

Bylaws of the College of Education and Human Development Staff

ARTICLE I: THE STAFF

Section 1: DEFINITION

The staff is the body of employees in the College of Education and Human Development whose aim is to cooperate and participate with students and faculty in developing, implementing, and furthering the objectives and strategic plan of the College and University.

SECTION II: MEMBERSHIP

The staff consists of all regular non-faculty employees including exempt and nonexempt, full and part-time, benefits-eligible employees.

SECTION III: VOTING MEMBERS

All regular, non-faculty employees as specified above have the right to vote at staff meetings.

SECTION IV: MEETINGS

A. Scheduled Meetings

A regular meeting of the staff of the college shall be held at least once each semester of the academic year. The College Staff Council Chairperson will preside over the meetings. The following order of business shall be used for the meetings of the staff of the College of Education and Human Development:

- Call to Order and Welcome
- Invited Guests
- College Update by the Dean of the College of Education and Human Development
- Report of the College Staff Council
- Announcements

An agenda of all official matters to be considered at staff meetings shall be provided at least five (5) business days in advance of the meeting. Each staff member shall have the right to vote as specified in Section III above. There will be no voting by proxy. A quorum shall be thirty (30) percent of the staff of the College of Education and Human Development, as determined by the College Human Resources Officer. In the absence of a quorum, any business transacted (except to fix the time to adjourn, recess, or take measures to obtain a quorum) is null and void. Minutes will be taken for all scheduled meetings and posted to the College Staff Council web site.

B. Called Meetings

The College Staff Council Chairperson, with the approval of the College of Education and Human Development Dean, may call a special meeting of the staff with at least three (3) working days advance notice. The business for a special meeting shall consist only of that designated in the notice. If action is to be taken at the meeting, this fact must be stated in the notice. Minutes will be taken for all special meetings and posted to the College Staff Council web site.

ARTICLE II: COLLEGE STAFF COUNCIL

SECTION I: MISSION

The College Staff Council will act as an advisory board to the College Dean acting on behalf of the staff of the College of Education and Human Development. The College Staff Council will facilitate the flow of communication among all departments, divisions, centers, etc of the college and will make recommendations concerning actions that impact staff. The College Staff Council will keep staff members informed of issues and activities affecting them. The College Staff Council will not serve as a substitute for the formal grievance procedure of Georgia State University.

SECTION II: MEMBERSHIP

The membership of the College Staff Council will be elected by and from all benefits-eligible staff of the College of Education and Human Development. The College Staff Council will consist of eleven (11) members. Four members will be the staff who represents the college staff at the university level. Seven members will be elected as noted above.

SECTION III: ELECTIONS

- A. Nominations will be accepted at the spring meeting and elections will occur at the spring meeting. Each nominee must consent to having his/her name placed in nomination. A second is required to be nominated. The election will be by secret ballot. For initial implementation, the election will be held in the fall meeting.
- B. Election to the College Staff Council will be for a term of two years. A member may not serve for two consecutive terms unless they are serving multiple terms on University Staff Council. During the initial implementation of the College Staff Council, representatives will be elected for two (2) and three (3) year terms so there is an overlap of old and new members on the Council.
- C. Vacancies due to death, resignation, termination, or transfer from the area represented will be filled by election by and from the staff members at the next college staff meeting. The election will be by secret ballot.

SECTION IV: OFFICERS OF THE COLLEGE STAFF COUNCIL

A. Officers and Duties

Chairperson - The Chairperson will be responsible for serving as the head of the College Staff Council and scheduling and conducting meetings. The chairperson will be elected by and from the College Staff Council for a one-year term of office and may not serve as chairperson for more than two (2) consecutive years.

Vice Chairperson/Secretary - The Vice Chairperson/Secretary will assist the Chairperson and perform the duties of the Chairperson in his/her absence. The Vice Chairperson/Secretary will be responsible for taking minutes of the College Staff Council meetings and the Colleges Staff meetings, maintaining records and e-mailing the minutes to college staff. The Vice Chairperson/Secretary will be elected by the College Staff Council to a one-year term of office and may not serve as Vice Chairperson/Secretary for more than two (2) consecutive terms.

B. Election of Officers - Chairperson and Vice Chairperson/Secretary

Officers of the College Staff Council (Chairperson and Vice Chairperson/Secretary) will be elected during the spring meeting each year of the College Staff Council.

Nominations will be accepted at the spring meeting and elections will follow immediately. Each nominee must consent to having his/her name placed in nomination. A second is required to be nominated. The election will be by secret ballot.

A candidate must receive a majority (51%) 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 spring meeting. For initial implementation, terms will begin in fall.

SECTION V: GENERAL PROCEDURES FOR MEETINGS OF THE COLLEGE STAFF COUNCIL

- A. The College Staff Council will meet once a month.
- B. The College Staff Council will form committees as necessary and include non-College Staff Council members. These non-College Staff Council members must be benefits-eligible staff and faculty members of the College of Education and Human Development.
- C. Special meetings of the College Staff Council may be called in any of the following ways:
 - By the Dean of the College of Education and Human Development;
 - By the Chairperson; and
 - By majority vote of the College Staff Council.
- D. The College Staff Council will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the council members will normally be distributed to College Staff Council members at least two days in advance of regularly scheduled meetings. Items not on the announced agenda may be added by the members present.
- E. A majority of the voting members of the College Staff Council will constitute a quorum. Motions may be passed by a majority of those present and voting. The College Staff

Council may not conduct normal business if a quorum is called and found lacking. Minutes will be taken for all meetings.

- F. A Council member who is unable to attend a meeting may appoint an alternate staff member within their unit, who is a regular non-faculty employee including exempt and nonexempt, full and part-time, benefits-eligible employee. An alternate may enter into discussion and vote after registering with the Vice Chairperson/Secretary prior to the meeting. No person can represent more than one member at a meeting.
- G. Non-members are welcome to attend all College Staff Council meetings. Non-members who wish to address the Council will request permission to do so from the Chairperson prior to the meeting, or during the meeting. Any Council member may move that a non-member be allowed to speak.
- H. Copies of the minutes of each meeting will be available to all members and posted on the CEHD Staff Council web site.
- I. All business discussed at the College Staff Council meetings will be shared with the full staff at a regularly scheduled college staff meeting.

Section VI: EFFECTIVE DATE OF COUNCIL ACTIONS

No action taken by the College Staff Council will take effect until such action has been presented to the College of Education and Human Development Staff at its next regularly scheduled meeting or at a called meeting. Actions proposed by the College Staff Council that are approved by majority vote of the College of Education and Human Development Staff shall become effective immediately or at a subsequent date as determined by the staff. A quorum shall be thirty (30) percent of the staff of the College of Education and Human Development, as determined by the College Human Resources Officer.

Section VII: RESCISSION OF COUNCIL ACTIONS

A motion to rescind an action of the College Staff Council may be made by a voting member of the College of Education and Human Development staff member at any meeting of the Staff. A motion to rescind passes if supported by a majority of those present and eligible to vote.

ARTICLE III: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the proceedings of each meeting of the College Staff Council and College of Education and Human Development Staff. A favorable vote by a simple majority of members present and voting shall constitute approval of any action except proposals for amendment of these Bylaws, provided a quorum in present.

ARTICLE IV: AMENDMENT

These Bylaws may be amended at any meeting of the College of Education and Human Development Staff by a two-thirds vote, provided that the amendment has been submitted in writing at a previous meeting.

ARTICLE V: INTERPRETATION

Written questions regarding the interpretation, meaning, and intent of these Bylaws may be submitted by any member of the College of Education and Human Development staff to the College Staff Council. The Council shall report its interpretations and judgments in response to such questions to the College of Education and Human Development staff and, in writing, to their author(s).

ARTICLE VI: IMPLEMENTATION

The Policies of the Board of Regents, University System of Georgia, and Georgia State University take precedence over these Bylaws.

These Bylaws shall become effective upon their adoption by the College of Education and Human Development staff and upon their approval by the Dean of the College of Education and Human Development.