, and development of the Council Bylaws. The first Staff Council officers were elected in September of 1990. One of the first tasks of the Staff Council Executive Committee was to create Council Committees and seek members. The committees established included Communications, Benefits, Career Development, Rewards and Recognition, Bylaws, and Constitution.

An offshoot of the Staff Council Study Group was the Committee on Staff Recognition, created by President May in 1989. It was charged with finding new ways to promote and recognize the many contributions of staff. The committee presented its recommendations to President May in July 1989. These recommendations included support for the proposed Staff Council and their Bylaws, a committee on ethics, a career development program, and a resource center for staff, a sick leave bank, and a staff community service award.

One of the first things the Staff Council Executive Committee did was review the recommendations from the Committee on Staff Recognition. Council committee chairs met with the Executive Committee and developed a work plan for council committees. Some of the issues addressed at the first few Council Meetings included representation on the search committee for the Director of Personnel, the creation of an advisory board to the personnel office, the creation of an Ethics Committee, and representation on the UNM 2000 Plan.

In 1994, the Council recognized the need for administrative support for the Staff Council. Today, the Council is supported by one, full-time staff employee, the Staff Council Administrative Officer.

The Council continues to be “the voice of staff” at UNM. It is an active, dynamic organization that advocates for issues of particular concern to staff. The President of the Staff Council serves as an advisor to the Board of Regents and is a voting member of the Regent’s Academic and Student Affairs and Research Committee. In addition, the Staff Council President is an advisor to the UNM President’s Executive Cabinet and Budget Leadership Team. The Staff Council is an equal partner with faculty in the Faculty Staff Benefits Committee which tackles issues of employee benefits including retirement.

The Staff Council currently has three permanent standing committees and seven standing committees. In addition, the Staff Council appoints, from time to time, representatives who sit on university-wide committees to offer staff input on important decisions that affect staff.

The Staff Council has a long and vibrant history of staff advocacy and continues to function as the elected representatives of staff at the University.

II. About the Council

The Council is divided in half, with one half representing job grades and the other half representing precincts (organizational codes grouped by Vice-Presidential reporting structure). Representatives serve a two-year term with elections for grade positions held in odd-numbered years and elections for precinct positions held in even-numbered years.

The workforce behind the Staff Council is in its permanent and standing committees. In addition, the Staff Council appoints staff representatives that serve on University-wide committees.

Any staff member employed in regular status and has an FTE of at least .50 is eligible to serve on the Staff Council. The Staff Council encourages full and equal participation - no staff member is denied full and equal participation for reasons of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identify, spousal affiliation, veteran status, medical condition, political belief, or any other characteristic protected under applicable law. In addition, all staff, regardless of status or FTE, is allowed to participate in any Staff Council standing committee whether or not he or she is an elected representative on the Council.

III. Staff Council Governing Documents

- A. Regents' Policy - <http://policy.unm.edu/regents-policies/section-6/6-12.html>
- B. UAP - <http://policy.unm.edu/university-policies/1000/1150.html>
- C. Memorandum of Understanding between the University of New Mexico and the Staff Council – <http://staffcouncil.unm.edu/about/memorandum-of-understanding.html>
- D. Constitution - <http://staffcouncil.unm.edu/about/constitution.html>
- E. Bylaws - <http://staffcouncil.unm.edu/about/bylaws.html>
- F. Election Code - <http://staffcouncil.unm.edu/about/election-code.html>

IV. Staff Council Code of Ethics

This Code of Ethics for Staff Council is intended to be advisory and to provide guidelines for professional and civil conduct of Staff Councilors and members of the staff of UNM who are working on behalf of Staff Council. It is not intended to be a strict code of conduct, or to be inclusive of all possible contingencies or situations that might arise. Staff Councilors aspire to higher ethical principles and conduct and to respect the rights of other members of the University community.

Staff Councilors shall conduct themselves in meetings with civility and respect for all other members, staff and guests. Staff Councilors shall respect Council's chosen processes and follow the Staff Council By-Laws when participating in formal Staff Council meetings.

Staff Councilors shall place the interests of Staff Council above personal and private interests in conducting Staff Council business. Staff Councilors shall make known a conflict of interest or the potential for a perceived conflict of interest.

Staff Councilors shall respect the privacy of fellow Staff Councilors and they shall maintain the integrity of confidential information and communication.

Staff Councilors shall strive to work with other Staff Councilors in a constructive and cooperative manner. They shall act with integrity in matters that pertain to Staff Council, and be honest in their communication with other Staff Councilors. They shall uphold the honor and dignity of Staff Council and fellow Staff Councilors in interactions with students, faculty, school administrators, colleagues, and the public.

Staff Councilors shall strive to perform their functions as Staff Councilors with diligence and competence. They shall become familiar with the business before Staff Council through preparation and follow through and they shall fairly and accurately represent the proceedings of Staff Council to their constituents and University administration. They shall actively participate in Staff Council proceedings and they shall attempt to make positive contributions in all of their endeavors as Staff Councilors.

Staff Councilors shall not condone nor participate in unethical conduct on the part of Staff Councilors, members of the Staff of UNM, nor guests at Staff Council meetings. Staff Councilors, conducting themselves ethically, accept full responsibility for upholding this code of ethics.

Adopted by the UNM Staff Council, January 15, 2002

V. STAFF COUNCIL STANDING RULES

1. Councilors are expected to understand and abide by the Staff Council Constitution, the Staff Council Bylaws and the Staff Council Election Code.
2. Councilors are expected to understand the “basics” of Robert's Rules of Order <http://www.robertsrules.com/>
3. Councilors are expected to understand and abide by UAP 1150: Staff Council <http://policy.unm.edu/university-policies/1000/1150.html>.
4. Councilors are expected to understand and abide by UAP 2500: Acceptable Computer Use <http://policy.unm.edu/university-policies/2000/2500.html>.
5. Councilors are expected to understand and abide by UAP 3735: Political Activity <http://policy.unm.edu/university-policies/3000/3735.html>.
6. Councilors are expected to attend all Staff Council monthly business meetings. If a Councilor is unable to attend a meeting, the Staff Council Office should be notified by email prior to the start of the meeting in order to record attendance as “excused.” Attendance is recorded at all business meetings and if a Councilor’s attendance is recorded as “absent” for three consecutive meetings they may be asked to resign their seat on the Council.
7. Councilors are expected to arrive at Council meetings on time at 1:00 p.m. and must sign in. A quorum, a majority of Councilors, is required to conduct business. If quorum is not met no actions or votes may be taken.
8. Councilors must be recognized by the presiding officer, usually the Speaker, before speaking.
9. It is recommended that Councilors serve on at least one Staff Council Permanent Standing Committee or Standing Committee of their choice, attend committee meetings and fully participate in committee discussions, activities and events.
10. Councilors should keep abreast of campus issues to gather information, relay concerns and bring those concerns to the attention of the full Council, a Council Committee, or to members of the Executive Committee.
11. As an elected representative, Councilors are expected to regularly and consistently communicate with their constituents by use of their constituent listserv (provided by the Staff Council Office).
12. It is suggested that Councilors keep constituents updated on important issues and events by sending a personal message to their constituent listserv. Resending the weekly Staff Council “eNews” is not necessary as your constituents have already received this email. All of your emails should be professional in nature and your personal opinions and prejudices should be left out of any communications to your constituents.
13. Councilors are encouraged to communicate with their fellow Councilors, to discuss issues or concerns or to ask questions, by means of the Staff Councilors listserv: SC-STAFFCOUNCILORS-L@LIST.UNM.EDU.
14. A Councilor about to address the Council during the business meeting should state his/her name first, and then state her/his Grade or Precinct. All questions or comments should be directed to the Staff Council Speaker.

15. A Councilor shall not speak more than once upon the same question until all those who wish to speak have had an opportunity to do so, with the exception of the Councilor who made the motion who may respond to questions.
16. No Councilor shall interrupt another Councilor except to call a point of order. A point of order is not debatable, does not need a second, and takes precedence over all other motions. A point of information or a point of order does not require a second, is not debatable or amendable, and cannot be reconsidered.
17. If a Councilor is called to order while speaking, he/she shall, at the request the Speaker, take his/her seat until the question of order is decided.
18. Should two or more Councilors raise their hands to speak at the same time, the Speaker shall decide who is entitled to the floor.
19. Guests are allowed to speak after all Councilors wishing to have spoken.
20. At the request of the Speaker, the maker of a motion may be requested to reduce the motion to writing.
21. A motion shall not be open to discussion until it has been seconded by another Councilor and then restated by the Speaker. Before the motion has been seconded it is the property of the mover who can modify it without permission. After a motion has been seconded it is the property of the Council proper and may only be modified or removed by the mover with the permission of the Council.
22. When a motion is pending before the Council, no motion shall be in order except to refer to committee, to postpone indefinitely or to a certain time, to lie on the table, to amend, to divide, or to limit or terminate debate.
23. A motion to adjourn is not in order if another Councilor has the floor, a vote is being taken, or a vote result is being tabulated. A move to adjourn must be seconded and is not debatable or amendable.
24. A motion to lie on the table must be seconded and is not debatable or amendable. It cannot be made if another Councilor has the floor, and it cannot be reconsidered at the same meeting. The purpose of this motion is to halt consideration of a question. The Speaker may request an explanation of the motion. This motion requires a two-thirds affirmative vote for passage.
25. A motion to reconsider or to take off the table shall not be entertained unless made by a Councilor who voted in the majority. This motion requires a second, is debatable, but is not amendable. This motion requires a two-thirds affirmative vote for passage.
26. All committee reports are subject to amendments and substitutions from the floor.
27. All committee reports, resolutions and requests for action by the Council must be in writing available to Councilors prior to any action being taken.
28. A motion to move a previous question requires two-thirds affirmative vote.
29. A motion to limit debate requires a second, is debatable, is amendable and requires a two-thirds affirmative vote.
30. No motion or resolution shall be voted on until the mover of such motion or resolution has had an opportunity to close debate, even if the previous question has been called.

31. A motion to recess or adjourn is not in order if a question is pending. Either motion requires a second, is not debatable, and a simple majority is required for passage.
32. A request for a roll-call vote requires a two-thirds vote for approval. No adjournment may be called until the voting results have been announced.
33. All resolutions, requests for action, or other measures to be considered by the Staff Council shall include the names of the authors, sponsors, and committees that have reviewed them, along with appropriate background information regarding them.
34. Persons who wish to address the Council may also attend the Staff Council meetings and ask the body's permission to be on the agenda. This may require an amendment to the agenda.
35. The only official agenda is produced by the Staff Council Administrative Officer as directed by the Executive Committee.
36. These Staff Council Standing Rules are amendable and may be suspended for a meeting, or for a definite time within a meeting, upon a motion, a second, debate and two-thirds affirmative vote of the Council.

VI. STAFF COUNCIL MEETING ETIQUETTE

- **Do** be in your place on time, ready to do business.
- **Do** sign in at every meeting.
- **Do** write your name on a tent card and place it on the table in front of you.
- **Do** listen to what's going on so you can respond when necessary.
- **Do** turn your cell phone, iPad or lap top off.
- **Do not** disrupt the meeting by making noise, whispering or talking loudly.
- **Do** address all remarks to the Speaker (that includes debate and motions).
- **Do** confine remarks to the pending question.
- **Do** avoid the use of members' names.
- **Do** follow the rules of debate (know what they are).
- **Do** be seated during an interruption by the Speaker.
- **Do** ask permission to read from a document (letter, report) or book.
- **Do not** use inappropriate language during debate.
- **Do not** attack a member's motives.
- **Do not** monopolize the floor.

VII. STAFF COUNCIL COMMITTEES

A. Permanent Standing Committees

Ethics Committee - <http://staffcouncil.unm.edu/committees/ethics/index.html>

Executive Committee - <http://staffcouncil.unm.edu/committees/executive/index.html>

Rules and Elections Committee - <http://staffcouncil.unm.edu/committees/rules-elections/index.html>

B. Standing Committees

Communications and Marketing Committee - <http://staffcouncil.unm.edu/committees/communication-marketing/index.html>

Employee Life Committee - <http://staffcouncil.unm.edu/committees/employee-life/index.html>

Events Committee - <http://staffcouncil.unm.edu/committees/events/index.html>

Government Relations Committee - <http://staffcouncil.unm.edu/committees/government-relations/index.html>

Health Sciences Center Staff (HSCS) Committee - <http://staffcouncil.unm.edu/committees/hsc-staff/index.html>

Rewards & Recognition Committee - <http://staffcouncil.unm.edu/committees/rewards-recognition/index.html>

Student Success Committee - <http://staffcouncil.unm.edu/committees/student-success/index.html>

c. Special (Ad Hoc) Committees - <http://staffcouncil.unm.edu/committees/index.html>

d. University-Wide Committees - <http://staffcouncil.unm.edu/committees/index.html>

VIII. Administrative Support for the Staff Council

The Staff Council Office is located in Hokona Hall-Zuni, Room 302

The Staff Council Conference Room is located in Hokona Hall-Zuni, Room 352

Phone number: 277-1532

FAX number: 277-1313

Email: scouncil@unm.edu

Website: <http://staffcouncil.unm.edu/index.html>

The Staff Council participates in the following social media platforms: Facebook, Twitter, Instagram, Pinterest and YouTube.

The Staff Council has one full-time staff employee, an Administrative Officer, assigned to assist with the following:

- Manages the day to day operations of the Staff Council and the Staff Council Office
- Serves as the primary point of contact for the Staff Council on all matters directed to the office by University and community constituencies
- Assists with the establishment of goals and objectives for the Staff Council and Staff Council committees
- Coordinates and manages meetings for the Staff Council and Staff Council Executive Committee
- Coordinates the goals and objectives for the Staff Council and Staff Council committees with respect to budgets, speakers, facilities, technology, and logistical requirements
- Records and transcribes Staff Council meeting minutes
- Records and transcribes Staff Council Executive Committee meetings minutes
- Coordinates and tracks actions, activities, events and projects for the Staff Council and Staff Council committees
- Oversees the operation of office accounts and plans and monitors expenditures
- Maintains Staff Council and Staff Council Committee membership lists
- Coordinates special events for the Staff Council
- Prepares accounting and budgeting reports
- Manages budget allocations for the office and reviews revised and final budgets
- Manages the Staff Council's PCard
- Manages the Staff Council website
- Manages the Staff Council social media platforms
- Manages the Staff Council listservs
- Manages the Staff Council email
- Organizes and maintains Staff Council records
- Archives Staff Council materials

IX. STAFF COUNCIL COMMUNICATIONS

A. E-mail

Staff Councilors are automatically added to the "official" Staff Councilor email list (StaffCouncilors-L@list.unm.edu) when they are seated as a Councilor. Sending email to this listserv will reach all members of the Council as well as the Staff Council Administrative Officer. You are encouraged to use this listserv to communicate with your fellow Councilors. Additions or corrections to the list are managed by the Administrative Officer. Membership on this list is required for elected Councilors.

Constituent listserv email addresses (by Grade or by Precinct Representative) will reach all constituents who have email addresses within a specific grade or precinct. Constituents may e-mail back directly to the sender but not to the whole list.

The listservs are refreshed nightly and thus do not allow for unsubscribing.

All UNM Staff may send E-mail directly to the Staff Council at this address: scouncil@unm.edu

Staff Council Committee listservs exist and are managed by the Staff Council Administrative Officer and the Staff Council Committee Chair. These exist to assist standing committees to communicate with each other. Members are added or deleted from these listservs by the Committee Chair and/or by the Administrative Officer.

B. How to Communicate with Constituents

Each Councilor is the "owner" of their respective constituent email listserv. The listservs are managed by the Staff Council Administrative Officer and will be assigned to each Councilor. Once you are an "owner" of your constituent listserv, you may communicate with your own constituents. Many Councilors use this email communication to summarize meetings or seek input on crucial Council business.

C. How to Communicate with the Staff Council Executive Committee

The Staff Council Executive Committee has a listserv that includes members of the Committee. The listserv is managed by the Administrative Officer. Councilors or Staff Council Committee Chairs may send messages to the Executive Committee via the Administrative Officer at scouncil@unm.edu. Messages are then routed to members of the Executive Committee.

The Executive Committee has a defined listserv to communicate directly with Councilors and constituents: SC-Exec-To-Constit-L@unm.edu. The Staff Council President, President Elect or the Speaker may send email to all UNM staff concerning Council business. Messages sent to the listserv must be approved by the Executive Committee in advance.

Unless personnel matters are discussed, all SC Executive Committee meetings are open to Staff Councilors.

The Executive Committee meetings are held every week, except during the week that the Staff Council business meeting is held. Check the Staff Council website for date, time and location.

Staff Councilors may contact any member of the Executive Committee to request to be placed on their agenda, to address them, present them with a request, or ask them for advice.

The Staff Council Executive Committee holds an agenda setting meeting the week before the Staff Council business meeting.

X. PARLIAMENTARY PROCEDURES

A. The Staff Council Parliamentarian

A Parliamentarian shall be nominated by the Speaker and approved by the Council to serve on an annual basis. This shall be done at the same meeting in which officers are elected. By-laws, Article VII, section 2.

- Answers only to the Speaker. If a Councilor asks for a parliamentary ruling the Parliamentarian must remain silent until the speaker has put the question to him or her.
- Does not give opinions on parliamentary procedures unless specifically asked to do so by the Speaker, even if they know that the Speaker made an error. The opinions given are only advisory in nature, they do not have any force except as, first the Speaker and second the Council itself, give them force. For example, if the Speaker refuses to follow the Parliamentarian's advice, the Council can force the Speaker to do so by appealing the decision of the chair.
- If the Parliamentarian is also an elected member of the Council, he or she has all the rights and privileges to speak on any matter before the Council as do other Councilors.
- The Parliamentarian does not have to be an elected member of the Council. If the Parliamentarian is not an elected member, they have no right to address the Council by speaking to measures before it, except as any other constituent might be allowed the courtesy of speaking.
- An appeal of the decision of the chair must be made before final action has been undertaken on the matter immediately before the Council. It can interrupt another speaker. It requires a second, but may or may not be debatable depending on the issue before the Council.
- An appeal is restated by the Speaker in positive terms such as, "Shall the decision of the chair be upheld?" If a majority of the Councilors vote in the negative then the decision is overturned. NOTE: if there is a tie vote then the decision is upheld.

B. Highlights of Robert's Rules of Order

- **What is Parliamentary Procedure?**
 - A system to conduct meetings used to generate desired outcomes in the shortest amount of time. Robert's Rules of Order (newly revised) is the Parliamentary Authority for the Staff Council.
- **What is the Parliamentarian's function?**
 - Serve at the pleasure of the Speaker and advise the Speaker and the Council regarding procedure and protocol.
 - Be a knowledgeable resource regarding the UNM Staff Council Standing Rules and Robert's Rules of Order.

C. Making a Motion

- Any member of the body, when recognized by the Speaker, may make a motion. State your name, the precinct or grade that you represent, and then address the Speaker.
- Proper Language:
 - "Jane Doe, Precinct 12. Madame or Mister Speaker, I move that we adopt/pass/accept Resolution #6"

- "John Smith, Grade 16. Madame or Mister Speaker, I move to amend this resolution to read ..."
- The Speaker may solicit motions "The Speaker will entertain a motion to ..."
- All **Motions** and **Amendments** must be moved and seconded. However motions made on behalf of a committee do not require a second. Nominations are not motions and therefore do not require a second.
- There is one motion on the floor at a time.
- Abstentions are not to be taken for voiced votes, but are required for roll call and balloted votes.

D. Amendments to Motions

- You can move to amend an amendment to a motion.
 - Main Motion
 - Amendment
 - Amendment
- No "friendly amendments" are allowed because once a motion has been seconded, the item of business becomes the property of the body.

E. Ending Debate: Only one of the following is required:

- **When all members who wish to speak have done so**, the Speaker calls for the vote.
- **When the Question is called by a Councilor.** "John Doe, Grade 2. Madam Speaker, I Call the Question." If there is no objection, the Speaker calls for the vote. If there is an objection then the body votes: two-thirds of the body is needed to call the Question and is non-debatable.
- **When an item is tabled, postponed or referred to committee.** The only debate allowed is regarding length of time. "Jane Smith, Precinct 3. Madam Speaker I move to table this item until ..." When tabling an item, it is wise to designate the period of time. Otherwise, a motion to take from the Table is required to bring it back to the floor. Any items left on the table at the end of the session (year) dies.

F. Changing a Decision

- **Reconsider:** Moved by a member who voted with the prevailing side, requires a second, usually debatable, majority required to pass (2/3 in committee) (pg. 309).*
- **Rescind (Repeal, Annul):** Can be moved by any member, requires a second, is debatable, usually requires 2/3 to pass (majority if notice is given) (pg. 295 -296).
- **Amend Something Previously Adopted:** Same characteristics of Rescind.

G. Incidental Motions

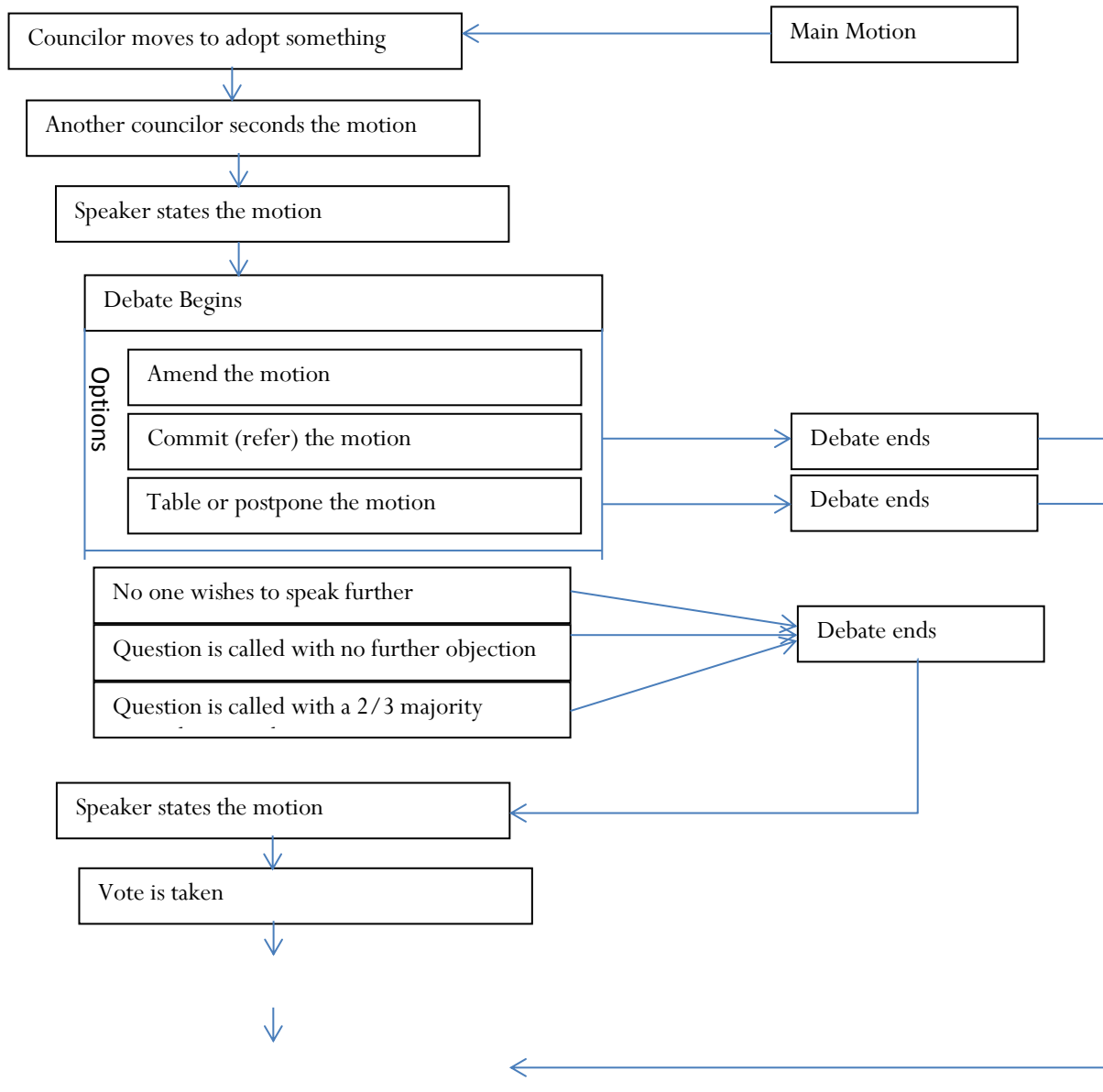
- **Point of Information:** Is a question to any speaker (through the chair) made by any member of the body. The speaker is not required to answer.
- **Parliamentary Inquiry:** Simply a question on procedure or rules. Not subject to an appeal since it is the Chair's opinion and not a Point of Order
- **Point of Order:** Made by any member of the body and interrupts the current speaker to bring up a perceived violation of the rules. Not debatable.

H. Appealing the Chair

Must be moved, seconded, and voted on by the body and requires majority to pass. It is not debatable when pertaining to a breach of decorum or the rules. "John Doe, Precinct 1. Madame Speaker, I appeal the decision of the Chair" and states the reason.

- If seconded, the Chair states the motion and takes the vote "Shall the decision of the Chair be sustained?"

XI. Life Cycle of a Motion



XII. RESOLUTIONS

A. How to Write and Introduce a Resolution

A resolution usually requests that action on a particular issue be taken. It may also express an opinion or position of an organized body. All resolutions must be submitted to the Council in writing and to the Council office either electronically or on disk prior to presentation at the Council meeting. This allows the office to number the resolution and begin the history/tracking of its life. Usually, resolutions must be introduced at one meeting and discussed and voted on at the next regularly scheduled Council meeting, but this is tradition and not a rule.

A resolution should begin with a preamble, "Whereas," and should not end with a period but with a semicolon. Each "Whereas" should be simple, express a complete thought, and follow a logical train of thought. The summary statement of a resolution begins with the phrase "Resolved, That... (State action to be taken)", or "Resolved, That... (State further action to be taken)".

Usually after the adoption of a resolution a member of the Council, the resolution sponsor, or any other member of the body may request that the resolution be directed to one or more University Officials for consideration and action. It is the responsibility of the Executive Committee to ensure that a resolution is sent and reviewed by the person or the office to which it is sent. It is also their responsibility to report back to the Council on any action or non-action taken. Any Councilor may write and introduce a resolution. All resolutions must state the author's name and position (Grade or Precinct). Resolutions may be sent directly to a Staff Council standing committee for discussion, review and recommendations. A Councilor may also present a resolution to a standing committee. Resolutions may be submitted to the Executive Committee for similar action.

Resolutions may be directly introduced to the full Council. Resolutions introduced before the Staff Council may be referred to a SC standing committee by the Speaker, may be tabled pending further review and discussion, or may be voted on at the same meeting in which it was presented.

Once a resolution is introduced to the body, it is no longer the property of the author. The full body now owns the resolution the author of a resolution should be addressed through the SC Speaker and may not accept amendments or motions.

B. Sample Resolution



UNM Staff Council 2014 Resolution #1

Name: Support for Compensation Increase

Authors: Renee Delgado-Riley, Chair, Staff Council Government Relations Committee and Terry Horger, Chair, Staff Council Employee Life Committee

Presented to Staff Council on January 21, 2014

Council Action: **ADOPTED**

1. WHEREAS: the University of New Mexico strives to fairly compensate its employees in order to enhance retention, morale, and productivity; and,
2. WHEREAS: the compensation increase of 1% in FY14, while greatly appreciated, was not sufficient to cover increases in retirement contributions and healthcare costs; and,
3. WHEREAS: the lack of significant salary increases has devalued the pension payments for staff nearing retirement by reducing their "high five" salary used to calculate monthly benefits; and,
4. WHEREAS: the increased staff contributions to the Educational Retirement Association, the cost of health coverage, the contributions to the Voluntary Employee Beneficiary Association (VEBA) Trust, the increase in parking fees, and the overall increase in the cost of living have resulted in a decrease of net pay; and,
5. WHEREAS: a compensation increase will help improve employee morale and productivity, and will aid in the retention of our valued University faculty and staff, thus positively impacting student success;
6. THEREFORE, BE IT RESOLVED that the Staff Council of the University of New Mexico supports the compensation package for state, public school and higher education employees contained in the Legislative Finance Committee FY15 Budget Recommendations. An increase in salary for staff will help align their pay with the cost of living for New Mexico.
7. Copies of this Resolution shall be sent to the Board of Regents; Robert Frank, President of UNM; David Harris, Executive Vice President of Administration; Jewel Washington, Vice President of Human Resources; Marc Saavedra, Director of the UNM Government and Community Relations Office.

UNM Staff Council
Election Code

Preface

The Staff Council is composed of sixty staff members with one-half, or thirty, of them elected each year. Staff Councilors serve for two-year terms. This Election Code sets forth the manner in which members are elected to the Staff Council as well as the manner in which officers of the Staff Council are elected. This Election Code sets forth the manner of conduct of the elections. This Election Code pertains only to the Staff Council for the main University of New Mexico campus.

Rules and Elections Committee

The Staff Council has established the Rules and Elections Committee as a standing committee and has charged it with the conduct of annual elections. The Rules and Elections Committee is further charged with carrying out and enforcing this Election Code in a fair and consistent manner as lay out herein.

Election of Staff Councilors

A. Division of Staff Council. Every staff member shall have dual representation on the Staff Council.

a. Thirty members of the Staff Council shall be elected to represent the division of staff employment grades. Each grade shall be represented; however, grades may be combined if necessary to provide sufficient numbers of staff to complete a seat within the deviation from average set forth herein, and provided further that the combination with another grade is with the immediately adjacent grade number or grade numbers. A grade, or combined grades, may be represented by more than one Councilor. Grade members shall be elected in odd-numbered years.

b. Thirty members of the Staff Council shall be elected to represent precincts. Precincts shall be determined first by organization code, second by lines or reporting authority, and third by physical location. A precinct shall be made up of organization codes that follow the same line of authority, beginning at the lowest level and proceeding upward, and which report to the same office of president or vice president. If necessary to combine precincts that cross lines of authority the precinct shall next be made up of organizations that report to the same vice president and which are physically located near each other. If it is necessary to cross vice-presidential lines of authority, the designation of organization codes within a precinct shall be made by the closest proximity possible of the actual physical location of the working place of the affected staff members. A precinct may be represented by more than one Councilor. Precinct members shall be elected in even-numbered years.

c. Each grade or precinct seat shall be as close in number to the average number for the grades or precincts elected that year. The average number shall be determined by

taking the full number of eligible voters that year and dividing that number by thirty.

Deviations from the average number shall, wherever possible, be less than plus or minus fifteen percent. Deviations of greater than fifteen percent shall be expressly made apparent to the full Staff Council and shall be allowed only with the approval of the full Staff Council.

d. Councilors shall serve one two-year term beginning with the May meeting of the Staff Council in the year in which they are elected. Councilors may stand for reelection.

e. Once elected, a Councilor continues to represent those constituents who elected the Councilor regardless of whether the Councilor has changed grades or work location. A Councilor who stands for reelection shall run in the grade or precinct that he or she is in at the time of that election.

B. Dates Set. To avoid having to annually pick dates for approval of the full Staff Council, these calendar dates are permanently set.

a. The number of employees used to set grade or precinct seats shall be determined by the number of employees in the various grades or organization codes, as appropriate, on January 25, or the first working day immediately following January 25 should January 25 fall on a Saturday or Sunday in that election year. Once the number has been set, the division of grades or precincts shall be made by the Rules and Elections Committee and presented to the full Staff Council for its approval at the regularly scheduled February meeting of the Staff Council. Should the Staff Council fail to meet in February, the division made by the Rules and Elections Committee shall automatically be adopted.

b. On the second working day following Staff Council approval of the grades or precincts the Staff Council Support Office shall solicit self nominations of staff members who are willing to run for election to the Staff Council. Only self nominations shall be allowed. The nomination period shall close at 5 p.m. on the seventh day of March, or at 5 p.m. on the Monday following the seventh day if the seventh day shall fall on a Saturday or Sunday. Nominations shall be solicited by electronic mail sent to the entire University staff list serve, as appropriate.

c. By not later than the second working day following the close of nominations the Rules and Elections Committee shall determine the order of candidates on the ballot in those races where there are two or more candidates. The order of candidates shall be made by drawing names. Notification of their position on the ballot shall be made to all candidates by not later than the following working day.

d. Campaign period. Campaigns may begin immediately upon self nomination. Candidates shall be allowed to contact voters in their grade or precinct by paper materials or through electronic mail. Candidates may provide one campaign statement of not more than one hundred words to the Staff Council Office at any time after ballot positions are determined; the Staff Council Office shall forward the campaign statement to the voters of the particular grade or precinct in as timely a manner as possible. If a

candidate's campaign statement exceeds one hundred words only the first one hundred words will be forwarded; campaign statements will not be edited by the Staff Council Office. Campaign statements shall not be placed on or included with the actual ballots. Candidates may not campaign during working hours. Any campaign materials provided to voters outside of this provision shall be at the candidate's expense.

e. The list of eligible voters shall be set on the fifteenth day of February or on the first working day after the fifteenth should the fifteenth fall on a Saturday or Sunday. The requirements for eligibility to vote shall be the same as those requirements to run for election to the Staff Council.

f. The election balloting period shall begin on the Monday of the last full week of March and shall continue through 5 p.m. on the following Friday. Ballots to be sent electronically shall be sent to the appropriate grades or precincts before 10 a.m.

g. Electronic balloting shall cease at 5 p.m. on the first Friday following the Monday on which ballots were distributed. Ballots cast or received outside of these parameters shall not be counted. Electronic ballots shall be tabulated immediately upon the close of balloting.

h. Notification of election results in all races shall be made to all candidates by the first business day in April.

i. In the event of a tie, the Staff Council Office shall notify the candidates and set a date and time within no more than two working days following the tabulation of paper ballots for the candidates to participate in a tie breaker. The winning candidate shall be chosen by the affected candidates drawing one card from a deck of playing cards and the candidate drawing the highest card shall be declared the winner. In the event the candidates shall draw the same number, they shall repeat the process until one candidate has drawn a higher card. In the event a candidate cannot participate, a member of the Rules and Elections Committee shall be designated to draw on behalf of the absent candidate.

j. Challenges to an election must be made, in writing, to the Staff Council Office by not later than 5 p.m. on the seventh day of April, or by 5 p.m. on the Monday following the seventh day should the seventh day fall on a Saturday or Sunday. The Rules and Elections Committee shall hear and decide all challenges on the next working day following the deadline for challenges to be entered. Challenges of the election results shall be heard by and decisions made by the Rules and Elections Committee in open session. Challenges and the decisions made thereto shall be presented to the next meeting of the full Staff Council for ratification. The decision of the full Staff Council is final.

k. Winning candidates shall be invited to observe the April meeting of the Staff Council, but they may not participate in voting unless they are already serving in a previously elected seat.

l. Elected candidates shall begin their two-year term effective with the May meeting following the annual election.

m. No member of the Rules and Elections Committee who is running for office shall participate in the handling of or counting of ballots. The Rules and Elections Committee may name up to three members of the Staff Council to assist on a temporary basis in the election process provided that those members may not also be running for election that year.

C. Ballot

a. The Rules and Elections Committee is charged with ensuring the integrity of the ballot. The committee may make and publish such additional rules as are necessary to safeguard ballots.

b. Each ballot will include clear instructions on how to select candidates and how many candidates a voter may select in that election. The instructions shall next provide information about the wording and effects of all constitutional amendments and other questions being placed before the voters. Electronic ballots shall be so set that a voter may not vote for more than the appropriate number of candidates in that election, can only vote “Yes” or “No” on constitutional amendments, and the appropriate procedures for non-constitutional questions. Candidates are expressly allowed to vote for fewer than the number of seats allowed in their grade or precinct, and to decline to vote on constitutional and other questions on the ballot.

c. The order of the ballot shall be:

i. Listing of candidates in the order previously determined, followed by a space or spaces for write-in candidates not to exceed the number of candidates being elected from that grade or precinct.

ii. Constitutional amendments shall be placed on the ballot in the order in which they were adopted by the full Staff Council.

iii. Other questions shall be placed on the ballot in the order in which they were adopted by the full Staff Council.

D. Election of Staff Council Officers and Executive Committee

a. The positions, duties and time commitments of the Staff Council Officers and other Executive Committee members shall be presented to current and elected Staff Councilors at the April Staff Council Meeting. Nominations and self-nominations may be made at any time between the April and May Staff Council Meeting. Staff Councilors may nominate other Staff Councilors only with their permission.

- i. Candidates for the Executive Committee may campaign immediately upon being nominated. Candidates may contact current and elected Staff Councilors to campaign. Each candidate may provide a statement of 100 words or less to the Staff Council Office to forward to the appropriate constituent listserv. Elections of the Executive Committee and Officers shall take place during the May Staff Council Meeting. Paper ballots shall be provided for each position, along with spaces for write-in votes. Ballots shall be counted by the Rules and Elections Committee (excluding those who are running for the Executive Committee) during the May Staff Council meeting, and results announced therein.
- b. The May meeting of the Staff Council shall be called to order by the ranking member of the outgoing Executive Committee in the following order: president, speaker, treasurer, grade or precinct member in the off year of their election and further provided that the presiding officer continues to be an elected member of the Staff Council. In the event no member of the Executive Committee is returning to the Staff Council, the meeting shall be called to order by the chairperson or a member of the Rules and Elections Committee. The president-elect shall not call the meeting to order or preside over any part of the meeting until after the election of the Executive Committee.
- c. The order of the May meeting thereafter shall be:
 - i. Seating of newly elected Councilors. The chairperson or other member of the Rules and Elections Committee shall present to the Staff Council the names of the elected members and shall ask for the approval of the Staff Council that the elected members be seated. No second to the motion shall be required. Once the Staff Council is seated the temporary presiding officer shall re-assume the chair.
 - ii. Approval of the agenda.
 - iii. Approval of the minutes of the preceding meeting.
 - iv. Election of Executive Committee. The election of officers shall be conducted by paper ballot by the chairperson or other member of the Rules and Elections Committee through the election of the Speaker. After the election of the Speaker, the Speaker shall conduct the remainder of the meeting. The order of election shall be: President, President-elect, Speaker, Treasurer, Grade Representatives, and Precinct Representatives. In the event three or more members are running for the same seat, and if no candidate receives a clear majority of votes cast on the first ballot, the candidate receiving the lowest number of votes shall be eliminated and a second vote shall be had until one candidate has received a majority of votes cast.
 - v. Installation of Executive Committee and new Councilors. Installing Officer shall be the outgoing Staff Council President or Chairperson or other member of the Rules and Elections Committee. The Executive Committee and new Councilors shall be asked to rise. The Installing Officer shall read the University Of New Mexico Staff Council Code

Of Ethics and will ask if they agree to abide by the Staff Council Code of Ethics. The Installing Officer will then proclaim them installed.

vi. The remainder of the agenda shall be as set by the outgoing Executive Committee in accordance with the normal order used by the Staff Council to conduct its meetings.

E. Amendments to the Election Code

Amendments to this code may be made by the full Staff Council in the same manner in which resolutions are voted on by the Staff Council. A simple majority vote shall be necessary to amend.

Adopted by the Staff Council 16 January 2007

Amended October 16, 2007

Amended April 19, 2011

Amended: March 17, 2015

Staff Council Standing Committee Minutes



Committee Name:
Meeting Date and Place:
Members Present:
Members Excused:
Members Absent:
Guests Present:
Minutes submitted by:

	Subject	Notes	Follow-Up
1	Approve Agenda		
2	Approve Minutes (from last meeting)		
3	Old Business		
4	New Business		
5			
	Next Meeting	The next meeting will be (date, time, location)	Meeting adjourned (time)



Committee Name
MONTHLY REPORT TO THE COUNCIL

Month Year

Date Meeting Was Held:

Date, time, location

What the committee is working on: (no more than 3 items):

- 1)
- 2)
- 3)

Events held (Turn in Event De-Brief Form and if no events were held, indicate N/A):

Synopsis on goals for next month: (no more than 3 items)

- 1)
- 2)
- 3)

What Support do you need from the Executive Committee?

Procedure:

1. Committee Chair submits completed form to SC Administrative Officer by the first Monday of every month.
2. The Administrative Officer sends the form to the Executive Committee for review by the Committee during the Speaker's Report.
3. Information on the form shall be reported by the Committee Chair or designate to the Council each month during the monthly meeting.

Staff Council Event & Funding Proposal Procedure and Forms

1. Committee member or Councilor completes the Event Proposal Form (EPF) and sends to the Staff Council Administrative Officer. If funding is required, the Funding Request Form (FRF) must be completed and attached at the same time.
2. The Administrative Officer will forward the EPF and FRF (if applicable) to the Executive Committee (24 hours before the next scheduled meeting). The EPF and FRF will be discussed and determined at the next Executive Committee meeting. (The Executive Committee meets 3 times a month).
3. The Executive Committee will determine if the event aligns with the requesting committee's charge (if applicable) and/or and at least one of the five goals of Staff Council. FRF's are reviewed by the Executive Committee to ensure budget availability and that all requests follow University Business Policies and Procedures.
4. The Administrative Officer will relay the Executive Committee's decision to the hosting committee (within 48 hours). If a FRF was submitted, that information will also be provided.
5. If the hosting committee requests assistance from the SC Events Committee the Administrative Officer will notify the Chair of the Events Committee the same day.
6. In the case where the Executive Committee determines that the proposed event does not align with the requesting committee's charge but does align with at least one of the five goals of Staff Council, the Executive Committee may forward to the Chair of the Events Committee, via the Administrative Officer. The Events Committee shall consider hosting the event. Funding information will also be provided to the Chair of the Events Committee at that time. The Administrative Officer will notify the original submitter of the decision (within 48 hours).
7. The SC Events Committee Chair will report back to the Administrative Officer whether or not they will to host the event (within 48 hours of their next meeting). This information will be relayed back to the Executive Committee via the Administrative Officer.

***Please Note:**

- **Before any event is sponsored by SC (even in name only) this process will be vetted.**
- **For events requesting funding: January - June event requests should be submitted before winter break to allow time for entry into the UNM budget projections system. July - December event funding requests should be submitted by March 1st of the same calendar year to allow for data entry into UNM's Budget Planner.**
- **July – December event funding requests submitted after February of the same calendar year can be taken into consideration for use of any remaining SC budget.**

- All events will be de-briefed by the hosting Committee or Councilor following the event and according to the SC Event De-Brief & Review Form.
- The Executive Committee will attend all Committee or Councilor de-brief meetings where more than \$5,000 were spent.

SC Committee Event Proposal Form
Committee Name

Event Name:	Event Date & Time:
Event Location:	No. of Volunteers Needed:
Committee or Councilor POC:	Committee Charge (if applicable):
How does the event align with the Committee Charge (if applicable):	
Is this a recurring (annual) event?	

What the event entails (what happens at the event):
•
Coordination and planning help requested from Events Committee or Councilors (if applicable):
•
If needed, area to be filled out by the Executive Committee
Does it align with Staff Council goals?
<ol style="list-style-type: none"> 1. Represent constituents through two-way communication of policies, information, etc.? 2. Serve UNM staff by strengthening the collective UNM staff 'voice'? 3. Highlight the many UNM staff and Staff Council contributions to UNM? 4. Foster leadership at UNM and in the community? 5. Partner with UNM shareholders in efforts aimed at improving UNM staff well-being?

SC Funding Request Form

Event Name:

Submitted Date:

Date of Event (Start and End):

Project/Event Contact:

Name:

Phone:

Email:

Committee:

Business Purpose (to include why the payment is being requested and how it benefits the University by referencing the Staff Council goals):

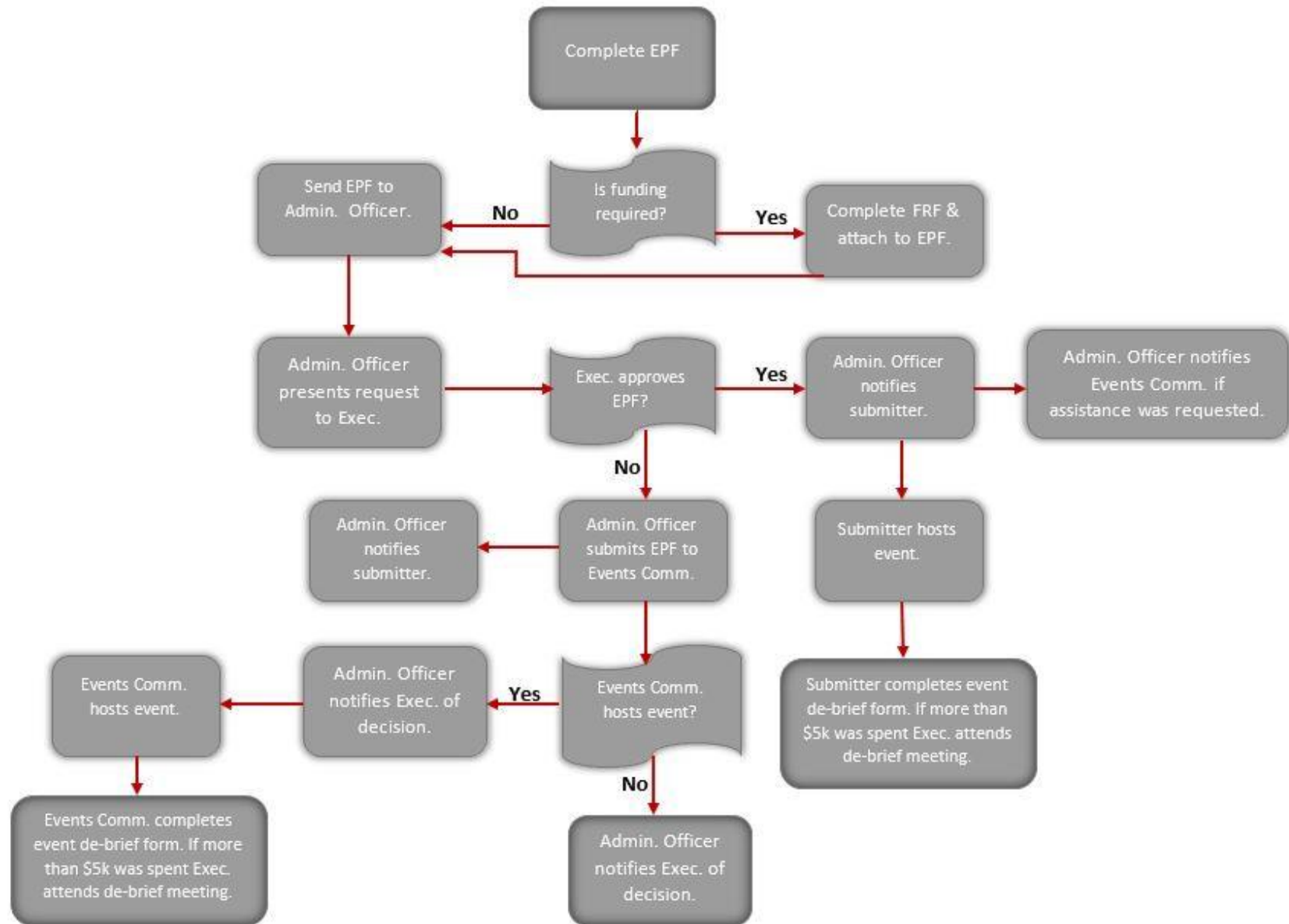
- Please provide a detailed list of expenses (food, room rent, etc.) along with proposed cost (price quotes, contracts).
- All SC expenses paid by p-card must be paid with SC department p-card (Administrative Officer); arrangement must be made with SC Administrative Officer no less than 5 business days before event.
- Out of pocket expenses that require reimbursement are discouraged unless prior arrangements have been made with the SC Administrative Officer and UNM's Main Accounting office
- All spending will be reviewed for reasonable cost, available budget, and valid business purpose.
- If funding will be provided by additional resources, provide a brief description and amount provided.
- Attach any backup documentation to speed processing.

ALL EXPENSES MUST COMPLY WITH UAP 7000: FISCALMANAGEMENT AND UAP 4000: PROCUREMENT.

For internal use only- Approved: Yes No

Approved Amount:

SC Event & Funding Proposal Flowchart



SC Event De-brief & Review Form
Committee Name

Event Name:	Event Date & Time:
Event Location:	No. of Volunteers Who Directly Participated:
Committee or Councilor POC:	Committee Charge (if applicable):
How the event aligned with the Committee Charge (if applicable):	

What parts of the event was a success? 1. 2. 3.
What parts of the event need improvement? 1. 2. 3.
Suggestions/Recommendations: 1. Would you recommend doing the event again? Why?
Executive Committee Feedback:

Procedure:

1. Hosting Committee or Councilor completes event de-brief form during the monthly committee meeting immediately following the event date then sends it to the SC Administrative Officer.
2. If the SC Events Committee participated the Administrative Coordinator will send the completed form to the Events Committee Chair for additional input on the form. Completed form is sent to the SC Administrative Officer before next monthly SC meeting.
3. Administrative Officer submits completed form to the SC Executive Committee.
4. Executive Committee reviews the de-brief form and provides feedback for the hosting committee.
5. Administrative Officer returns form with feedback to hosting committee & Events Committee if they participated.

Note: The hosting Committee or Councilor will review the debrief form again before the event is hosted again.

SC Website Edit Request Form & Procedure

Submitter:	Submitter Contact Info:
Submitted Date:	
Does a link need to be fixed?	Is there a correction to be made?
New idea?	Priority Level?

Website Edit Request Procedure and Form

1. Initiator completes form and sends to Staff Council Administrative Officer.
2. Administrative Officer will triage the request according to level of service needed.
3. Administrative Officer will let submitter know turnaround time on completion.
4. Administrative Officer lets the submitter know when the website edit is complete.

Staff Appreciation Month (SAM) Updates

As of 3/17/15

The SC SAM committee has decided to spread SAM out over the whole year. SC receives feedback each year from Councilors and constituents that they would like to feel appreciated over the whole year instead of just one month. SC also believes it will be easier on supervisors to support staff attending the events if they are spread out over the whole year instead of the employees being away so much in one month. Event information thus far:

Book Exchange: 4/21/15 from 11am – 2pm

Locations: SUB Santa Ana A&B
Domenici West B114
Student Support Services Center (SSSC) room 1002

Staff Appreciation Luncheon: June (Date TBD) from 11am – 2pm

(Picnic) Locations: SUB
North Campus

LOBOrrito Breakfast: 7/16/15 from 7:30 – 9am

Locations: SUB Ballrooms B&C.
HSC Upper Plaza

Ice Cream Social: 9/16/15 from 12 – 1pm

Locations: Dominguez Plaza
HSC Upper Plaza
Student Support Services Center (SSSC)

**University of New Mexico
Staff Council BYLAWS**

ARTICLE I: PURPOSE

Section 1. General

The Staff Council provides a forum for non-faculty staff to address issues of staff concern and to make those issues known to the University. The staff is a full partner with other University ~~employees and students~~ constituent groups in providing input into the decision making processes of the University.

Section 2. Specific

- A. Participates in the formulation of institutional long-range plans, goals and strategies.
- B. Develops programs and activities promoting professional and personal growth and advancement.
- C. Advises the University administration about resource allocations, wages, benefits, health, safety, and other conditions of employment.
- D. Facilitates communications among staff, faculty, students, the administration, and other representative campus organizations.

ARTICLE II: FUNCTION

Section 1. General

The Staff Council operates on a year-round basis.

Section 2. Specific

- A. Studies problems, potential problems, welfare and working conditions of the staff.
- B. Calls to the attention of the administration and other University organizations and individuals matters of concern to the staff.
- C. Cooperates with the Faculty Senate in the formulation of recommendations concerning issues common to the staff and faculty.
- D. Advises the administration on staff wages, benefits, conditions of employment, University policies and procedures, legislative issues and other matters and concerns determined by the Staff Council.
- E. Forms committees as required.

Section 3. Liaison

Staff members from other UNM branches may serve as a liaison between the Staff Council and the branch.

ARTICLE III: OFFICERS

Section 1. Election and Appointment of Officers

Staff Council officers are elected at the first regular meeting following the election and qualification of members in the spring semester. All terms are for one year. Consecutive terms may be served. Election is by a majority of the votes cast.

Section 2. Removal of an Officer

An officer may be removed from office for unethical behavior, or for failure or inability to perform duties. Removal of an officer requires a majority of the votes cast. ~~two-thirds vote.~~

Section 3. Replacement of an Officer

Whenever a vacancy shall occur among the officers of the Staff Council, except in the Office of the President, the Council shall, at its next meeting, fill said vacancy in the same manner as for the original election of that position. When a vacancy shall occur in the Office of the President, the President Elect shall succeed to that office. Should a vacancy exist in both the Office of the President and the Office of the President Elect, the Council shall fill both offices in the same manner as for the original election of that position.

Section 4. President

The President serves as the official spokesperson for the Staff Council. The functions of the Office of the President are to:

- A. Represent the staff and the Staff Council, and be an advocate for staff issues, concerns and positions before the Board of Regents, the President of the University and the University community.
- B. Serve as an advisor to the Board of Regents.
- C. Chair and set the agenda for the Staff Council Executive Committee and have one vote.
- D. Appoint members of the Staff Council to serve as liaisons to the Faculty Senate, the student governments, and the Alumni Association and the UNM Retiree Association with approval of the Staff Council.
- E. Appoint or nominate, as appropriate, staff representatives to University-level standing committees and Search committees, and to joint staff-faculty committees, in consultation with the Executive Committee and with approval of the Staff Council.
- F. Serve as an ex-officio, non-voting member of all Staff Council committees, with the exception of the Ethics Committee. May appoint a designee to be the ex-officio representative in his/her behalf.
- G. Facilitate open lines of communication between the Staff Council and the University community.
- H. Perform other duties as directed by the Staff Council.

Section 5. President-Elect

The President-Elect serves in the capacity of a Vice President. The functions of the Office of the President-Elect are to:

- A. Serve as an advisor to the President.
- B. Succeed to the Office of the President if the President is unable to complete her/his term. If the President-Elect succeeds to the presidency the Staff Council shall elect a new President-Elect at the next regular meeting in the same manner as was used for the original election.
- C. Serve as a member of the Executive Committee and have one vote.
- D. Represent the Council to the University should the President be unable to perform in an official capacity for a short time.
- E. Perform such other duties as may be assigned by the President or the Staff Council.

Section 6. Speaker

The functions of the speaker are to:

- A. Preside at all Staff Council meetings.
- B. Serve as a member of the Executive Committee and have one vote.
- C. Appoint chairs and -members to Staff Council committees, in consultation with the Executive Committee and with approval of the Staff Council, but is not a member of any standing committee.
- D. In coordination with the Staff Council Administrator, sees that all business referred to committees is returned to the Council for action within a reasonable time.
- E. Coordinate with committee chairs and the Executive Committee to facilitate Council activities. Define time frames to committees for work completion. Routinely review committee minutes.
- F. Perform other duties as directed by the President and the Staff Council.

Section 7. Treasurer

The functions of the Office of the Treasurer are to:

- A. Develop and recommend accounting procedures for approval by the Council.

- B. Assure adherence to university policies and generally accepted-accounting policies and procedures.
- C. Provide ~~quarterly~~-monthly and special request fiscal reports to the Staff Council.
- D. Serve as a member of the Executive Committee and have one vote.
- ~~E. Serve as an ex officio member of the Staff Council Finance Committee.~~
- F. Perform such other duties as may be assigned by the President, Speaker or the Staff Council.

Section 8. At-Large Members

At the same meeting other officers are elected the Council shall elect four at-large members to the Executive Committee, two to represent and be elected from the Councilors representing precincts, and two to be elected from the Councilors representing grades. The functions of the at-large members are:

- A. Serve as members of the Executive Committee, each having one vote.
- B. May be designated by the President to serve as ex-officio members, without vote, on any Staff Council Committee, except the Ethics Committee.
- C. Assume other responsibilities as may be assigned by the President or the Staff Council.

Section 9. Past President

The title of Past President shall be assumed by the President from the year prior, after a new President is elected. The functions of the Past President are to:

- A. Serve on the Executive Committee as an ex-officio, non-voting member.
- B. Serve as an advisor to the current President.
- C. Perform other duties as may be assigned by the President.

ARTICLE IV: ADMINISTRATIVE SUPPORT

The University has designated one staff position to provide administrative support to the Staff Council. The functions of the administrative support person are:

- A. Serve as an ex-officio, non-voting member of the Staff Council for the purpose of keeping minutes and attendance records.
- B. The administrative support person may vote in Staff Council elections but may not serve as an elected member on the Council.
- C. Provide a written record of motions as presented or amended during meetings; read same to Council at the request of the Speaker. Send summarized minutes of each meeting to all Councilors five working days before the next meeting.
- D. Provide for orientation and training on Council procedures for new members of the Council and for Committee members.
- E. Perform such other duties as may be assigned by the President or the Staff Council.

ARTICLE V: COMMITTEES

Section 1. General

- A. The President appoints, with Staff Council approval, representatives to University-wide standing committee, joint faculty-staff committees, and other University committees, whether permanent or ad hoc in nature, whose membership includes both staff and non-staff membership. Unless otherwise provided in the charters of such committees, staff member terms shall be for one year. In no case shall staff representatives serve more than one two-year term without being reconsidered by the Staff Council.
- B. In consultation with the committee, and with Staff Council approval, the Speaker appoints, ~~with Staff Council approval,~~ the chairs and members of Staff Council committees. Chairs and members will serve a one-year terms but may serve successive terms.

C. ~~Staff Council committees will elect their own chairperson.~~ It is the responsibility of the chairperson to track membership on the committee and to report to the Speaker and the Staff Council Administrator when members have quit the committee. Non-attendance of a committee member at three consecutive meetings will be treated as a voluntary resignation.

D. Resignations from committees should be submitted by the chairperson to the President or the Speaker and the Staff Council Administrator, as appropriate, and the appointing authority shall report resignations or other vacancies to the Staff Council at the next regular meeting of the Council.

E. Committee members appointed to fill vacancies will serve the remainder of the term to which they are appointed.

F. Members of University committees and the chairpersons of Staff Council committees shall make monthly reports, first to the Executive Committee and then to the Staff Council. Such reports may be oral or written as directed by the Executive Committee or the Staff Council.

Section 2. Permanent Standing Committees

Permanent standing committees can only be formed, dissolved, or changed through revision of the by-laws.

A. Rules and Elections Committee. The committee shall have not less than three, nor more than five, members. A quorum shall be three members. The functions of the committee are to:

1. Review and make recommendations on all proposed amendments to the Staff Council Constitution, Bylaws, General Rules, and Special Rules of the Council.
2. Establish, with Council approval, the Staff Council Election Code.
3. By no later than ~~December 1~~ January 15th each year, determine the size and representative areas, and the apportionment of Councilors to represent Staff Council grades and precincts. The apportionment must be approved by the Staff Council.
4. Develop election procedures for the annual Staff Council election and any special elections; to prepare and count ballots cast; and to report to the Council the results of each election.
5. To set, with Council approval, campaign guidelines.

B. Ethics Committee

1. The Speaker shall nominate, subject to Council approval, five voting members of the Staff Council. Quorum for the Ethics Committee shall be four members.
2. The Ethics Committee shall establish and maintain, subject to Council approval, a Code of Ethics.
3. The committee shall function as a resource to the Council on issues of ethical import relative to determination of policy.

C. Executive Committee

1. The Executive Committee may transact routine business between Council meetings and take emergency actions. All business transacted by the Executive Committee shall be reported to the Council at the next Council meeting by the President Elect. The Executive Committee shall meet at the call of the President or upon written request of any four members thereof. Four members shall constitute a quorum.
2. The Executive Committee shall receive committee reports via the Speaker for internal committees and via the President for external committees and shall determine the agenda for Council meetings.

Section 3. Standing Committees

Standing committees can be formed, dissolved, merged, or otherwise altered through a vote of the Council. Changes to these committees do not require revision of the by-laws.

1. The Council may, from time to time, establish standing committees to carry out the work of the Council. Each standing committee will be given a charge at the time of creation. The initial charge may be amended by the Council upon request or recommendation of the committee.
2. Minimum membership on standing committees will be three staff employees, one of whom must be a voting member of the Council.
3. Standing Committees will determine their own order of business ~~and elect their own chairpersons~~. Quorum for each standing committee

will be a majority of the appointed membership not excused from the meeting.

4. The Council may make periodic examination of each standing committee to determine whether said committees shall continue in existence.

Section 4. Special Committees

The Council may, from time to time, establish special, or *ad hoc*, committees to carry out limited, specified business of the Council. The charge to such committees shall be stated at the time of formation. Such committees shall automatically go out of existence upon either the expiration date stated by the Council at the time of formation or upon submittal to the Council of the committee's final report.

ARTICLE VI: STAFF COUNCIL MEETINGS

Section 1.

Staff Council meetings shall be open to the entire University community.

Section 2. Regular Meetings.

The Staff Council shall meet at least quarterly, at a time and date approved by the Staff Council.

Section 3. Special Meetings.

The Executive Committee may call a special meeting at any time. The call for a special meeting shall set forth specific items to be discussed. Business not specified in the call may not be discussed at a special meeting.

Section 4. Quorum.

A quorum shall be a majority of members not excused from the meeting. To be excused from a Staff Council meeting, the Councilor shall inform the Staff Council Administrator, via email, prior to the scheduled meeting time.

Section 5. Agenda.

The Executive Committee shall be responsible for the preparation of the agenda and for its timely distribution, at least five working days before each regular meeting.

Section 6. Record of Attendance.

The minutes of each meeting shall show the names of the members present and of those absent (excused and unexcused.)

Section 7. Attendance at Meetings.

Attendance by Staff Council members and officers shall be required at all Staff Council meetings. Unexcused absence from two consecutive meetings shall result in a warning from the Executive Committee. A third consecutive unexcused absence will be treated as a voluntary resignation.

Section 8. Council Terms.

The term of each Staff Council shall be for one year and shall begin with the organizational meeting.

ARTICLE VII: RULES OF ORDER

Section 1. Rules.

Robert's Rules of Order Newly Revised, latest edition, shall govern all meetings of the Staff Council in all cases to which they are applicable, and may govern all internal standing committees in which they are not in conflict with these bylaws, or with the standing rules, or any other rules that have been adopted by the Council for the conduct of their meetings.

Section 2. Parliamentarian

The Speaker shall appoint, subject to the approval of the Council, a Parliamentarian.

ARTICLE VIII: ETHICS

Section 1. Ethics Code

All Staff Councilors are bound by the Ethics Code, found in the Staff Council Handbook.

Section 2. Prizes and Awards

Staff Councilors are cautioned not to accept any gift, prize or award if doing so might be construed by reasonable persons to be unethical or where such acceptance would reflect poorly on the Staff Council or bring the Staff Council into disrepute.

ARTICLE IX: AMENDMENTS

Section 1. Amendments.

These bylaws may be amended by a two-thirds vote of the members of the Staff Council at a regular monthly meeting. Recommendations to amend will be referred by the Speaker to the Rules and Elections Committee.

Section 2. Prior Notice.

Proposed amendments of the bylaws must be reviewed by the Rules and Elections Committee and by the Executive Committee prior to placement on the Staff Council Agenda for action.

No amendment to the Bylaws or Constitution may be voted upon at the same meeting at which it is introduced. ~~This provision may not be suspended.~~

Approved by the UNM Staff Council December 1991

Revised: 1992

Amended: 1993, 1994, and 1996

Revised: July 15, 2003 by the UNM Staff Council

Amended: November 15, 2005 by the UNM Staff Council

Amended: January 15, 2008 by the UNM Staff Council

Amended: June 18, 2013 by the UNM Staff Council

[Amended: 2015 by the UNM Staff Council](#)