BYLAWS
of the
STAFF COUNCIL

Georgia Institute of Technology

FINAL
March 25, 2015
ARTICLE 1 - ORGANIZATION

1.1 NAME AND PURPOSE

1.1.1 NAME. This organization shall be known as the Staff Council at Georgia Tech. The term Council, as used herein, shall refer to the Staff Council at Georgia Tech, unless otherwise specified.

1.1.2 PURPOSES. The Staff Council exists to understand perspectives that are representative of the broad population of staff about matters of institutional importance; and to communicate those perspectives along with advice and suggestions to the Institute President and executive officers at regular intervals.

1.2 COMPOSITION

1.2.1 The Council shall consist of twenty (20) elected staff representatives.

1.2.2 The twenty (20) elected staff representatives shall correspond to the proportion of total staff classified in that job classification according to the Job Classification and Compensation System, herein referred to JCCS.

1.2.3 The twenty (20) elected staff representatives shall be numerically represented as follows:

   1.2.3.1 Staff members classified as Administrative and Professional shall occupy 10 seats on the Council.
   1.2.3.2 Staff members classified as Skilled Trades shall occupy 5 seats on the Council.
   1.2.3.3 Staff members classified as Scientific and Research shall occupy 2 seats on the Council.
   1.2.3.4 Staff members classified as Information Technology shall occupy 2 seats on the Council.
   1.2.3.5 Staff members classified as Development shall occupy 1 seat on the Council.

ARTICLE 2 - MEMBERSHIP OF THE COUNCIL

2.1 MEMBERSHIP DEFINED. Members of the Council must be full-time or part-time staff of the Georgia Institute of Technology.

2.2 SELECTION OF MEMBERS. Members of the Council shall be nominated and elected by the staff at-large.

2.2.1 Eligibility.

   2.2.1 In order to be eligible to be nominated and elected to a position on the Council, the staff members must:

      2.2.1.1 Be a full-time or part-time (at least 20 hours per week) staff member with a staff title, as outlined by the JCCS (see 2.2.1.3).
2.2.1.2 Have completed 12 consecutive months of service to Georgia Tech with a staff title by the application deadline.
2.2.1.3 Be employed with an eligible staff title, as outlined by the JCCS. The following staff titles are ineligible to serve on the Council: Institute president, executive vice presidents, provost, vice presidents, associate vice presidents, dean of students, academic faculty, research faculty, and retirees.

2.2.2 Nominations.
2.2.2.1 Any full-time or part-time staff member may nominate an eligible staff member for an open position on the Council, subject to eligibility, including current members of the Council.
2.2.2.2 Any full-time or part-time staff member may nominate themselves for an open position on the Council, subject to eligibility, including current members of the Council.
2.2.1.3 Nominations for open positions on the Council shall open during the fall academic semester.

2.2.3 Elections.
2.2.3.1 Elections shall be held for all expiring positions on the Council.
2.2.3.2 Candidates for open positions shall be listed by JCCS classification.
2.2.3.3 Each full-time and part-time staff member with a staff title shall be entitled one vote per open seat on the ballot, regardless of the voter’s JCCS classification.
2.2.3.4 Members of the current Council are eligible to vote in the elections process.
2.2.3.5 The candidate within a JCCS classification who receives the largest number of votes shall be elected to that seat on the Council.
2.2.3.6 Should multiple open seats exist within one JCCS classification, the open seats shall be filled with the candidate receiving the next largest number of votes. This process shall continue until all open seats are filled within that JCCS classification.
2.2.3.7 In the event of a tie, the candidates who are tied for the remaining seats will be contacted to confirm interest in continuing in the race. If all candidates agree to continue, the current council shall vote to appoint the remaining seats in each JCCS category.
2.2.3.8 An Elections Committee, to be chaired by the elected Vice-Chair, will be formed every year and is restricted to the elected Staff Council and ex-officio members. The Elections Committee will be responsible for planning and implementing the election process for the Staff Council.

2.2.4 Campaign Regulations.
2.2.4.1 Candidates shall submit a candidate biography with the nomination for election. The candidate biography shall be placed on the Council website and in books/binders. These book/binders shall be made available to all staff that may not have access to online candidate biographies.
2.2.4.2 The Council shall promote the elections process by electronic and non-electronic media, which shall include information about all eligible candidates.

2.2.4.3 Candidates may not hang posters, fliers, or other printed materials promoting their candidacy to the staff at-large.

2.2.4.4 Candidates may not utilize any Institute listserv for campaign purposes.

2.2.4.5 Members of the current council shall remain impartial during the election process, and shall not campaign for or against any candidate regardless of JCCS classification.

2.3 TERM OF MEMBERS. Members of the Council shall serve a term to last three (3) years. Terms shall be staggered to allow for retention of institutional and historical knowledge of the Council.

2.4 TERM LIMITS OF MEMBERS. Members of the Council shall serve no more than two (2) consecutive terms.

2.5 VACANCIES. Should a member of the Council vacate their position before the expiration of their term, the remaining members of the Council may appoint an eligible staff member to fulfill the balance of that term.

ARTICLE 3 - OFFICERS OF THE COUNCIL

3.1 TITLES OF OFFICERS. The officers of the Council shall consist of Chair, Vice Chair, and Secretary.

3.2 DUTIES OF OFFICERS. The duties of the officers of the Council shall consist of:

3.2.1 CHAIR. The Chair shall convene and preside over all meetings of the Council; provide leadership to the members of the Council; and represent the interests of the Council and staff members to the Institute President and executive officers.

3.2.2 VICE CHAIR. The Vice Chair shall implement the annual election process for vacant positions on the Council; act as Chair in his/her absence; and assist in the performance of the duties of the Chair.

3.2.3 SECRETARY. The Secretary shall act as a liaison to the committee chairs; assist the Chair in creating meeting agendas for the Council; and prepare agendas for meetings with the Institute President and executive officers.

3.3 ELIGIBILITY FOR OFFICE. Officers of the Council must be duly elected into the appropriate seat on the Council.

3.4 TERM OF OFFICERS. Officers shall be elected to serve a one (1) year term.

3.5 TERM LIMITS OF OFFICERS. Officers may serve no more than six (6) consecutive terms in the same officer position.

3.5 ELECTION OF OFFICERS.
3.5.1 Officers of the Council shall be elected at the first regular meeting of the Council following the annual election process.

3.5.2 Nominations and elections shall occur at this same meeting.

3.5.3 The candidates receiving the most votes shall be considered the elected officers.

**ARTICLE 4 – COMMITTEES OF THE COUNCIL**

4.1 FORMATION OF COMMITTEES. The Council shall have authority to maintain standing and special committees as deemed necessary by the Council or Council Chair; and to assign topics to committees for review and investigation.

4.1.1 Eligibility. In order to be eligible to be nominated and elected to a position on a committee, the staff members must:

4.1.1.1 Be a full-time or part-time (at least 20 hours per week) staff member with a staff title, as outlined by the JCCS.

4.1.1.2 Have completed a minimum of 6 months of consecutive service to Georgia Tech with a staff title, as outlined by the JCCS, prior to completing a committee application.

4.1.2 Council members not serving as elected officers or committee chairs are encouraged to join a committee.

4.2 STANDING COMMITTEES. The five (5) standing committees of the Council shall consist of: Campus Physical Environment Committee, Communication Committee, Compensation and Benefits Committee, Employee Engagement Committee, and Employee Health and Well-being Committee.

4.2.1 Campus Physical Environment Committee. The Campus Physical Environment Committee shall work to provide staff with a voice and knowledge in areas of concern with the campus physical environment. The committee shall focus on topics that may include but are not limited to: considerations that Georgia Tech is a multi-campus Institute; accessibility to campus; security and safety of the campus environment; transportation and parking needs to and from each campus and around campus; consideration that Georgia Tech campuses operate on a 24-hour/7 day a week schedule; sustainability for each campus to reduce the carbon footprint.

4.2.2 Communication Committee. The Communications Committee shall work to promote the activities of the Staff Council and its standing committees; contribute to ongoing communications initiatives of the council to help insure transparent, timely and relevant communication to target audiences; work regularly with the other standing committees to facilitate consistency and professionalism of communication efforts originating from those groups; engage with the Office of Human Resources, Institute Communications
and other appropriate units to publicize council initiatives, achievements and other relevant information to the Georgia Tech Staff at large.

4.2.3 Compensation and Benefits Committee. The Compensation and Benefits Committee shall be a voice for advocating issues relevant to GT employees. The Compensation and Benefits Committee will partner, collaborate, and engage with the Office of Human Resources to represent the interests of staff employees and work with organizations, such as the Faculty Benefits Committee to achieve a favorable outcome relevant to compensation and benefits.

4.2.4 Employee Engagement Committee. The Employee Engagement committee shall work to address topics specific to the employee experience at Georgia Tech including staff retention efforts, recognition, diversity, fair treatment and employee engagement in ways that reinforce Institute values and fit within the Institute’s mission.

4.2.5 Employee Health and Well-being Committee. The Employee Health and Well Being committee shall work to inspire, encourage and support employees in the pursuit of their chosen work/life balance, community service endeavors, and health and wellness objectives; provide recommendations for resources for support and assistance; and give employees a confidential forum to express their concerns and ideas about the state of health and well-being for staff at Georgia Tech.

4.3 SPECIAL COMMITTEES. A Special Committee may be formed at the discretion of the Council. Special Committees will be charged with specific tasks and objectives in line with the purpose of the Council.

4.4 CHARGE OF COMMITTEES. Each committee shall report on the disposition of each topic referred to it by the Council. Unless otherwise specified, each committee shall be empowered to investigate topics within its area of responsibility for report to the Council. Budgetary and financial implications shall be included in all reports to the Council.

4.5 COMMITTEE MEMBERSHIP. Each standing or special committee shall consist of a chair and number of participants as deemed by the Staff Council Chair, with no more than 12 members to serve a one-year term. Committee members are eligible to reapply for additional terms each year.

4.5.1 COMMITTEE CHAIRS. Committee chairs will be nominated and elected by the twenty (20) elected representatives of the Council.

4.5.2 COMMITTEE MEMBERS. A committee member shall be selected by the committee chair, and approved by the Council. Committee members may be either self or peer nominated. Committee members may be nominated from the staff at large or be serving a current term as an elected member of the Council.

4.5.3 VACANT COMMITTEE SEATS. If a committee member is unable to fulfill his/her term, it is under the discretion of the committee chair to appoint a new committee member
ARTICLE 5 – GENERAL PROCEDURES

5.1 PARLIAMENTARY PROCEDURES. Parliamentary authority will be the Bylaws of the Staff Council at Georgia Tech and a published authority to be chosen by the Chair and Parliamentarian for use during their term of office.

5.2 MEETINGS.

5.2.1 REGULAR MEETINGS. Regular meetings of the Council shall occur twice per month on the second and fourth Wednesday. Consideration will be taken into account for Institute holidays.

5.2.2 SPECIAL MEETINGS. Special meetings of the Council may be called by the President of the Institute; by the Chair of the Staff Council or the Vice Chair in the absence of the Chair; or by written petition, signed by ten or more Council members, addressed to the Chair of the Council.

5.2.3 ORDER OF BUSINESS. The order of business at regular meetings of the Council shall be, as follows:

a. Call to Order
b. Roll Call
c. Adoption of Previous Meetings Minutes
d. Officer Reports
e. Committee Reports
f. Unfinished Business
g. New Business
h. Adjournment

5.2.4 QUORUM. A two-thirds (2/3) of the voting members of the Staff Council will constitute a quorum. The Staff Council may not conduct a vote if a quorum is not met or is not sustained.

5.2.5 VOTING. Each member of the Council is entitled to one (1) vote. Voting shall be conducted during meetings of the Council whenever possible. In special circumstances, as stipulated and agreed upon by the Council, votes may be cast electronically. A simple majority of members must post a vote in order to constitute a quorum. The Chair shall not vote except in the case of a tie.

5.2.6 ABSENCES/PROXIES. A Council member who is unable to attend a meeting shall be noted as absent. Proxies will not be allowed.

5.2.7 VISITORS. All staff members of the Institute may attend regular meetings of the Council, but may not participate in discussion or voting procedures. Visitors to the meetings of the Council must be approved by the Chair and added to the meeting agenda.

5.2.8 Joint meetings of the Faculty Executive Board and the Georgia Tech Staff Council may be held from time to time to provide the Institute with advice concerning matters of
mutual interest and wide applicability to employees across the Institute. Such meetings will be arranged by mutual agreement between the Chairs of these bodies and with the concurrence of the President or the President’s designee.

ARTICLE 6 – AMENDMENTS

The Staff Council shall have authority to amend its bylaws providing that such amendments be approved by a two-thirds majority of the votes cast. Amendments shall be presented to the Council in writing, and automatically tabled until the next consecutive meeting of the Council. Proposed amendments to the Bylaws must be presented in writing, and should be provided to the voting members of the Council seven (7) calendar days prior to taking a vote.