

PROPOSED CHANGES IN THE CONSTITUTION OF THE GENERAL FACULTY OF THE UNIVERSITY
OF ARIZONA

January 31, 1984

PAGE 3:

OLD: Section C(4) The Secretary of the Faculty. ~~The Dean of Admissions and Records shall serve as Secretary to the Faculty.~~

NEW: " The Secretary of the Faculty shall be elected by the General Faculty for a period of two years and shall be eligible for re-election. The election of the Secretary shall be in alternate years to that of the Chair of the Faculty.

PAGE 6:

OLD: Section A(1) Ex-officio members: The President of the University, the Vice Presidents, the Deans, the Registrar, the University Librarian, and the Chairman of the Faculty shall be voting members of the Faculty Senate.

NEW: " Ex-officio members: The President of the University, the Vice Presidents, the Deans, the Registrar, the University Librarian, the Chairman of the Faculty, and the Secretary of the Faculty shall be voting members of the Faculty Senate.

PAGE 7:

OLD: Section A(5) The term of membership of elected members shall be two years. The Faculty Senate shall elect a successor to fill an unexpired term of an elected member vacated for any reason.

NEW: " The term of membership of elected members shall be two years, and shall begin on the first Monday in May of the year in which the member is elected. The Faculty Senate shall elect a successor to fill an unexpired term of an elected member vacated for any reason.

PROPOSED CHANGES

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PAGE 7:

OLD: Section B The presiding officer of the Faculty Senate shall be elected from its members at the ~~first-meeting-of-each-academic-year~~. . . .

NEW: " The Presiding Officer of the Faculty Senate shall be elected annually from its members at the regular May meeting. . . .

PAGE 7:

OLD: Section C ~~The Dean of Admissions and Records~~ shall act as Secretary of the Faculty Senate.

NEW: " The Secretary of the Faculty shall act as Secretary of the Faculty Senate

PAGE 10:

OLD: Section G Faculty Senate Standing Committees: The Faculty Senate may establish standing committees, two of which shall be a Committee on Academic Procedures, and a University Planning Committee. Such committees should have a majority of their members from the Senate membership itself. The names from which the Executive Committee of the Faculty Senate appoints the members of the standing committees are to be furnished by the Committee on Committees. Members of the Committee on Academic Procedures and the Committee on University Planning, except . . .

NEW: " Faculty Senate Standing Committees: The Faculty Senate may establish standing committees. The majority of the members of these committees shall come from the Senate membership itself. The names of candidates for the standing committees are to be furnished to the Executive Committee by the Committee on Committees and by individual Faculty Senate members. The standing committees shall be appointed by the Executive Committee at the beginning of each new Faculty Senate. Members of the standing committees, except . . .

PROPOSED CHANGES IN THE BYLAWS OF THE GENERAL FACULTY OF THE UNIVERSITY OF ARIZONA

January 31, 1984

PAGE 2:

OLD: Section c(i) The terms of all faculty offices shall begin on ~~July-1~~ and shall end on ~~June-30~~ in the appropriate year.

NEW: " The terms of all faculty offices shall begin on May 1 and shall end on April 30 in the appropriate year.

PROPOSED ADDENDUM NOTE TO THE CONSTITUTION OF THE GENERAL FACULTY OF THE UNIVERSITY OF ARIZONA

Addendum Note

If the revisions of the Constitution of the Faculty are accepted by the General Faculty, adjustments will need to be made in the regularly scheduled May meetings in order to accommodate the transition to procedures which will take effect beginning in May of 1984. The Committee on Academic Procedures suggests that the following note dealing with the changes be included in the constitutional vote of the General Faculty:

Two meetings of the Faculty Senate will be held in the month of May 1984. On the first Monday of the month, the 1983-84 Faculty Senate members will meet to hear reports of the completed year and to finish old business. On the second Monday of the month, the 1984-85 Faculty Senate members will meet to conduct business as designated in the revised Constitution and Bylaws of the Faculty.

BYLAWS
OF THE STAFF COUNCIL
OF THE UNIVERSITY OF ARIZONA

I. DESCRIPTION OF THE STAFF COUNCIL

A. Purpose

The Staff Council of the University of Arizona exists to foster and enhance communication among the staff and the student, faculty and administrative communities of the University of Arizona. The Staff Council provides a forum for classified staff to discuss and express opinions on issues involving campus policies and procedures and the role of classified staff in the total University system. The Council is available to the University administration to advise on matters relating to staff before implementation of new policies, procedures and programs, and to recommend changes in current policies as needed. The Council also serves as a resource through which staff employees may be nominated to serve on University committees.

The Staff Council of the University of Arizona is not a collective bargaining agent or lobby; nor will it represent an employee regarding a personnel-related matter. The Council will not consider how University policies, Arizona Board of Regents policies, and state statutes are applied in individual cases.

B. Membership

The Staff Council shall be composed of thirty-three elected members, each of whom will serve a three-year term. The terms will be staggered such that eleven members will be replaced each year.

C. Eligibility for Membership

Membership on the Staff Council is open to all classified career staff employees who are employed by the University of Arizona on at least a half-time basis and who have completed their initial probationary period by March 1 of the year in which they seek election to the Council.

There is no limit to the number of terms a staff employee may serve on the Council.

D. Selection Procedure

1. Initial Election

Details regarding the initial election of members to the Staff Council are contained in Appendix I.

2. Subsequent Elections

The Election Committee of the Staff Council shall prepare a nomination form to appear in the first issue of Lo Que Pasa and the Health Science News to be published in March. This form will be repeated in the second issue in March. Nominations must be received by the last full working day of the third week of March. Each nomination form must be accompanied by a statement describing the nominee's University affiliation and activities and his/her willingness to serve, and by a petition of support signed by a minimum of fifteen University career staff employees.

Candidates will be selected according to a formula which will ensure equitable representation and replacement of representatives from one division with representatives from that same division and at large candidates with representatives chosen at large.

The first issue of Lo Que Pasa and the Health Science News to appear in April will carry the list of candidates. A succeeding issue will carry a statement from each candidate outlining his/her reasons for running for the Council.

Each employee who is eligible for membership on the Council will receive a ballot in May, the month of April being reserved for publicizing the upcoming election. Each eligible employee may vote for three candidates from the employee's respective unit and two at large candidates.

Those candidates in each division and at large receiving the greatest number of votes, by a plurality, will become members of the Council and assume their membership on July 1. The names of those candidates in each division and at large receiving the next greatest number of votes together with a record of the number of votes received will be retained for one year and will form the list of alternate members to the Council. Tie votes will be referred to the Election Committee.

E. Vacancies

If, for any reason, a Council member should be unable to complete his/her term of membership on the Council or be relieved from the same, the Election Committee will appoint a temporary replacement from the division represented by the original Council member. The temporary replacement will fill the vacancy until the next regular election, at which time a candidate from the same division will be elected by the regular election process to complete the remainder of the original member's term of office.

F. Officers

The officers of the Staff Council will be: a Chairperson, whose duties will include arranging for and chairing all Council meetings; a Vice Chairperson, whose duties will be to act in the stead of the Chairperson when he/she is unable or unavailable to perform the duties assigned to the latter office, to oversee any funds allocated to the Council and to prepare any data of a financial nature requested by the Council, its subcommittees, or the University administration; and a Recording Secretary, whose duties will be to prepare the minutes for each meeting of the Council.

1. Eligibility to Hold Office

Except in the initial year of the Council's existence, Council members who have served at least twelve consecutive months of their terms of membership will be eligible for election as officers.

2. Term of Office

Council officers will serve a one-year term of office in each instance, but will be eligible for reelection.

3. Selection Procedure

Nominations and elections for the offices will be held at the final Council meeting of the fiscal year, with those elected taking office at the first meeting of the following fiscal year. Only those Council members in attendance will be permitted to vote. In each case, the nominee receiving the greatest number of votes, by a majority, will be named to the office.

4. Removal from Office

An officer who is absent from two Council meetings in one fiscal year shall be subject to removal from office. Removal from office can only be accomplished by a majority vote of the Council members attending a Council meeting at which a quorum is present.

An officer who is removed from office under this rule is also automatically removed from membership on the Council.

II. COMMITTEES

A. Parliamentary

The Executive Committee of the Council shall appoint a nonvoting parliamentarian from the University at large to attend all Council meetings.

B. Standing

1. Executive Committee

a. Membership

The Executive Committee shall consist of the Chairperson, the Vice-Chairperson and the Recording Secretary of the Council, and the Chairpersons of the Communications and Personnel Policies and Procedures Committees.

b. Duties

The Executive Committee is charged with carrying out any action mandated by a majority vote of a quorum of the Staff Council. The Committee may also initiate action in matters concerning classified staff, and will consider, evaluate and review suggestions from the Council or its subcommittees. It will submit, in writing, to the appropriate campus authority any recommendations approved by the Council.

The Executive Committee will appoint members to the standing and special committees of the Council, and will nominate staff to serve on University committees at the request of those empowered to establish such committees, including the University President or the appropriate University Vice President.

Action taken by the Executive Committee will be reported to the Staff Council via the minutes of Executive Committee meetings.

c. Meetings

The Chairperson shall convene the Executive Committee at least every two months throughout the fiscal year. Meetings shall be open to the public unless the Executive Committee votes to convene in closed session.

d. Repeal

Executive Committee decisions may be overturned by a majority vote of a quorum of the Staff Council.

2. Election Committee

a. Membership

The members of the Election Committee shall be chosen from the Council at large. A minimum of 5 members shall serve.

b. Duties

The Election Committee shall be responsible for all aspects of the election process.

3. Communications Committee

a. Membership

A minimum of 5 members shall be appointed, at least three of whom shall be members of the Council.

b. Duties

The Communications Committee shall disseminate appropriate information to members of the Council and to the campus community. The Committee shall solicit articles for Lo Que Pasa and the Health Science News.

4. Personnel Policies and Procedures Committee

a. Membership

A minimum of 5 members shall be appointed, at least three of whom shall be members of the Council.

b. Duties

The Personnel Policies and Procedures Committee may review proposed and existing University staff personnel policies and procedures and make recommendations for changes to appropriate University officials.

5. Staff Recognition and Scholarship Committee

a. Membership

A minimum of 7 members shall be appointed, at least four of whom shall be members of the Council.

b. Duties

The Staff Recognition and Scholarship Committee shall be responsible for sponsoring events specifically designed to recognize the contributions of staff employees to the University. Appropriate certificates and other awards shall be part of such commemorative occasions. In addition, the Committee shall be responsible for all publicity regarding staff recognition awards.

The Committee shall also recommend criteria and guidelines for staff scholarships, provide for awarding scholarships, and conduct activities for the purpose of raising monies to support the scholarship program.

In addition, the Committee shall be charged with organizing other activities which will enhance staff morale.

C. Special

1. Membership

Special committees shall be appointed as needed and deemed appropriate by the Executive Committee. A majority of the members of each special committee shall be members of the Council.

2. Duties

The duties of the special committees will vary, but can generally be described as the review, documentation and reporting of topics of interest to classified staff employees.

III. MEETINGS

A. Schedule

Regular meetings shall be scheduled in September, November, February, and May at times convenient to the majority of the Staff Council. Special meetings may be called at the request of the Council Executive Committee. Regular and special meetings shall be open to the public.

The Staff Council shall meet annually with the President of the University and at regular intervals with the Vice President for Administrative Services and the Director of Personnel. The latter shall act as liaison between the Council and the University administration.

B. Quorum

In order to transact business a quorum, which is defined as two-thirds of the Council members, must be present. To carry a motion, affirmative votes must be cast by a majority of those present.

C. Attendance

Members are expected to attend all meetings. If a member of the Council is unable to attend a regularly scheduled meeting, the member shall notify the Chairperson or the Secretary. If a member fails to attend two meetings in one fiscal year, the member will be subject to replacement by the Executive Committee. Members shall be granted release time from their jobs to attend regular or special meetings of the Staff Council.

D. Minutes

Minutes of each meeting shall be prepared by the Secretary and distributed to Council members for review at least ten working days before the next subsequent meeting.

IV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern the Council in all cases not contrary to these bylaws.

V. AMENDMENTS TO BYLAWS

Any Council member can submit a written proposed amendment to these Bylaws to the Chairperson, who shall take necessary action to ensure consideration of the amendment at the earliest meeting possible.

At any regular meeting, these Bylaws can be amended by a two-thirds vote of a quorum of the Council, provided that the proposed amendments are made available to all University staff by notice in the staff news column in Lo Que Pasa and the Health Science News at least two weeks prior to the meeting at which a vote is to be taken.

VI. REPEAL

Council action can be repealed by a majority vote of career staff employees. Repeal proceedings can be initiated through presentation to the Chairperson of a petition signed by 500 career staff employees. The Chairperson must then schedule a special election to consider the petition within one month of its receipt.

APPENDIX I

INITIAL ELECTION OF MEMBERS TO THE STAFF COUNCIL

The initial election of members to the Staff Council will be made during the spring semester, 1984. Candidates will be selected according to a formula which will ensure equitable representation from all areas of the University. Specifically, six representatives will be chosen at large, and nine from each of the following divisions: academic and research; administrative and institutional support; and University Hospital and College of Medicine. Individual units included under each of these major divisions are listed in Appendix II.

A nomination form will appear in the first issue of Lo Que Pasa and the Health Science News to be published in March. This form will be repeated in the second issue in March. Nominations must be received by the last full working day of the third week of March. Each nomination form must be accompanied by a statement describing the nominee's University affiliation and activities and his/her willingness to serve, and by a petition of support signed by a minimum of fifteen University career staff employees.

The first issue of Lo Que Pasa and the Health Science News to appear in April will carry the list of nominees. Each employee who is eligible for membership on the Council will receive a ballot in May, the month of April being reserved for publicizing the upcoming election. Each eligible employee may vote for nine candidates from the employee's respective division and six at large candidates.

From each division, the three candidates receiving the most votes will be elected to a three-year term of membership; the three candidates receiving the second highest number of votes will be elected to a two-year term; and the three candidates receiving the third highest number of votes will be elected to a one-year term. The terms of membership of the six at large candidates will be determined in a similar manner, with two members rotating off each year. Tie votes will be referred to the ad hoc Election Committee.

All of the initial terms of membership will begin on July 1, 1984.

APPENDIX II

DIVISIONS FOR REPRESENTATION ON STAFF COUNCIL

ACADEMIC AND RESEARCH DIVISION:

Arboretum	Agriculture	Ag Experiment Station
Appl Res/Anthropology	Architecture & Library	Arid Lands
<u>Arizona & the West</u>	<u>Arizona Quarterly</u>	Arizona Research Labs
Arizona State Museum	Arts & Sciences	Atmospheric Physics
BPA	Computer Center	Broadcast Services
Concerts & Publ Affairs	Continuing Educ.	Coop Extension Serv
Econ & Bus Research	Education	Engineering
Engineering Exper Sta	Environmental Res Lab	Geol. & Mining Tech
Graduate College	Health Related Prof	Inst. Government Res
Interdisciplinary Programs	Law & Law Library	Lunar & Planetary Lab
Media/Instructional	Military	MIS Labs
Mines	MMT Observatory	Museum of Art
Nursing	Optical Sciences	Pharmacy
Phys. Ed.	School Accreditation	Sponsored Projects
State & Comm Services	Steward Observatory	Tree-Ring Lab
U of A Press	University Farm	Univ. Instrument Shop
University Library	VP for Research	Water Resources

UNIVERSITY HOSPITAL AND COLLEGE OF MEDICINE DIVISION:

Administration	All Hospital units	All instructional units
Animal Resources	Biomedical Commun	Biomed Engineering
Cancer Center	Computer/Biostatistics	Data Processing
Food Service	Housekeeping	Information Services
Medical Library	Med Services Plan	Med Tech Program
Multidiscipline Lab	Radiation Safety	Rehab Services
Social Services		

ADMINISTRATIVE & INSTITUTIONAL SUPPORT DIVISION:

Administration	Admin Data Processing	Admissions/Records
Alumni Office	Assoc. Student Affairs	Athletics
Budget Office	Business Systems	Business Affairs
Counseling	Dean of Students	Development Office
Housing	Housekeeping	Information Services
Main Campus Bookstore	Park Student Center	Personnel
Physical Resources	Placement Service	Planning Services
Student Union Post Office	Printing/Reproduction	Purchasing/Stores
Risk Management	Rehab Services	Scholarships
Security	Student Health	Student Publications
Student Union	University Relations	VP, Student Rel.