



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

**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.



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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 perform the duties of the Office of the President.



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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.

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.

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### **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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**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**

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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.

**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.

**SECTION 1. AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members

505.728.2407 | 705 Gurley Avenue | Gallup, New Mexico 87301  
gallup.unm.edu