Bylaws of
the University of Georgia Staff Council

Adopted June 1993

As Amended 06/1995, 04/2000,

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SECTION 1 NAME

The name of the body hereby constituted will be the University of Georgia Staff Council, hereafter referred to in the bylaws as Staff Council.

SECTION 2 RESPONSIBILITIES AND FUNCTIONS
The Staff Council will participate in the process of University governance by advising the President of the University in the establishment of rules and regulations deemed necessary or proper for the promotion of the general welfare of the University. The Staff Council will elect staff members to serve staggered three-year terms on the University Council according to University Council bylaws. The Staff Council Chair will serve as an ex officio member of University Council.

The Staff Council will formulate and recommend to the President of the University and the University Council policies and procedures related but not exclusive to classified personnel.

The Staff Council will provide procedural guidelines to the unit level staff representative groups. These groups will strive to address issues at the School, College, and Vice Presidential levels and forward to the Staff Council those issues which cannot be resolved at the local level.

The Staff Council will develop and maintain a university-wide communications network to provide for efficient transmission of information to all staff members concerning the business conducted by the Staff Council.

SECTION 3 MEMBERSHIP OF THE STAFF COUNCIL

3.1 Voting Members

The voting membership of the Staff Council will be elected by and from the classified personnel, as defined in the Policies of the Board of Regents (Policies, 8.1.2), and other regular non-faculty status employees. Election to the Staff Council will be for a term commencing July 1 following election and continuing until June 30 as specified in 5.2.1.

3.2 Nonvoting Members

Staff representatives to University Council will be elected by Staff Council to serve a three-year term as stated in 4.3.1. If the representatives to University Council come from classified staff at large instead of the Staff Council itself, or if a representative’s term on Staff Council ends before the end of term on University Council, those representatives will serve as nonvoting ex officio members of the Staff Council and must attend Staff
Council meetings. University Council representatives who also serve as Staff Council representatives from a School, College, or Vice Presidential area will retain full voting rights.

SECTION 4 ORGANIZATIONAL STRUCTURE

4.1 Officers and Duties

4.1.1 Chair

The Chair will be responsible for conducting all Staff Council meetings and will serve as the head of the Executive Committee. The Chair will be elected by and from the Staff Council for a two-year term of office and is eligible for reelection. The nominee must have previously served on the Staff Council for at least one year. Once elected, the Chair no longer represents the home unit but the entire Staff Council; therefore, the home unit must elect a representative to replace the Chair. The Chair will represent staff as a voting member of University Council and University Council’s Executive Committee. The Chair will also serve on the boards of The UGA Foundation, the Alumni Association, and the Board of Visitors. The Chair will not serve more than two consecutive terms. A past Chair or President who has served two terms may run for that office again after a break in service of at least one term. The Chair is charged to invite the President and Provost of the University to address the full council at least once a year, and to invite the President and Provost to meet with the executive committee at least once per year.

4.1.2 Vice Chair

The Vice Chair will assist the Chair and perform the duties of the Chair in his/her absence. The Vice Chair will serve as a member of the Executive Committee and as UGA’s representative to the University System of Georgia Staff Council. The Vice Chair will be elected by and from the Staff Council to a one-year term of office and is eligible for reelection. The Vice Chair will be responsible for performing staff census as required in Section 5.2.1. Vice Chair will monitor UC minutes for staff representative attendance.

4.1.3 Coordinator
The Coordinator will be responsible for maintaining records, including meeting attendance; reserving meeting places; announcing meetings via the SC-reps and UGA listservs and the UGA Master Calendar; and distributing information within the Staff Council. The Coordinator will be responsible for the recording and expenditure of such funds as may be allocated for the conduct of council business, and for any financial reports concerning council expenditures. The coordinator will monitor the Staff Council minutes for representatives’ attendance and report unexcused absences to their unit.

The Coordinator will be elected by the Staff Council to a one-year term of office. The Coordinator may be any classified employee, as defined in the Policies of the Board of Regents, or other regular non-faculty status employee, and can be recruited from staff campus-wide. If the Coordinator is elected from outside the membership of the Staff Council, he/she will become a voting member-at-large of the council for the duration of his/her term of office. The Coordinator is eligible for reelection to additional terms.

4.1.4 Recording Secretary

The Recording Secretary will record minutes at Staff Council meetings and present them for approval. Draft minutes will be sent to representatives via e-mail prior to next regularly scheduled Staff Council meeting. The Recording Secretary may be any classified employee, as defined in the Policies of the Board of Regents, or other regular non-faculty status employee, and can be recruited from the campus-wide staff members. The Recording Secretary will be elected by the Staff Council to a one-year term of office. If the Recording Secretary is elected from outside the membership of the Staff Council, he/she will become a voting member-at-large of the Council for the duration of his/her term of office. The Recording Secretary is eligible for reelection to additional terms.

4.1.5 Parliamentarian

The Parliamentarian will be appointed by the Chair of the Staff Council for a one-year term. The Parliamentarian does not have to be a member of the Staff Council and can be recruited from staff campus-wide. The Parliamentarian should have experience with parliamentary procedure
and be well versed in the Bylaws of the Staff Council. If chosen from staff campus-wide, the Parliamentarian has no voting rights on Staff Council. If chosen from Staff Council members, the Parliamentarian retains all voting rights.

4.2 Standing Committees

4.2.1 Membership

With the exception of the Executive Committee, standing committees will consist of at least five full members of the Staff Council, appointed by the Staff Council Chair. These appointments will take place during the August meeting. The full membership of each committee will choose a chair. The committee chair may appoint associate members from staff at large. Associate members are full participants in the business of the committees to which they have been appointed. They are not full members of the Staff Council, but may participate freely in the presentation of committee reports to the full council.

4.2.2 Basic Charge to Standing Committees

Each committee is empowered to investigate issues in its area of responsibility for report to the Staff Council.

Each committee will submit an oral report at each meeting and a written annual report highlighting its activities to the Staff Council at the June meeting and to the Recording Secretary for inclusion in the minutes.

Reports providing information and results of investigations will be submitted to the Executive Committee for inclusion on the agenda. Each committee will specifically report on the disposition of each item referred to it.

Recommendations to the Staff Council will be submitted to the Executive Committee for inclusion on the agenda.

4.2.2.1 Membership

Subcommittees can be formed by any standing committee to address a specific issue. A subcommittee can become a Standing Committee by amending these Bylaws if the subcommittee has been in working existence
for more than two years and there is evidence that the committee will be needed on an ongoing basis.

4.2.3 Executive Committee

4.2.3.1 Membership

The Executive Committee will consist of the Chair, Vice-Chair, Coordinator, Recording Secretary, and Parliamentarian of the Staff Council and three additional members elected by and from the Staff Council on an annual basis. The Immediate Past Chair will serve in an advisory capacity.

4.2.3.2 Duties

The Executive Committee will be empowered to act as the executive body of the entire Staff Council in cases requiring urgent action. The Executive Committee will inform the full council of all such actions taken at the next full council meeting or by a memorandum to all the individual representatives.

The Executive Committee will consider and refer to the appropriate committee any issue that affects the general welfare of the University or that concerns classified and regular non-faculty status employees.

The Executive Committee will receive and prepare agenda items for the Staff Council in any of the following ways:

a. Items received from the President of the University will be placed on the agenda.

b. Items received from any of the standing or ad hoc committees of the Staff Council will be placed on the agenda unless the Executive Committee decides, by a majority vote, to send the item back to committee.

c. Items received from the duly constituted staff representative body of any unit within the University will be placed on the agenda or referred to the appropriate committee.

d. The Executive Committee will also receive agenda items from any person or group not provided for above. If it is decided, by majority vote,
that such items merit consideration, the Executive Committee will refer those items to the appropriate committee, unless unusual or urgent circumstances merit prompt presentation to the Staff Council.

The Executive Committee will serve as the official liaison between the Staff Council and the President of the University.

The Executive Committee will request to meet with the President and the Provost of the University at least once a year.

The Executive Committee will recommend for the council’s approval such ad hoc committees as it deems necessary.

4.2.4 Needs and Concerns

The Needs and Concerns Committee will consider all issues that concern the classified personnel and other regular non-faculty status employees and that have not been assigned to other Standing Committees or to an ad hoc committee. The Committee will formulate policies and procedures for recommendation to the Staff Council. The committee will monitor legislation that could impact staff and disseminate information accordingly.

4.2.5 Communications

The Communications Committee will develop and implement, subject to approval of the Staff Council, procedures for communicating information to classified personnel concerning those matters which affect the general welfare of the entire University or which concern classified personnel and other non-faculty status employees. The Committee will be responsible for maintaining and updating the Staff Council web site, and monitoring the listservs administered by Staff Council, and publishing a monthly newsletter via the Archnews Staff listserv.

4.2.6 Health and Safety

The Health and Safety Committee will review and evaluate policies concerning the safety and health of University employees, and the safe utilization of University equipment and facilities. The Committee will
make recommendations to the Staff Council concerning necessary changes in such policies.

4.2.7 Benefits and Classification

The Benefits and Classification Committee will examine, monitor, and discuss employee benefits, pay, classification, and human resources issues as they pertain to staff, and act as liaison between the office of Human Resources and Staff Council (and report to the latter) on these issues.

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4.3 University Council Representatives (UC)

The Staff Council will have nine representatives on the University Council. One of these, the Staff Council President, will be an ex officio voting member of the University Council and a member of its Executive Committee, and the remaining eight will be elected by the Staff Council. Representatives may be elected from Staff Council or from staff campus-wide. It is preferable for each staff representative on University Council to serve a concurrent term as a member of a UC committee listed in section 4.3.3; however, in the event that there is not a sufficient number of candidates willing to serve in both capacities, Staff Council may elect the UC and UC committee positions separately.

4.3.1 Term

University Council representatives will be elected for a three-year term, even if their term of membership on Staff Council expires prior to their term of service on University Council. The Coordinator will announce no later than the April meeting which University Council committee positions should be filled by the July election.

4.3.2 Cause for Replacement

If an elected University Council representative misses two UC or two Staff Council meetings without sending an alternate in his/her place, he/she will be considered in forfeit of the position and a special election will be held for a replacement. The Registrar will be informed immediately following the election. Staff Council’s Vice Chair will monitor UC minutes for staff representative attendance; the Coordinator will monitor Staff Council minutes for attendance.
4.3.3 University Council Committees

Each UC Committee will review established policies and their administration and will offer such recommendations as it deems necessary. Membership guidelines contained herein refer only to the staff members of the committees; full membership guidelines may be found in the Bylaws of the University Council. Staff members of University Council committees will be elected by the Staff Council with the exception of the Staff Council Chair’s ex officio position on the University Council Executive Committee.

4.3.3.1 Executive Committee

The Chair of Staff Council will serve as a voting member of the University Council Executive Committee.

4.3.3.2 Facilities Committee

One staff member will serve to review and evaluate policies concerning campus planning, the use of University land and facilities, and campus safety, and to recommend necessary changes to the Council, the President, and appropriate offices.

4.3.3.3 Student Affairs Committee

Two staff members will serve staggered terms to recommend to the Council rules and regulations affecting student life, activities, and behavior; to investigate and report on any student issue which the Council may wish the Committee to consider or which the Committee itself believes worthy of consideration; to have members provide advice, as needed, to the Student Affairs Departments on non-academic student petitions; and to advise the Division of Students Affairs, especially on long-range planning, and advocate on behalf of the Division.

4.3.3.4 Human Resources Committee

Three staff members will serve staggered terms to review and recommend policies related to faculty and staff benefits, including but not limited to leave programs, retirement programs, health and life insurance programs, emeritus faculty benefits, and other human resource matters; and to review and recommend policies related to gender and equity issues.
4.3.3.5 Strategic Planning Committee

One staff member will serve to advise and consult with the President and the faculty in the establishment, monitoring and revision of the Strategic Plan of the University; to advise and consult with the Senior Vice President for Finance and Administration, the Senior Vice President for Academic Affairs and Provost, and the faculty about the status of the current university budget, the outlook for the university’s budget for the upcoming year, and the extent to which budgetary changes promote the university’s strategic goals; and to forward recommendations to the University Council concerning any Strategic Plan offered by the President.

4.3.3.6 Libraries Committee

One staff member will serve a three-year term as a voting member to consider and recommend to the Council, the Director of Libraries, and the Senior Vice President for Academic Affairs and Provost general policies for the development and utilization of the University libraries.

4.4 Appointments and Ad Hoc Committees

4.4.1 Nominating Committee

The Nominating Committee will be appointed by the Executive Committee in January and will be responsible for drafting a slate of candidates for election to the offices of Chair, Vice-Chair, Coordinator, and Recording Secretary and to University Council positions. The Nominating Committee will call for nominations. The Nominating Committee will complete the slate and distribute biographies of candidates to each representative before the April meeting. The Nominating Committee will convene again prior to the June meeting to draft a slate of candidates for the three elected officers of the Executive Committee who will be elected at the June meeting for the following fiscal year.

4.4.2 Alternate representative to USGSC

The Executive Committee will appoint an alternate representative to accompany the Vice Chair to meetings of the University System of Georgia Staff Council and to serve as the representative in the absence of the Vice Chair.
4.4.3 Liaison to the UGA Retirees Association (UGARA)

The Executive Committee will appoint a liaison to the UGA Retirees Association for a term to commence on July 1 and end on June 30. The liaison is eligible for reappointment.

4.4.4 Special Standing Committees

Any committee to which the Staff Council appoints members, but over which it has no direct authority, will be a Special Standing Committee. Appointments will be made by the Executive Committee, with the exception of representatives on the Faculty/Staff Parking Appeals Committee who are elected by the Staff Council.

4.4.4.1 Faculty/Staff Parking Appeals Committee

Two staff members, elected by the Staff Council, will serve as voting members of the Faculty/Staff Parking Appeals Committee for two-year terms, beginning in the month of August. The committee will consider all appeals from faculty and staff concerning parking tickets and fines at The University of Georgia. Tie votes by the committee will be regarded as a denial of appeal. The President of the University has delegated authority to this committee to make final institutional decisions on faculty and staff traffic and parking appeals.

4.4.4.2 UGA Department of Recreational Sports Advisory Council

One staff member serves on the advisory council, which consists of a minimum of eight students, faculty, staff, and alumni members who receive an appointment request. Term is one year, with the possibility of recurring appointment of up to three years. Advisory council members have a working relationship with the department staff, University community, and fellow council members to promote quality recreational experiences; a high level of commitment is the primary qualification for those who serve.

4.4.4.3 Columns Forum Committee

One staff member serves on the committee which reviews submissions for the Forum section of Columns. Term is one year.
4.4.4.4 Biosafety Community Liaison Committee

The chair will assign a member of the Executive Committee to serve on the Biosafety Community Liaison Committee under the auspices of the VP for Research.

4.4.5 Ad Hoc Committees

Ad Hoc Committees are formed by the Staff Council to address immediate issues and are for a limited time only. As soon as the final report is presented to the Staff Council the committee has finished its charge. An Ad Hoc Committee can become a Standing Committee by amending these Bylaws if there is need for ongoing study of the issue for which the Ad Hoc Committee was formed.

SECTION 5 GENERAL PROCEDURES

Parliamentary authority will be the Bylaws of the University of Georgia Staff Council and a published authority to be chosen by the Chair and Parliamentarian for use during their term of office.

5.1 Meetings

5.1.1 Staff Council

5.1.1.1 Regular Meetings

Regular meetings of the Staff Council will be held monthly unless otherwise designated by the Staff Council Executive Committee. Meetings of the new fiscal year will commence in July and be held at 2:30 PM on the first Wednesday of the month, except for the January and July meetings, which will be held on the second Wednesday. Alternate dates and times may be established at the beginning of the fiscal year and announced to staff using all available communication options.

5.1.1.2 Special Meetings

Special meetings may be called by the President of the University; by the Chair of the Staff Council or the Vice Chair in the absence of the Chair; by majority vote of the Executive Committee; or by written petition,
signed by ten or more Staff Council members, addressed to the Staff Council Chair.

5.1.1.3 Agenda

The Executive Committee will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the Staff Council, will be distributed to Staff Council members in advance of regularly scheduled meetings. Items not on the announced agenda may be added by the Executive Committee prior to the meeting, or they may be added at the meeting by a two-thirds vote of members present and voting. The Staff Council agenda will also be published in a forum widely available to the University such as the Staff Council web page ugasc.uga.edu and the SC-reps and ugastaff listservs.

5.1.1.4 Order of Business

The order of business at regular meetings of the Staff Council will be as follows:

a. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption.

b. Reports of standing committees and discussion thereof.

c. Reports of special committees and discussion thereof.

d. Reports of the Chair.

e. Unfinished business.

f. New business.

g. Adjournment.

h. (Optional) Standing Committee meetings

5.1.1.5 Quorum

A simple majority of the voting members of the Staff Council will constitute a quorum. Motions may be passed by a majority of those
present and voting. The Staff Council may not vote if a quorum is called and found lacking, or is not sustained.

5.1.1.6 Voting

Voting will be conducted during meetings whenever possible; however, in some cases as stipulated by the council, votes may be cast via the SC-reps listserv. In such a case, a simple majority of representatives must post a vote to the list to constitute a quorum. The Chair does not vote except in the case of a tie.

5.1.1.7 Absences/Alternates

A council member who is unable to attend a meeting should appoint an alternate. An alternate may enter into discussion and vote after registering. No person can represent more than one member at a meeting.

5.1.1.8 Visitors

Nonmembers are welcome to attend all Staff Council meetings. Nonmembers who wish to address the council will request permission to do so from the Executive Committee prior to the meeting or from the presiding officer during the meeting. Any council member may move that a nonmember be allowed to speak.

5.1.1.9 Minutes

Draft minutes will be made available to Staff Council Representatives no later than ten days after each meeting. Approved copies of the minutes of each meeting will be posted to the Staff Council web page.

5.1.2 Executive Committee

The Executive Committee will meet regularly throughout the year. The chair of each standing and ad hoc committee is encouraged to attend these regular meetings. Additional meetings may be called by the Staff Council Chair. The place and time of all regularly scheduled Executive Committee meetings will be announced at each regular Staff Council meeting.

5.1.3 Other Standing Committees
The initial meeting of each committee will be convened at the August meeting of the Staff Council to elect a chair. Each standing committee will meet at least once every two months. Meetings may be held immediately following the Staff Council meeting, or may be called by the committee chair.

5.2 Elections

5.2.1 Staff Council Representatives

Each Vice Presidential area, College, and School will elect by secret ballot at least one member to the Staff Council. In areas with more than 250 eligible staff members, additional Staff Council members will be elected at the ratio of one representative for each increment of 250 eligible staff members. See Table 1 appended to these Bylaws for calculation ratios; Table 2 shows the current apportionment for membership.

The number of representatives will be computed every five years or as deemed necessary by the Staff Council, using the employment statistics effective January 1 of that calendar year. The reapportionment will take place with the next election of the Staff Council members, such that the revised number of representatives will be seated in the June meeting of the Staff Council. Statistics will be kept annually by the Vice Chair of Staff Council.

Members will be elected by and from the staff members of unit level Staff Representative Groups (SRGs). The election within each Vice Presidential area, College, and School will be in accordance with Section 6 of these Bylaws. If an area Staff Representative Group has not formed or is inactive and thus does not elect a representative to Staff Council, the Staff Council president may call for volunteers from the area’s eligible staff members. Volunteers, up to the number allowed in Section 6, upon majority vote of approval of the Executive Committee, will be seated as representatives of the area as if elected by the SRG.

Election to the Staff Council will be for a one-year term. There will be no limitations on reelection; however, areas should provide a list of candidates and election results to the Coordinator so that Staff Council may verify that elections have taken place.
New members to the Staff Council will be seated at the June meeting each year and will be introduced by the representatives they are replacing. Outgoing members will be responsible for voting on all business at this last meeting of their term. New members will be responsible for voting for the three elected members of the Executive Committee whose terms will begin on July 1.

If a representative misses two meetings without sending an alternate in his/her place, he/she will be considered in forfeit of the position and the president/chair of the respective Staff Representative Group (SRG) or the Dean/VP of the unit will be notified by the Coordinator and asked to elect a new member to represent the unit or college.

5.2.2 Officers

The Vice-Chair, Coordinator, and Recording Secretary of the Staff Council will be elected during the April meeting of each year; the Chair will be elected biannually. An announcement will be made at the January meeting that nominations for officers will be accepted by the Nominating Committee. Each nominee must consent to having his/her name placed in nomination. The Nominating Committee will distribute a slate which includes a short biography of each candidate before the April meeting. Each nominee will consent to answer questions from the council at the April meeting and elections will immediately follow the question session.

The election will be by secret ballot. In the event that a single candidate is slated for an office, the candidate may be elected by acclamation without a ballot if there are no objections. A candidate must receive a majority of the votes to be elected. In the event no candidate receives a majority, a run-off election will be held between the two nominees receiving the most votes.

New officers will begin their terms at the close of the regularly scheduled June meeting.

5.2.3 Executive Committee

Voting for the three additional members will be at the June meeting in the following manner: Each council member will vote for three candidates on three individual ballots. A majority of votes cast is required for election. The three candidates receiving the most votes (if a majority) will be
elected, even if tied. If fewer than three receive a majority of votes cast, those receiving a majority will be elected and their names stricken from the ballot. Voting will then proceed for the remaining candidates until the required number are elected. If two candidates are tied for a single remaining position, a run-off vote will be taken. The elected members will begin their duties immediately following the June meeting.

5.2.4 University Council Representatives

5.2.4.1 Nomination

Any member of the Staff Council or of the classified staff of the university may be nominated for one of the eight University Council committee seats – three on Human Resources, two on Student Affairs, and one each for Facilities, Libraries, and Strategic Planning. The Nominating Committee will distribute biographical statements about the candidates to each Staff Council representative by July of each year. University Council term begins in August of each year.

5.2.4.2 Election

Nominees must attend the designated Staff Council meeting and consent to answer questions placed by the body of the council. Election by secret ballot will follow this questioning. Separate ballots will be distributed based upon individual committee positions to be filled during that year’s election. A candidate must receive a majority of votes to be elected. In the event no candidate receives a majority, a run-off election will be held between the nominees receiving the most votes. If a candidate is not elected to the committee position for which he/she initially runs, he/she may run for another position.

5.2.5 Faculty/Staff Parking Appeals Committee Members

Election by the Staff Council will be at the July meeting. The two-year terms of the two positions should be staggered; in the event of two vacant positions, one should be elected for a two-year term, and another should be elected for a one-year term with another election held the following year. Members’ terms begin in the month of August.

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5.3 Resignations and vacancies
5.3.1 Staff Council Representatives

Vacancies due to death, resignation, termination, or transfer from the area represented will be filled by election by and from the staff members from the area concerned.

5.3.2 Officers

If a Chair’s remaining term is six months or less, the Vice Chair will serve as interim Chair until the end of June; if the remaining term is more than six months, a call for nominations or volunteers will be made immediately by means of the SC-reps listserv and the Vice Chair will serve until an interim Chair is elected at the next scheduled meeting of Staff Council. The interim Chair will finish the remaining term and elections will be held at their regularly scheduled time.

In the event of vacancies in other elected officer positions, a call for nominations or volunteers will be made immediately by means of the Staff Council representatives listserv and a replacement will be elected or seated by acclamation at the next scheduled meeting.

5.3.3 Other Positions

Vacancies of University Council positions will be filled for the remainder of the term by election at the next scheduled meeting. If there is a University Council meeting or UC committee meeting prior to the next meeting, or if the remainder of the term is six months or less, the Staff Council Executive Committee may appoint an alternate to attend until the position can be filled or until the end of the term.

Vacancies on special standing committees may be filled by appointment by the Staff Council Executive Committee.

5.4 Amendments to the Bylaws

The Staff Council will have the power to amend its bylaws providing that such amendments be approved by a two-thirds majority of the votes cast at two successive meetings of the council. Proposed amendments to the Bylaws will be presented in writing, and should be provided to the voting members of Staff Council ten days before meeting date. A voice vote will be taken unless a paper ballot is requested by a voting member.
A Staff Representative Group (SRG) is defined as the governance body at the school, college, or Vice Presidential unit level that directly elects a member(s) to the Staff Council.

In units where there are a large number of employees, further subdivision may be necessary. In many cases this can be most easily accomplished along divisional lines, common work area or responsibilities, or by building.

All representatives to Staff Representative Group will be elected by and from the staff members of the area. These elections will be according to the SRG bylaws.

The unit level representatives to the Staff Council will make the minutes of the Staff Council meetings available to their unit level Staff Representative Groups.

Unit level Staff Representative Groups should meet as often as necessary to conduct the business of that unit. These meetings should be scheduled between regularly scheduled Staff Council meetings. This allows items discussed at the unit level to be formalized and submitted to the Executive Committee of the Staff Council for assignment to the appropriate committee or inclusion on the next agenda.

Election of members to the Staff Council will take place at the meeting preceding the June Staff Council meeting. The presiding officer or representative of each unit level Staff Representative Group will report the name(s) of newly elected members of the Staff Council as well as the name(s) of members being replaced to the Coordinator of the Staff Council prior to the council’s June meeting.

It is up to the SRG to decide appropriate action when notified by the Coordinator of the Staff Council that their representative has missed two Staff Council meetings within the fiscal year (note: having an alternate attend is NOT considered a missed meeting).
Staff members have the right to present issues to a unit level Staff Representative Group to which they are not organizationally assigned but are physically assigned, e.g., building custodians.

Unit level Staff Representative Groups are encouraged to write formal bylaws. At a minimum, these bylaws should include election procedures. In case of conflict between unit level Staff Representative Group and Staff Council Bylaws, the Staff Council Bylaws will take precedence.

APPENDIX

Table 1. Calculation of the number of elected representatives

<table>
<thead>
<tr>
<th>Staff members in unit</th>
<th>Number of elected members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 250</td>
<td>1</td>
</tr>
<tr>
<td>251 to 500</td>
<td>2</td>
</tr>
<tr>
<td>501 to 750</td>
<td>3</td>
</tr>
<tr>
<td>751 to 1000</td>
<td>4</td>
</tr>
<tr>
<td>1001 to 1250</td>
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<tr>
<td>1251 to 1500</td>
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<td>1501 to 1750</td>
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<td>1751 to 2000</td>
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Table 2. Apportionment (using 2013 census data)

<table>
<thead>
<tr>
<th>Area</th>
<th># of staff</th>
<th># of reps</th>
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<tbody>
<tr>
<td>Offices of the President, Internal Auditor, Legal Affairs, and EOO</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>Sr. VP for Academic Affairs &amp; Provost / Vice Provost for Academic Affairs</td>
<td>293</td>
<td>2</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>97</td>
<td>1</td>
</tr>
<tr>
<td>VP for Development &amp; Alumni Relations / VP for Government Relations</td>
<td>1515</td>
<td>1</td>
</tr>
<tr>
<td>VP for Finance &amp; Administration</td>
<td>1,774</td>
<td>8</td>
</tr>
<tr>
<td>VP for Information Technology</td>
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<td>1</td>
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<tr>
<td>VP for Instruction</td>
<td>174</td>
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<tr>
<td>VP for Public Affairs</td>
<td>50</td>
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</tr>
<tr>
<td>VP for Public Service &amp; Outreach</td>
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<td>4</td>
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<tr>
<td>VP for Research</td>
<td>699</td>
<td>3</td>
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<tr>
<td>VP for Student Affairs</td>
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<td>3</td>
</tr>
<tr>
<td>College of Agricultural &amp; Environmental Sciences</td>
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</tr>
<tr>
<td>Franklin College of Arts &amp; Sciences</td>
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<tr>
<td>Terry College of Business</td>
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<tr>
<td>Eugene Odom School of Ecology</td>
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<tr>
<td>College of Education</td>
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<tr>
<td>College of Engineering</td>
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</tr>
<tr>
<td>---------------------------------------------------</td>
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<td></td>
</tr>
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<td>College of Environment &amp; Design</td>
<td>15</td>
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<tr>
<td>College of Family &amp; Consumer Sciences</td>
<td>93</td>
<td></td>
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<tr>
<td>Warnell School of Forestry &amp; Natural Resources</td>
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<tr>
<td>Graduate School</td>
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<td></td>
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<tr>
<td>Grady College of Journalism &amp; Mass Communication</td>
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<tr>
<td>School of Law</td>
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<tr>
<td>MCG/UGA Medical Partnership</td>
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<tr>
<td>College of Pharmacy</td>
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<tr>
<td>College of Public Health</td>
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<tr>
<td>School of Public &amp; International Affairs</td>
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<tr>
<td>School of Social Work</td>
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<tr>
<td>College of Veterinary Medicine</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>6,286</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Table 3. Calendar**

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<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
</table>
| July     | Staff Council begins fiscal year session. Executive Committee members begin term of service.  
Election of University Council members and Faculty/Staff Parking Appeals Committee member(s). |
| August   | Committee appointments, initial committee meetings, and election of committee chairs.  
University Council begins fiscal year session; UC representatives and members of Faculty/Staff Parking Appeals Committee begin terms. |
| January  | Executive Committee appoints Nominating Committee.  
Nominating Committee announces positions to be filled by April election. |
| April    | Nominating Committee distributes brief biographies of officer candidates; election of Vice-Chair, Coordinator, and Recording Secretary, and biannually the Chair.  
Coordinator announces which University Council committee positions should be filled by the July election. |
| June     | Annual committee reports due to be presented and included in minutes. New members for next fiscal year seated. Nominating Committee presents slate of candidates for Executive Committee members, to be elected by Staff Council representatives serving during the upcoming fiscal year.  
Appointments of alternate representative to University System of Georgia Staff Council, UGARA liaison. |