

Bylaws of Staff Council

Mission Statement

Staff Council provides a forum where staff members can address and discuss issues. The council advocates on behalf of the staff to the dean and administration to promote positive change, share concerns, and increase communication and transparency throughout the University of Maryland School of Nursing (UMSON). In addition, Staff Council promotes staff development opportunities to strengthen the professional well-being of its members.

- Section 1. Membership. The Staff Council membership shall include the following:
- a. Active members. There must be a minimum of eleven active members on the Staff Council, to include five executive board members and six active members. Active members can be staff members from all units within UMSON and shall:
 - 1) submit an initial membership form and renewal on July 1 of each year
 - 2) attend at least three-quarters of Staff Council meetings per fiscal year
 - 3) agree to a one-year commitment
 - 4) vote on all recommendations brought forth by Staff Council.
 - b. Members-at-large include staff members from all units within UMSON and may:
 - 1) participate in an advisory capacity without vote
 - 2) volunteer for Staff Council events or contribute to community outreach projects
 - 3) be involved as a member of the Staff Council Action Committee (SCAC).
 - c. Elected Staff Council Executive Board members shall include:
 - 1) one chair
 - 2) one chair-elect
 - 3) one secretary
 - 4) one business coordinator
 - 5) immediate past chair.
 - d. Criteria for Executive Board members. To be elected to the Executive Board, a staff member must:
 - 1) be a full-time employee
 - 2) have been employed at UMSON for at least six months
 - 3) be an active member of the Staff Council for at least six months
 - 4) seek approval from their supervisor before confirming nomination.
 - e. Term. Executive Board members shall serve for:
 - 1) chair: one year
 - 2) chair-elect: one year
 - 3) secretary: one year and no more than two consecutive terms
 - 4) business coordinator: one year and no more than two consecutive terms

5) immediate past chair: one year.

If an Executive Board member is unable to complete the term, the procedure described in *Section 2 f. Vacating a position* shall be followed.

- f. Election. The nomination and election process of Executive Board members will be coordinated through an ad hoc Nomination/Election Subcommittee. Any UMSON staff member meeting the criteria in *Section 1 e. Criteria for Executive Board members* is eligible for nomination; staff may self-nominate or be nominated by another staff member. Active members, as defined in *Section 1a*, are eligible for nomination, and may self-nominate. Those elected will begin their term at the first meeting of the new fiscal year. The Nomination/Election Subcommittee will consist of the chair-elect, current chair, and one active member of the Staff Council who is not anticipating a run for any office. The subcommittee will:
- 1) gather at least one month prior to elections
 - 2) create nomination and election ballots via electronic survey and distribute to members-at-large
 - 3) notify nominees and announce winners to members-at-large.
- g. Attendance. If an active member has more than three unexcused absences per year, the member shall be dropped from the council and can attend council meetings as a member-at-large. An absence is considered unexcused if the active member does not notify a member of the Executive Board prior to the missed Staff Council meeting.
- h. Quorum. A quorum is achieved when a simple majority of active members are present.
- i. Meeting Format. Meetings are held in a hybrid format and recorded to facilitate accuracy of meeting minutes. Meeting recordings are deemed confidential and will be deleted following the capture of meeting minutes.

Section 2. Staff Council Executive Board Functions/Roles

- a. Executive Board:
- 1) Meets with the Dean monthly
 - 2) Presents Staff Council updates during the all-school assemblies
 - 3) Provides updates from Governance Council and votes on agenda items with the best interest of staff in mind
 - 4) Meets monthly to prepare for the monthly meeting with the Dean
 - 5) Convenes ad hoc group to review and revise bylaws and presents them to the Staff Council for review and approval by voting members
 - 6) Establishes a Nominations/Elections Subcommittee to accept nominations, conduct elections, and announce results.
- b. Chair:
- 1) Presides over all meetings
 - 2) Coordinates with the executive board and SCAC chairs on agenda for all meetings

- 3) Serves as the liaison between the dean and Staff Council
 - 4) Casts a vote in meetings only in the event of a tie
 - 5) Serves as a voting member on the Governance Council and Academic and Student Affairs Council
 - 6) Collaborates with chair-elect to establish familiarity of council procedures, objectives, policies, and responsibilities.
- c. Chair-elect:
- 1) Functions as the “chair-in-training” as defined in *Section 2b6*, and assumes all responsibilities of chair following completion of the chair’s term
 - 2) Serves in the absence of the chair
 - 3) Serves as a resource to the chair
 - 4) Serves as a voting member on the Governance Council
 - 5) Serves as a member on the SCAC.
- d. Secretary:
- 1) Serves as correspondent for Staff Council and members-at-large
 - 2) Records all Staff Council meetings and provides written meeting minutes to membership-at-large
 - 3) Keeps an accurate register of active members
 - 4) Manages sign-in sheets for meetings
 - 5) Collaborates with the chair on agendas for meetings
 - 6) Updates the files on the shared drive (i.e., Microsoft Teams) and maintains content on UMSON’s Staff Council webpage(s).
- e. Business Coordinator:
- 1) Coordinates with the Office of Administrative Services on budget requests, maintenance, and allocations
 - 2) Coordinates contests and assists with Staff Council activities and functions
 - 3) Develops virtual content and tracking systems
 - 4) Develops and maintains surveys and digital forms.
- f. Vacating a position. In the event an elected member is unable to complete the term:
- 1) Chair: the chair-elect vacates their office to assume the chair position
 - 2) Chair-elect: the position remains vacant until the next regular election. The remaining Staff Council Executive Board will assume the responsibilities of the position.
 - 3) Secretary and/or Business Coordinator: the position will be filled by Staff Council quorum through self-nomination or active member nomination until the next regular election.

- Section 3. Functions. The Staff Council shall:
- a. Meet at least nine times each calendar year
 - b. Be an open forum for staff questions, comments, and concerns regarding UMSON-related topics
 - c. Respond to proposals brought forth from Governance Council that affect staff and finalize voting positions for response back to Governance Council

- d. Facilitate discussions of staff and administrative concerns and make recommendations to appropriate individuals or groups within UMSON and/or UMB
- e. Encourage professional growth through staff development programs
- f. Facilitate participation in UMSON improvement initiatives and strategic planning
- g. Refer staff concerns to the appropriate UMSON official and/or UMB ombudsperson
- h. Foster solidarity among staff through social, professional development, and community service activities.

Section 4. Staff Council Action Committee (SCAC). The standing SCAC shall establish three subgroups:

- a. Community Engagement Workgroup
 - 1) identify and assist with opportunities for UMSON staff to participate in new and ongoing community engagement activities.
- b. Professional Development Workgroup
 - 1) plan and implement professional development activities
 - 2) administer the annual Dean Jane M. Kirschling Excellence in Leadership Award, bi-annual Margaret G. Tyson Dean's Fund for Excellence Award, and annual Outstanding Team Award.
- c. Staff Engagement Workgroup
 - 1) prepare and host the annual fall All-Staff Meeting and spring Staff Anniversary Celebration.

Section 5. Amendment(s). All motions to amend these bylaws shall be:

- a. Proposed by any two active members of Staff Council and submitted in writing to the Staff Council chair
- b. Distributed to the members of the Staff Council at least one week prior to any meeting at which the amendment will be reviewed and discussed
- c. Presented at the earliest scheduled working meeting of the Staff Council, provided that copies of the amendment(s) were distributed at least one week prior to the next scheduled meeting date
- d. Following the discussion, a simple majority affirmative vote on the motion shall be required for adoption of an amendment.
- e. Approved amendment(s) take effect immediately following the dean's approval.

Section 6. Bylaws Review. The Staff Council Executive Board will review the bylaws at least every three years or as needed. All amendments of the bylaws are reviewed and approved by the Executive Board and voting members of the Staff Council before presentation to the Dean for endorsement.

Section 7. Glossary of Terms.

- a. Active Members. Any staff member who completes the Staff Council membership application and attends at least three-quarters of Staff Council

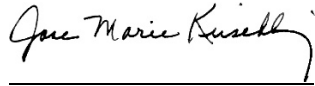
- meetings per fiscal year.
- b. Fiscal Year. Fiscal year runs July 1-June 30.
 - c. Governance Council. The Governance Council serves as the vehicle for shared governance within UMSON. The Governance Council advises the dean on our budget and policies. Governance Council members approve and monitor UMSON's evaluation and strategic plans.
 - d. Academic and Student Affairs Council (ASAC). Reviews guidelines and procedures related to academic activities and votes on recommended policies.
 - e. Members-at-Large. A member-at-large is any staff member who is full-time, part-time, or under contractual status within UMSON.
 - f. Quorum. To have a quorum means the minimum number of active members of the Staff Council are necessary to vote. The Staff Council quorum is a simple majority of active members.

Approved:
Staff Council Active Membership

Date:
April 20, 2023

Endorsed:
Jane M. Kirschling, PhD, RN, FAAN

Date:



June 27, 2023