ARTICLE I

NAME

Section 1: The name of this organization shall be known as the Classified Staff Council of the University of Nevada, Las Vegas.

ARTICLE II

PURPOSE

Section 1: The Classified Staff Council shall represent and serve the Classified employees as an advisory group to the President working through and with the Vice President for Planning of the University of Nevada, Las Vegas.

Section 2: The Classified Staff Council shall be concerned with all matters of personnel administration and classified employee relations, excepting matters of formal appeals and hearings.

Section 3: The Classified Staff Council shall receive, consider and make recommendations on matters of personnel of any policies and procedures which might impact classified employees; provide a forum for the hearing of classified employees’ suggestions, questions or complaints; but not individual appeals relating to disciplinary or classification matters; and to provide a means of communication for disseminating information to classified employees of the University regarding any issue which might impact them.
ARTICLE III

MEMBERSHIP

Section 1: The Classified Staff Council shall consist of a Council Chair, Chair-Elect, Secretary and one representative from each area at the University of Nevada, Las Vegas.

Section 2: Council representatives shall serve a two-year term. Representatives shall be elected by classified employees in their area. Elections are to be held biannually, in January and July of each year. An election will be conducted by the classified representative whose term is ending, or by the Chair-Elect. The Representative and/or Chair-Elect will send a notice to employees in a given area indicating that nominations for a representative shall be made during a two-week period. Chair-Elect shall submit written (email or hard copy letter) of support from the immediate supervisor of the nominee(s) to the Council Chair prior to being placed on the ballot. The election shall be conducted by secret ballot. Ballots are to be forwarded to the Chair-Elect and the tabulation completed by the Chair-Elect. A letter is to be sent to employees in the area announcing the newly-elected representative and the Classified Staff Council minutes will reflect the outcome of the election. Results are available from the election and are held by the Chair-Elect.

The Council Chair shall be notified in writing by the employee of termination of representation on Council. In the event of a Council position being vacated prior to the expiration a term, the Chair-Elect will notify the employees in the area affected and nominations/elections will take place as stipulated. The vacancy must be filled within 30 days of the notice of the representative leaving.

Section 3: Any representative to the UNLV Classified Staff Council will not be required to represent more than (50) classified employees. If any areas being represented have more than (50) classified employees, a second representative may be elected if requested by a simple majority of those employees or at the request of the incumbent representative. After the second representative has been elected, if an agreement cannot be reached as to which representative will represent which group of employees, the council chair will divide the group and assign the representatives. Areas to be represented of less than (50) classified employees may combine with another area as long as all parties are agreeable to the arrangement and that the areas are in close geographical proximity. Area representation is determined by Appendix A: The UNLV Classified Staff Count. An ad hoc committee will review and revise Appendix A as often as needed, but no less than every three years.
Section 4: The Chair-Elect will send a memo to the newly-elected representative, welcoming him/her to the Classified Staff Council, enclosing a copy of the Bylaws, and indicating when the next Council meeting will be held. The Chair will be responsible for distributing Council binders to incoming Council members at his/her first meeting.

Section 5: The Council Chair will draft a letter, sent by the Council Secretary, to the Department Chair/Supervisor of the newly-elected representative, thanking them for supporting the elected representative and for authorizing release time.

Section 6: Duties of Council Members are:

a) It is the responsibility of Council members to regularly attend Council meetings, or arrange for a proxy, if possible.

b) A member of Council who is unable to attend regularly scheduled meetings of Council may designate a proxy for that meeting. The proxy must be an employee in the area represented by the representative. The absent representative must inform an officer of the Council in person, by phone, or in writing when a proxy is being designated. The designated proxy shall have all rights and duties of the elected representative.

c) Excused absences will be allowed; however, failure to give prior notice to a Classified Staff Council officer will be considered an unexcused absence, and three (3) consecutive unexcused absences from a scheduled meeting without sending a proxy will be considered as the resignation of the member, and the Chair-Elect of Council shall notify employees in the area represented, and the Chair-Elect will conduct an election as stipulated in ARTICLE III, Section 2.

d) Members are to keep their constituents informed of the activities of the Council.

e) In questions of voting, it is the responsibility of each representative to act in the best interest of the constituents represented and to vote the desire of the employees they represent, rather than their own personal interests/desires.

f) Classified employees with suggestions, concerns, complaints, etc. should utilize proper administrative channels, prior to voicing said concerns through their representative, or through one of the officers of Council.
g) Council representatives are expected to represent their constituents at Council meetings, and if possible, to serve on at least ONE committee per year as the need arises in Council.

h) All members of Council are expected to perform the following duties as required: attend Council and committee meetings, attend other campus functions/events, and to conduct Council business.

i) Each representative will keep information to serve as an aid to both existing and new members. This information should be passed to incoming members upon termination/expiration of an existing member’s term.

j) If a council member is removed from the council for cause, they are not eligible to be re-elected to council until two years have passed from the date he/she was expelled from the council.

Section 7: a) The Council Chair will send a “Certificate of Appreciation”, to a council member that is leaving his two-year service to the council.

ARTICLE IV
ELECTIONS

Section 1: Any member of the Classified Staff Council shall be eligible to hold office. The term of office shall be one year. Election of officers shall be conducted annually at the last council meeting of the state fiscal year.

Section 2: Council officers shall be elected from representatives within the Council membership. The officers shall be elected by a quorum of Council members. If two or more candidates are on the ballot, a secret ballot shall be used.

Vacancies occurring during the term of office shall be filled by special election.

Section 3: Any officer may be removed from office with a 2/3rd vote of all Classified Staff Council members attending any regular meeting of the Council. The accused must be notified of the pending action and the grounds for specific cause (i.e., failure to perform duties for which the individual was elected to or malfeasance in office), in writing, 30 days in advance of the pending action. The accused
has a right to a hearing and to call witnesses on his/her behalf prior to the vote.

ARTICLE V

OFFICERS

Section 1: The Executive Board of the Classified Staff Council shall include a Chair, Chair-Elect, Secretary, and the following ex-officio member: Human Resources Director (or designee).

Section 2: Duties of the Chair. The Chair shall

a) Assume Office of Chair—Serve a one (1)-year term after serving one (1) year as Chair-Elect. If the Chair-Elect cannot serve in this capacity, an election will be held, and the Secretary will serve as Chair until that time.

b) Review and follow the Bylaws of the Classified Staff Council with assistance from the Executive Committee.

c) Preside over all Classified Staff Council meetings and set agendas.

d) Call special Classified Council meetings as he/she deems necessary.

e) Appoint Council members/classified employees-at-large to serve on various Council Ad Hoc Committees as he/she deems necessary. Make recommendations to the President, of Council members/classified staff-at-large, to serve on Standing Council Committees and University Committees.

f) Vote only in the case of a tie vote.

g) Keep in touch with all classified staff throughout the university, in order to keep abreast of current issues and to be aware of employees’ needs and concerns, in order to better represent them as a whole.

h) Perform all duties that are required of the office.

i) Communicate with the responsible Vice President when necessary and/or required.
Section 3: Duties of the Chair-Elect. The Chair-Elect shall

a) Be elected by members of the Classified Staff Council to serve a two (2)-year term of office: one (1) year as Chair-Elect; the following year as Council Chair.

b) Assist the Chair in the performance of his/her duties and such other duties as the Chair may direct.

c) Officiate at meetings in the Chair’s absence and assume the office of the Chair (should it become vacant) for the remainder of the previous Chair’s term in addition to his/her one year term of service to the council as Council Chair.

d) Act as parliamentarian at all Council meetings.

e) Be responsible for assisting, conducting and/or monitoring elections for representatives as indicated in ARTICLE IV.

f) Perform all duties as required by the office.

g) Be responsible for monitoring attendance of representatives and notifying Chair/Chair-Elect of unexcused absences.

h) Attend all meetings with the Chair.

i) See other duties under Membership section.

Section 4: Duties of the Secretary. The Secretary shall

a) Be elected by members of the Classified Staff Council to serve a one (1)-year term of office.

b) Record and distribute meeting minutes to all classified staff.

c) Be responsible for preparing and distributing all correspondence, handouts, etc. that might be required by Council.

d) Perform all duties as required by the office.

e) See other duties under Membership section.
ARTICLE VI

MEETINGS

Section 1: The Council shall meet at least once every two months, at the discretion of the Chair for special seasons, or at the request of any five members of Council. The exact schedule of day, time, and location for regular meetings shall be determined each September for meetings during the academic year. Meetings during June, July, and August will be held at the discretion of the Officers. Representatives shall be notified, in writing, of all special sessions to be held.

Section 2: All motions shall require a simple majority of voting members present. Each member or proxy shall have one vote.

Section 3: A quorum shall consist of 6 council members to conduct business at any regular meeting.

Section 4: The latest edition of "Robert's Rules of Order, Newly Revised" shall serve as guidelines to the Council in all cases not covered by these bylaws.

ARTICLE VII

COMMITTEES

Section 1: Standing Committees shall be as follows:

a) The President’s Classified Employee of the Year/Rookie of the Year Committee shall be responsible for recommending three classified employees to be the recipients of the first, second and third place awards each year. The committee shall be composed of six (6) appointed members. The Council Chair shall appoint the Committee Chair and one member from the Council. The third member of the committee shall be the prior year’s first place recipient of the President’s Classified Employee of the Year Award. The fourth member will be a Faculty member chosen by the Faculty Senate, and the fifth member will be a student chosen by CSUN. The sixth member will be a nonvoting staff member designated by the Human Resources Department for guideline verification only. In the case of a tie, the Chair and/or Chair-Elect will be asked to vote as a
tiebreaker. The Committee shall function under established guidelines.

b) **The Classified Staff Development Fund Committee** shall be responsible for determining recipients of monetary awards from the Classified Staff Development Fund. The Committee shall be composed of the committee chair and three (3) or more members. A representative from the Foundation shall serve as an ex-officio member of the committee. The Committee shall function under established guidelines.

c) **Web Design and Maintenance Committee**
   The committee chair or designee is responsible for transferring the responsibility of being the webpage account administrator and all applicable paperwork required at the end of their term to the next committee chair or designee. This committee operates under established guidelines.

d) **Employee of the Month Committee** shall be responsible for running the Classified Employee of the Month program and selecting monthly winners. The committee shall consist of the committee chair and three (3) or more members. This committee operates under established guidelines.

e) **Retreat Committee** shall be responsible for planning and carrying out the annual classified retreat. The committee shall consist of the committee chair and three (3) or more members and additional ad hoc members.

Section 2: The Chair, with the advice and consent of the Council, may designate Ad Hoc Committees as deemed necessary. Ad Hoc committees shall be created to serve a specific function and for a specific period of time and serve in an advisory capacity. Committee members may be chosen from Council members as well as from classified staff-at-large.

Section 3: The Council Chair shall be notified in writing by the employee of termination of representation on any committee.

Section 4: The Chair will recommend members of Council as well as classified employees-at-large, to serve on university committees.
ARTICLE VIII

LIMITATIONS

Section 1: The Classified Staff Council will take no action which is incompatible with the objectives of the University of Nevada, Las Vegas or the State of Nevada Classified Employees’ rights and regulations.

Section 2: The Classified Staff Council shall not incur any debt that is in excess of the anticipated funds in the Classified Staff Council university account.

Section 3: No employee claiming to be aggrieved by any action of the Classified Staff Council officers, members, committees, or other unit thereof shall be denied a right to proclaim his/her grievance. It is recommended that all grievances be handled informally at the lowest possible level. Procedures are as follows:

a) For non-employment-related issues, the employee should contact the Chair of Council unless said grievance involves Chair, in which case, the issue should be referred to the Chair-Elect.

b) For employment-related issues, the employee is encouraged to use the State of Nevada grievance procedure accessible through Human Resources

ARTICLE IX

AMENDMENTS TO THE BYLAWS

Section 1: To request an amendment to the Bylaws, the change must be submitted in writing. The change can be introduced at any time by any member of the Council at a meeting of the Council. The vote on the change cannot be held at the same meeting as the introduction.

Section 2: The amendment shall be adopted by a majority vote of a quorum of the Council.
Approved

Juanita Fain, Vice President for Planning

David Ashley, President

3/2008