

**STAFF COUNCIL BYLAWS**  
**New Jersey Institute of Technology**  
**(Amended May 5, 2015)**

**I. INTRODUCTION**

These Staff Council Bylaws (hereinafter “bylaws”) are formulated in accordance with Section 5 of the Constitution of the Staff Council of New Jersey Institute of Technology (hereinafter “university”).

**II. MEMBERSHIP**

A. Selection Of Members

1. Inaugural Members

Inaugural members of the Staff Council (hereinafter “SC”) shall be appointed by the university’s vice president/executive levels and selected from various departments to ensure maximum university-wide participation. Inaugural members shall serve staggered terms: seven of the inaugural members shall serve a one (1) year term (until August 31, 2015); eight of the inaugural members shall serve a two (2) year term (until August 31, 2016); and the remaining seven inaugural members shall serve a three (3) year term (until August 31, 2017).

2. Composition

The SC shall represent all full-time and part-time salaried staff members of the university work force below the level of director (hereinafter “Members”). However, the SC shall be comprised of approximately three-percent (3%) of the full-time Members only (hereinafter “SC Members”) proportional to each vice president/executive level area. To the extent possible, all constituent groups (collective bargaining units and non-aligned staff) shall be represented.

3. Election Of Staff Council Members

Elections for non-inaugural SC Members shall be held during the spring and sufficiently in advance of the start of new terms of office. A committee shall be established by the SC to begin the necessary preparation and publicity for the spring elections (hereinafter “Election Committee”). All full-time Members for the vice president/executive level area having an opening for the SC shall be invited to make nominations, including self-nominations. All nominations shall be placed on a ballot (hard copy and/or electronic) and distributed to all of the eligible full-time Members of the vice president/executive level areas.

4. Nominees For Staff Council

Full-time Members shall select their choices for SC Members up to the number of SC Member positions being filled. Nominees will be elected to their positions through a uniform secret ballot process coordinated and tabulated by the Election Committee, with assistance from the university’s Human Resources Department.

5. Election To Staff Council

Prior to balloting, the President of the Staff Council shall confirm each nominee’s ability and willingness to serve. Ballots shall be distributed to the appropriate vice president/executive level areas for voting. The nominee receiving the most votes will become the elected SC Member. In the event of a tie vote, nominees with the greatest number of years of service at the university shall be selected.

B. Terms Of Office For Elected Members

1. Staff Council Members' Term Of Office

The term of office for elected SC Members shall be three (3) years, beginning on September 1 and ending on August 31.

2. Staggered Terms

Terms of office will be staggered according to when inaugural SC Members' terms expire. No elected SC Member can serve more than two (2) consecutive full terms or four (4) lifetime terms. Temporary appointments due to special circumstances pursuant to Article II (C) below shall not constitute an elected term.

C. Special Circumstances

1. Temporary Cessation Of Term And Temporary Replacements

An SC Member who is temporarily unable to serve shall be replaced by another eligible full-time Member, as appointed by the Vice President of the affected vice president/executive level area, upon the recommendation of the SC Members. The replacement representative shall be appointed to serve until the original SC Member can return to finish the remainder of his or her term.

2. Premature Permanent Cessation And Replacements For Remaining Terms

If an SC Member no longer fits the criteria necessary to serve or permanently vacates his or her position as an SC Member before the end of his or her term, the Vice President of the affected vice president/executive level area shall appoint a replacement to serve for the remainder of the unexpired term, upon the recommendation of the SC Members.

3. Promotion To The Level Of Director Or Above

If an SC Member is promoted to the level of director or above, then his or her SC Member position will be vacated and the Vice President of the affected vice president/executive level area shall appoint a replacement to serve for the remainder of the unexpired term, upon the recommendation of the SC Members.

4. Internal Transfer

If an SC Member moves from one vice president/executive level area to another, he or she is required to represent his or her original vice president/executive level area for the remainder of the unexpired term. The proportional percentage for his or her original vice president/executive level area shall be restored after the SC Member's term is expired according to the terms of office for elected SC Members.

D. Notification Of Representatives

By April 30, the SC shall notify the University Senate President of the name(s) of the SC Member(s) filling any open seats in the University Senate.

E. Election Of Staff Council Officers

1. Election Procedure

Pursuant to Section 4 of the Constitution of the Staff Council, the voting SC Members shall, at their first meeting and as required at subsequent meetings when new SC

Members are elected, elect a President, Vice President, and Executive Secretary. No SC Member shall hold more than one (1) officer position within the SC at the same time.

2. Nominations

Nominations for officer positions, including self-nominations, shall be made during the SC's first meeting and as required at subsequent meetings when new SC Members are elected. Nominations shall require a second.

3. Voting For Officers

The President of the Staff Council shall conduct a closed ballot election whenever there is more than one (1) candidate for an officer position. When there is only one (1) candidate for a position, the election shall be by acclamation.

4. Terms Of Office For Officers

Officers elected by the SC Members shall serve in their officer positions for one (1) year terms, from the time of their election until the next election of SC officers.

F. Duties Of Staff Council Members

All SC Members shall be expected to perform the following four (4) duties: attend all meetings of the SC and participate fully and knowledgably in its deliberations; keep the Members within their respective vice president/executive level area informed of SC business and decisions; solicit the opinions of other Members about SC, Faculty Senate and University Senate business; and represent the interests of the university as a whole, as well as the interests of all Members. Failure to fulfill these duties may result in removal from the SC upon consultation with the officers of the SC.

G. Duties Of The President, Vice President And Executive Secretary

In performing their duties, the President, Vice President and Executive Secretary of the Staff Council shall at all times maintain open channels of communication with all Members and strive to represent the will of their respective vice president/executive level areas and all Members as a whole.

1. Duties Of The President

The duties of the President shall include:

- (a) Serves as the presiding officer of the SC;
- (b) Convenes and conducts meetings of the SC;
- (c) Oversees committees of the SC and interacts with the chairpersons of the same about their committee business;
- (d) Represents the SC in interactions with the University Senate as one of the SC's voting members to the University Senate, as well as the President of the university and other individuals and bodies inside or outside the university with which communication on behalf of the SC may be deemed appropriate by the SC; and
- (e) Oversees the reporting of SC decisions and recommendations to the University Senate, the President of the university and other individuals and bodies inside or outside the university with which communication on behalf of the SC may be deemed appropriate by the SC.

2. Duties Of The Vice President

The duties of the Vice President shall include:

- (a) Assists the President of the Staff Council in performing his or her duties;
- (b) Performs the duties of the President of the Staff Council in his or her absence; and

- (c) Represents the SC in interactions with the University Senate as the second SC voting member to the University Senate.

3. Duties Of The Executive Secretary

The duties of the Executive Secretary shall include:

- (a) Maintains and distributes action minutes of the meetings and notice of communications received;
- (b) Conducts correspondence at the direction of the Staff Council;
- (c) Schedules required meetings and notifies SC Members and/or Members of the same; and
- (d) Represents the SC in interactions with the University Senate in the President or Vice President's absence as an SC voting member to the University Senate.

**III. MEETINGS OF THE STAFF COUNCIL**

A. Regular Meetings

The SC shall meet regularly, but not less than two (2) times each semester during the Academic Year. Committees shall meet as frequently as necessary, subject to the direction of the SC.

B. Special Meetings

Special meetings shall be held in two (2) ways: by the decision of the President of the Staff Council, or upon request by an SC Member.

C. Quorum

The quorum for transaction of business at any meeting of the SC shall be a majority of the SC membership (as an example, 12 out of 22 members). Meeting dates shall be scheduled so as to guarantee a quorum. If a quorum is not present, a lesser number of SC Members may discuss matters and may adjourn the meeting to a later date. The President of the Staff Council shall have a casting vote in the event of a tie only.

D. Rules Of Order At Meetings

1. Robert's Rules

Unless otherwise specified in the Constitution of the Staff Council or these Staff Council Bylaws, meetings of the SC and its committees shall be conducted according to the rules of procedure in the most recent edition of Robert's Rules of Order Newly Revised.

2. Majority Vote

Decisions at SC meetings shall be determined by a majority of votes cast on motions. SC Members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered "votes cast".

E. Open And Closed Meetings

1. Open Meetings

As stated in Section 6.2.1 of the Constitution of the Staff Council: "unless otherwise specified, all meetings of the SC shall be open to the university".

2. Closed Meetings

As stated in Section 6.2.2 of the Constitution of the Staff Council, a meeting of the SC or any portion thereof may be closed in "special circumstances". Special circumstances may include by way of example and not limitation, matters that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law. Procedures for closed meetings shall include:

- (a) A meeting may be declared to be closed in one of two (2) ways: by announcement of the President of the Staff Council, or by majority of the votes cast by the SC Members;
- (b) Meetings or parts of meetings that are closed shall be restricted to SC Members only; and
- (c) Besides the information provided in the minutes, the SC Members shall be aware that business conducted in closed meetings of the SC is confidential and is to be treated as such.

F. Minutes

The SC shall publish action minutes of its deliberations. The minutes shall be kept by the Executive Secretary of the Staff Council and shall record votes taken and decisions made. Minutes shall be distributed via the designated university website.

**IV. COMMITTEES**

A. Reporting

Committees established by the SC from time-to-time for work during an academic year will report back to the SC not less frequently than every other meeting, and shall keep the SC apprised of their progress monthly.

B. Chairpersons

The Chairperson of each committee shall be an SC Member or an appropriate full-time Member.

C. Election Committee

At the last meeting of the SC in the fall semester, an Election Committee of not less than three (3) SC Members shall be nominated and elected by the SC to begin the necessary preparation and publicity for the spring elections.

**V. ADOPTION AND AMENDMENTS**

A. Adoption

These bylaws shall be adopted when a majority vote by all current SC members is achieved.

B. Amendment

Amendment of these bylaws requires that these two (2) conditions first be met: a majority vote of the full membership of the SC and, communication of the approved amendment to all Members.