



STAFF COUNCIL BYLAWS
****APPROVED – 12.2022****

ARTICLE 1: PURPOSE

SECTION 1. GENERAL

The UNM-Gallup Staff Council provides a forum for non-faculty staff to address issues of concern and to communicate those issues to the University of New Mexico-Gallup (UNMG) campus administration and other constituent groups. The staff council is a full partner with other UNMG constituent groups in providing input into decisions, planning, and other organizational priorities impacting the university.

SECTION 2. SPECIFIC

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

ARTICLE 2: 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 among the staff.
- B. Calls to the attention of the administration, other University organizations, and individuals matters of concern to the staff.
- C. Collaborates with the Faculty Assembly 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. Organize events, community engagement, award programs for staff, along with professional development.
- F. Forms committees as required.



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ARTICLE 3: OFFICERS

SECTION 1. NOMINATION & ELECTION OF OFFICERS

Staff council officers are elected in the spring semester of each year. All terms are for one year. Election is by a majority of the votes cast.

A. The President-Elect shall automatically assume the Office of President if retaining a seat on Staff Council. Should the President-Elect be unable to assume the Office of President, an election for President shall be held in conjunction with the other officers.

B. The President-Elect, Secretary, Treasurer, two at-large 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. Election is by a majority of the votes cast.

C. No individual may hold more than one position on the Executive Committee concurrently, with the exception that the Past President, an ex-officio position, may serve in an elected position concurrently.

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 vote of members present.

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. When a vacancy shall 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 spokesperson for the staff council. The functions of the Office of the President are to:

- A. Represent the staff and the Staff Council, be an advocate for staff issues, concerns and positions before the UNM Gallup Local Advisory Board, the UNM Gallup Chancellor, and the UNM Gallup University community.
- B. Serve as an advisor to the UNM Gallup Local Advisory Board.
- 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, the Alumni Association, and the UNM Retiree Association with approval of the Staff Council.
- E. Facilitate open lines of communication between the Staff Council and the University community.
- F. Perform other duties as directed by the Staff Council.



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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 the 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. If the President-Elect assumes the Presidency prior to December 31st, a new President-Elect will be elected. The newly elected President-Elect will assume the Presidency the following term of office. If the President-Elect assumes the Presidency after December 31st, he or she will retain the Presidency the following term of office.
- 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 other duties as directed by the President or 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 monthly and special request fiscal reports to the Staff Council.
- D. Serve as a member of the Executive Committee and have one vote.
- E. Perform other duties as directed by the President or the Staff Council.

Section 8. At-Large Members

At the same meeting other officers are elected the Council shall elect two at-large members to the Executive Committee, 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. Perform other duties as directed 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 installed. The functions of the Past President are to:

- A. Serve on the Executive Committee as ex-officio, non-voting member.
- B. Serve as an advisor to the current President.
- C. Perform other duties as directed by the President or the Staff Council.



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Section 10. Secretary

The functions of the Office of the Secretary are to:

- A. Provide a written record of motions as presented or amended during meetings; read same to Council at the request of the President.
- B. Send summarized minutes of prior meeting, agenda, and related documents to all Councilors five working days before the next meeting.
- C. Provide orientation and training on Council procedures for new members of the Council and for Committee.
- D. Serve as a member of the Executive Committee and have one vote.
- E. Perform other duties as directed by the President or the Staff Council.

ARTICLE 4: ADMINISTRATIVE SUPPORT

The University has designated one staff position to provide administrative support to the Staff Council. The functions of the administrative support person will be assigned by the Executive Committee, once the position is filled.

ARTICLE 5: 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 each committee the President will submit for approval, a list of the proposed chairs and members of Staff Council committees. The Council may add or strike names on the Proposed Committee Rosters with majority approval of a motion to do so. Once the rosters are adopted, chairs and members will serve a one-year term but may serve successive terms.
- C. It is the responsibility of the chairperson of each committee to track membership on the committee and to report to the President and the Secretary 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 and the Secretary 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-wide committees and the chairpersons of Staff Council committees or their designees 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.
- G. Staff Council committees are authorized to meet virtually provided that such meetings are conducted through simultaneous oral communication.

Section 2. Permanent Standing Committees

Permanent standing committees can only be formed, dissolved, or changed through revision of the Bylaws. 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:

- A. Review and make recommendations on all proposed amendments to the Staff Council Constitution, Bylaws, General Rules, and Special Rules of the Council.
- B. Establish, with Council approval, the Staff Council Election Code.
- C. 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.
- D. To set, with Council approval, campaign guidelines.

Ethics Committee

- A. The President shall nominate, subject to Council approval, five voting members of the Staff Council. Quorum for the Ethics Committee shall be four members.
- B. The Ethics Committee shall establish and maintain, subject to Council approval, a Code of Ethics.
- C. The Ethics Committee shall function as a resource to the Council. The Ethics Committee shall advise on ethical questions relative to Council business and the Council Code of Ethics at the request of the Council.



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Executive Committee

- A. 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.
- B. The Executive Committee shall receive committee reports via the President-Elect 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 Bylaws.

- A. 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.
- B. Minimum membership on standing committees will be three staff employees, one of whom must be a voting member of the Council.
- C. Standing Committees will determine their own order of business. Quorum for each standing committee will be a majority of the appointed membership not excused from the meeting.
- D. 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 be disbanded 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.



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ARTICLE 6: STAFF COUNCIL MEETINGS

SECTION 1. GENERAL

Staff Council meetings will be open to the entire UNM-Gallup community but may include closed executive sessions.

SECTION 2. REGULAR MEETINGS

The Staff Council should meet at least quarterly at dates and times 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 will 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 consist of one-half plus one of the Executive Committee .

SECTION 5. AGENDA

The Executive Committee is 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 will show the names of the members present.

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SECTION 7. ATTENDANCE AT MEETINGS

Attendance by Staff Council officers is required at all Staff Council meetings. Unexcused absence from three consecutive meetings will be considered nonfeasance and grounds for removal.

SECTION 8. COUNCIL TERMS

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

ARTICLE 7: RULES OF ORDER

SECTION 1. RULES

Robert's Rules of Order New Revised, latest edition, will 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 standing rules—or any rules that may have been adopted by the Staff Council for the conduct of its meetings.

SECTION 2. PARLIAMENTARIAN

The president may appoint a parliamentarian subject to the approval of the Staff Council.

ARTICLE 8: AMENDMENTS

SECTION 1. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members of the Staff Council at a regular meeting.

SECTION 2. PRIOR REVIEW

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.

SECTION 3. MUST BE LAID ON TABLE

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.