

UNIVERSITY OF SOUTH ALABAMA
Staff Assembly Bylaws

ARTICLE I – ELECTIONS

A. Elections

The election for Staff Assembly representatives shall normally be conducted during the first two (2) weeks of June each year (June 1-15). The Elections and Nominations Committee of the Staff Assembly shall conduct the election process in accordance with the following guidelines:

1. Representation: The Staff Assembly will consist of twenty-three (23) members apportioned as follows:
 - a. The President’s Division, Executive Vice President’s Division, Office of General Counsel, Office of Governmental Relations, and Office of Diversity & Community Engagement shall collectively have one (1) Staff Assembly member;
 - b. Finance and Administration shall have three (3) Staff Assembly members;
 - c. Academic Affairs shall have three (3) Staff Assembly members;
 - d. The Office of Research & Economic Development, Office of Development & Alumni Relations, and Office of Marketing & Communication shall collectively have one (1) Staff Assembly member;
 - e. The Division of Student Affairs shall have two (2) Staff Assembly members;
 - f. The Department of Athletics shall have one (1) Staff Assembly member; and
 - g. The College of Medicine (under University General) shall have two (2) Staff Assembly members.
 - h. Ten (10) additional Staff Assembly members shall be appointed or elected as the case may be, from nominations submitted by their respective divisions to serve as members at-large.

The Chief Administrative Officer or his/her designee will be an ex officio, non-voting member of the Staff Assembly, serving in an advisory and liaison capacity.

2. Eligibility: Any University General Division employee who is full time, non-faculty/non-administrative, has at least twelve (12) consecutive months of service at the University at the time of nomination, and is not currently on a performance improvement plan or currently on progressive discipline is eligible for nomination and election to the Staff Assembly. Each member must also be actively at work and in good standing, subject to verification by Human Resources and his/her department. A

list of all eligible employees will be mailed out to each respective division for staff to consider their nominees of choice.

3. Election Process: The initial Staff Assembly shall be appointed by the University President and chosen from nominees submitted by the leaders of their respective divisions. All subsequent vacancies on the Staff Assembly shall be filled in accordance with the procedures set forth hereinbelow.
 - a. Nominations: Immediately following the Staff Assembly's April meeting, a nomination form shall be sent to each eligible staff member's University email address. The form shall list the names of eligible staff members (for both divisional and at-large nominations), state the number of nominations allowed, and provide instructions for the return of the form (e.g., manner, date, time). The Elections and Nominations Committee will thereafter contact nominees to determine their acceptance or rejection of the nominations. Acceptance indicates that a nominee will meet the terms of Article VI.C of these Bylaws covering meeting attendance.
 - b. Ballots of the candidates will be distributed to the staff within their designated divisional groupings, via university email addresses, by the end of May, in time for the June 1-15 election cycle. Eligible voters in each division will be identified by Human Resources and emailed to the Elections and Nominations Committee. The Elections and Nominations Committee will distribute the ballots.
 - c. Any regular, full-time staff employee may nominate an eligible staff employee for Staff Assembly, as well as vote in the general election.
 - d. The vote shall be taken by secret ballot. Each staff member will vote for no more than the number of Staff Assembly representatives allocated to his/her divisional grouping, plus no more than ten (10) University at-large nominees. Voting for more candidates than permitted hereunder will void the ballot.
 - e. The Elections and Nominations Committee shall conduct the vote count for each divisional representative candidate and all at-large candidates and award Staff Assembly seats based upon the results immediately following the end of the June 1-15 voting period and the winner shall be the candidate with the highest number of votes. If a candidate nominated as a divisional representative and an at-large representative receives sufficient votes to be elected as a divisional representative, the candidate shall serve as a divisional representative, and any votes for said candidate as an at-large representative shall be disregarded. No more than five (5) of the ten (10) at-large representatives may represent a single division, said five being those who receive the most votes. In the event of tie votes, there shall be a runoff election within ten (10) days of the end of the initial voting period, and the winner shall be the candidate with the highest number of votes.

- f. Campaigning by candidates is allowed but must not interfere with work assignments. Candidates may only campaign for themselves, not against other candidates. Campaign materials must be approved by Marketing & Communications prior to distribution.
 - g. An announcement of the newly elected Staff Assembly members shall occur as soon after the June election cycle as possible, and the members will assume their positions July 1.
 - h. All records pertaining to the election process shall be maintained by the Elections and Nominations Committee.
4. Terms of Office:
- a. For the inaugural Staff Assembly, the thirteen (13) divisional representatives will be appointed to serve two-year terms, while the ten (10) at-large representatives will be appointed to serve one-year terms. The initial at-large representatives will be replaced by at-large representatives serving two-year terms during the next election and thereafter. The second annual election will serve to replace the thirteen (13) divisional representatives; thus, each year's election will serve to replace either the at-large or the divisional representatives.
 - b. Each representative elected to the Staff Assembly shall serve a two-year term, running from the first day of July through the last day of June two (2) years later, regardless of divisional or at-large designation. Representatives may serve up to two (2) total terms as a member of the Staff Assembly, regardless of divisional or at-large designation, but must be voted in for the second term in the general election.
 - c. In the event a divisional or at-large vacancy occurs on the Staff Assembly by the separation of employment of a representative, by transfer from one divisional grouping to another, or by request from a representative with six (6) months or more remaining in his/her unexpired term, a representative shall be replaced by a runner-up (alternate) candidate from the most recent election based upon votes received and willingness to serve. In the absence of such a person, the Election and Nominations Committee shall nominate a replacement, and the nominee shall be confirmed by a majority of the full Staff Assembly. The confirmed individual will serve until the next general election. If the vacancy occurs less than six (6) months before the next general election, it shall be at the discretion of the Executive Committee whether to nominate a candidate and have the nominee confirmed by a majority of the full Staff Assembly or leave the position vacant for the remainder of the term.

B. Staff Assembly Executive Committee Officers

1. **Annual Elections:** Each year at the July quarterly meeting, the positions of President, Vice President/President-Elect, Secretary, and Parliamentarian/Historian will be elected to serve on the Executive Committee. For the inaugural Staff Assembly, such officers will be elected at the first meeting of the Staff Assembly.
 - a. **Eligibility:** All representatives of the Staff Assembly are eligible for nomination as an Executive Committee officer. A representative serving the second year of his/her second term will not be eligible for election as Vice President/President-Elect or President.
 - b. **Ex-Officio Member:** The Immediate Past President of the Staff Assembly Executive Committee shall remain as a non-voting ex-officio member of the Executive Committee for a year. In the event the Immediate Past President is unavailable, the President may select an officer from the previous Executive Committee to fill this seat.
 - c. **Term of Office:** Elected Staff Assembly officers will serve one-year terms, unless reelected for a second one-year term. Representatives are not eligible to serve more than two (2) terms as an Executive Committee officer in any capacity (whether consecutively or not).
2. **Elections:** With the exception of the inaugural Staff Assembly Executive Committee election, which will take place at the first meeting of the Staff Assembly, elections shall occur each year during the July quarterly meeting (the first meeting with newly elected representatives in attendance). The Elections and Nominations Committee shall conduct the election in accordance with the following guidelines:
 - a. For purposes of the July meeting only, the prior-year Vice President/President-Elect will serve as the President and will be the only Executive Committee officer, until completion of the election of new officers. The President should ensure the Elections and Nominations Committee is fully staffed (based on the recent departure of prior-year members). In the event the prior-year Vice President/President-Elect is no longer a Staff Assembly representative, the Immediate Past President of the Staff Assembly will serve as the President during the July proceedings until a President is elected. For continuity, prior-year Executive Committee officers will remain for the July meeting, whether or not they are still Staff Assembly representatives, to conduct an orderly transition to their elected successors.
 - b. Prior to the July quarterly meeting, the Elections and Nominations Committee will communicate to the Staff Assembly representatives the mechanism and deadline for submitting nominations. Once the nomination period is closed, the Elections and Nominations Committee will consult with nominees regarding their willingness to serve.

- c. During the July quarterly meeting, a secret ballot of those nominated and willing to serve will be distributed to representatives in attendance. The Elections and Nominations Committee will count the votes and announce the candidates with the highest vote totals, who will assume their roles immediately following the conclusion of the election during the July quarterly meeting.
- d. In the event of a tie vote, the Election and Nominations Committee shall conduct a runoff election by secret ballot to determine the position. Should the runoff election result in an additional tie vote, the Election and Nominations Committee shall conduct a random drawing to determine the drawing.

ARTICLE II - DUTIES OF OFFICERS, REPRESENTATIVES, AND SUPPORT STAFF

A. The President of the Staff Assembly shall:

1. Preside at all regular and special meetings.
2. Preside over the Executive Committee.
3. Prepare the organizational chart of the Staff Assembly.
4. Prepare an agenda for the Staff Assembly Secretary to distribute to the Staff Assembly members two (2) days prior to the next regular meeting.
5. Designate chairs of the standing committees as appropriate.
6. Establish ad hoc committees as approved by the Staff Assembly; appoint members and designate chairs of these committees as appropriate.
7. Perform other such duties associated with this office.
8. Serve as ex-officio member of all committees except the Executive Committee.

B. The Vice President/President-Elect shall:

1. Preside in the absence of the President.
2. Serve as the principal assistant to the President.
3. Fulfill any term vacated by the President.
4. Secure/Reserve meeting places.
5. Provide orientation to new Staff Assembly representatives.
6. Perform other such duties associated with this office.

C. The Secretary shall:

1. Prepare minutes of all Staff Assembly meetings and maintain them as permanent records.
2. Distribute copies of the minutes to each member within thirty (30) days after meetings.
3. Distribute copies of agenda and information packages to each Staff Assembly representative at least two (2) days prior to the next regular meeting.
4. Maintain all records of the Staff Assembly, including:
 - a. Mailing lists (electronic and campus); and
 - b. List of members serving on the standing committees and University-wide committees, with terms of office.

5. Perform other such duties as required by this office.

D. The Parliamentarian/Historian shall:

1. Advise the Staff Assembly President on parliamentary procedures in accordance with Robert's Rules of Order, Newly Revised.
2. Conduct a roll call, record attendance, and advise the President if a quorum (simple majority) is present at the beginning of each meeting.
3. Maintain the list of members serving on the Staff Assembly, including term of office.

E. The Immediate Past President of the Staff Assembly shall (non-voting ex-officio member):

1. Attend monthly Staff Assembly meetings and provide counsel as needed for continuity or historical reference.
2. Remain as President during at least the July meeting, if the prior-year Vice President/President-Elect is not available to assume the role of President.

F. The Chief Administrative Officer or his/her respective designee, shall (non-voting ex-officio member):

1. Function as an advisor to the Staff Assembly and as a liaison between the Staff Assembly and the University's administration (University Administration and President's Cabinet).

G. Staff Assembly representatives shall:

1. Make informed decisions and recommendations based on data, facts, benchmarks, and best practices on topics of interest in areas affecting recruitment, retention, staff engagement, and job satisfaction.
2. Vote on matters brought before the Staff Assembly.
3. Serve on at least one (1) standing committee.
4. Serve on University-wide committees and ad hoc committees when appointed.
5. Regularly attend scheduled meetings.
6. Report to their respective divisions on issues brought before the Staff Assembly.
7. Bring forth issues voiced by their constituents to the Staff Assembly meetings.
8. Seek opinions of their staff constituents on pertinent matters concerning the Staff Assembly.
9. Be accountable to their respective divisional groupings.

H. Support Staff

Employees who are not Staff Assembly representatives may be asked to serve as support staff for the Staff Assembly, to include aiding in planning and completing various events or activities.

ARTICLE III – COMMITTEES

A. Staff Assembly Executive Committee

1. Evaluates proposals from staff members for potential inclusion in the agenda of Staff Assembly meetings.
2. Acts on behalf of the Staff Assembly between regular meetings. All such actions shall be reported at the next Staff Assembly meeting.
3. Approves, by majority vote, initial composition, changes, and additions to the membership of standing committees.
4. Implements the rules and regulations of the Staff Assembly.
5. Assists in interpreting the intent of the Staff Assembly Constitution and Bylaws.
6. Meets the month prior to the regular quarterly Staff Assembly meeting.
7. May make recommendations and proposals for compensation and benefits actions once per year during the April quarterly meeting, to coincide with the budget planning process and timeframe.
8. Addresses occasional changes to the regular meeting schedule of the Staff Assembly.

B. Standing Committees - General Guidelines

1. Membership on standing and ad hoc committees will be open to all Staff Assembly representatives.
2. Members of standing committees shall be appointed by the Staff Assembly President and approved by a majority vote of the Staff Assembly Executive Committee. The Staff Assembly President will also designate a chair for each standing committee.
3. Unless requested by a Staff Assembly representative, membership on a standing committee shall not change for the representative's term of office.
4. Each Staff Assembly representative will serve on at least one (1) standing committee during his/her Staff Assembly term.
5. The chair of each standing committee shall keep minutes for each standing committee. Each standing committee chair will also submit an annual report of its activities and any pending matters to the Staff Assembly Executive Committee at the June Staff Assembly Executive Committee meeting.
6. The Staff Assembly shall establish the scope of the charges of the standing committees in a manner consistent with these Bylaws.
7. Standing committees shall establish goals, objectives, and priorities.
8. Standing committees may establish subcommittees to address specific issues, as needed, and dissolve subcommittees upon completion of a subcommittee's assignment.
9. Standing committee chairs shall convene their committees as needed or requested by the Staff Assembly Executive Committee.
10. At the end of each term, committee chairs shall each provide to the respective incoming chair appropriate information to facilitate continuity (e.g., charges, goals, unfinished business, past and pending parliamentary motions).
11. Each standing committee may consist of up to five (5) members. Each committee shall appoint a secretary if needed.

12. The chair of both standing and ad hoc committees, in consultation with the Staff Assembly President, may invite individuals to a committee meeting in an advisory capacity based upon the needs of the committee for a subject matter expert.

C. Standing Committees

1. Elections and Nominations Committee

- a. Coordinates the Staff Assembly election process. This committee is responsible for ensuring that the Staff Assembly Constitution and Bylaws are followed when electing Staff Assembly representatives.
- b. Composes a list of nominations for, and facilitates the election of, Staff Assembly Officers for the Staff Assembly Executive Committee.
- c. Makes recommendations to the Staff Assembly President for appointment of members and chairs to Staff Assembly and University-wide committees.
- d. Supervises voting on proposed amendments to the Constitution and Bylaws of the Staff Assembly.
- e. Receives requests from individual Staff Assembly members of their desire to serve on selected committees. Staff Assembly members with expertise in specific fields are encouraged to volunteer for membership on appropriate committees.

2. Policies and Issues Committee

- a. Serves as a link between the Staff Assembly and Human Resources and/or University administration on personnel and related matters.
- b. Will have representation on the University Policy Committee.
- c. Brings to the Staff Assembly's attention changes in policies and procedures that may affect the staff and advises the Staff Assembly on these issues. This includes monitoring the activities of the Staff Assembly and standing or ad hoc committees whose recommendations may affect staff employees.

3. Communications Committee

- a. Informs the staff and University community as to the purpose of the Staff Assembly.
- b. Communicates staff concerns to appropriate University administrative liaisons.
- c. Interfaces with Marketing & Communications to provide information on Staff Assembly activities when appropriate. Interaction with non-University media sources must be authorized through Marketing & Communications.
- d. Fulfills communication needs of Staff Assembly as requested by the President or designated administrative liaison.
- e. Assists the Parliamentarian/Historian in his/her duties, as needed.

4. Other Committees as designated

ARTICLE IV – MEETINGS

- A. Regular meetings of the Staff Assembly shall be scheduled quarterly in January, April, July, and October. Scheduling should provide as many Staff Assembly members as possible with an opportunity to attend. The Staff Assembly Executive Committee shall address occasional conflicts to this schedule, such as University holidays or inclement weather.
- B. The Staff Assembly shall communicate the Staff Assembly meeting schedule with the Chief Administrative Officer, or his or her designee, and invite him or her to attend Staff Assembly meetings at his/her convenience. The Staff Assembly President will update the Chief Administrative Officer or designee as instructed.
- C. Attendance at all regularly scheduled Staff Assembly and standing committee meetings as assigned or appointed is required of all representatives. A representative having a conflict should make a reasonable effort to notify the Staff Assembly Secretary (or chair of the standing committee). If a representative has attendance issues, the matter shall be reviewed by the Executive Committee, who may remove said representative from the Staff Assembly by a vote of three-fifths of the Executive Committee.
- D. A quorum at all Staff Assembly meetings shall be a majority of the total eligible voting Staff Assembly membership (12 or more present if there are 23 Staff Assembly representatives).
- E. If allowed to attend a Staff Assembly, a person who is not a Staff Assembly member may not participate in discussion unless recognized by the President of the Staff Assembly.

ARTICLE V – REPRESENTATION: PROCEDURES

Staff employees may submit items to any Staff Assembly representative for inclusion in the agenda of the next regular Staff Assembly meeting. A representative wishing to have an item (or items) included on the agenda of a regular meeting may submit the item(s) to the President of the Staff Assembly. The Staff Assembly President shall then decide whether items should be included on the next regular meeting agenda or passed to the appropriate Staff Assembly (standing or ad hoc) committee. Issues referred to the Staff Assembly not in the Staff Assembly's charge shall be returned to the known originator with written explanation as to the Staff Assembly's refusal to act upon the respective issue.

ARTICLE VI - PARLIAMENTARY AUTHORITY

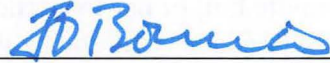
Robert's Rules of Order (Newly Revised) shall govern the procedural aspects of the meetings of the Staff Assembly except when otherwise specified in the Constitution and Bylaws.

ARTICLE VII - AMENDMENTS

Bylaws may be amended by majority vote of the Staff Assembly in favor of the proposed amendment. Amendments to the bylaws must be introduced to the Staff Assembly at one meeting and become an action item no later than the Staff Assembly meeting of the following

quarter. Approved proposed amendments are then presented to the Chief Administrative Officer, or his or her designee, for final approval.

IN WITNESS WHEREOF, these Bylaws are hereby approved and adopted on this the 30 day of April, 2024.



Jo Bonner
President
University of South Alabama