

**UNIVERSITY OF NEVADA . RENO
STAFF EMPLOYEES' COUNCIL**

BYLAWS

ARTICLE I

Name

The name of this council shall be Staff Employees' Council (SEC) of the University of Nevada , Reno , hereafter referred to as the Council. The Council is a delegation of classified employees who represent each Council Division (Article IV. Sec. E) of the University of Nevada , Reno , hereafter referred to as the University.

ARTICLE II

Purpose and Policies

- Purpose

The Council's purpose is to serve in an advisory capacity to the President of the University, hereafter referred to as the President, with respect to all matters pertaining to classified personnel and employee relations. The Council shall provide a means of communication for disseminating information to classified employees of the University; and, the Council shall afford an opportunity for classified employees to have a role in the governance of the University with respect to matters pertaining to classified personnel and employee relations.

- Policies

- The Council's policies shall be consistent with the Nevada Revised Statutes, Nevada Administrative Code, Board of Regents Handbook and Procedures and Guidelines Manual and University Policies. In the event that any provision of these Bylaws conflicts with the Nevada Revised Statutes, Nevada Administrative Code, Board of Regents Handbook and Procedures and Guidelines Manual or University Policies, those laws, regulations or policies shall control and the conflicting provision(s) of the SEC Bylaws will be brought into conformance.

- The Council does not discriminate on the basis of race, color, religion, sex, age, creed, sexual orientation, national origin, physical or mental disability, or veteran status.

ARTICLE III

Standards and Practices

- Standards

The Council shall associate itself with or endorse projects, programs or activities which meet the purpose and policies as previously set forth in Article II and which have the interest of the classified employees of the University as a priority. The Council will communicate pertinent information to their constituents on a regular basis. The Council's Executive Board shall present to the Council all proposed major programs/activities for ratification.

- Practices
- Record minutes of Council meetings.
- Maintain membership rosters, including expiration dates.
- Maintain committee members' rosters.
- Maintain Council budget accounts in accordance with generally accepted accounting principles and applicable Board of Regents policies. The Council's Executive Board shall review Council accounts.

ARTICLE IV

Apportionment

- The Council shall reapportion itself, if necessary, at three-year intervals.
- The total Council membership shall at no time exceed 35 members.
 1. Apportionment shall be based on the number of classified employees (.50 FTE or more) employed in each Council Division of the University as provided in Article IV, Sec. E. The number of representatives serving each Council Division shall be determined by using BCN Human Resources statistics for each Division divided by 50, with no less than 1 representative for each Division. The number of representatives serving each Division is subject to review and approval by the Council prior to appointments or as deemed necessary.
- The standard for determining representatives to the Council is as follows:

Number of Classified Employees in a Council Division	Number of Representatives
001-050	1
050-100	2
101-150	3
151-200	4

When a Council Division reaches 201 or more employees, the division may split the department with the largest representation into its own division to ensure adequate representation on the Council.

1. Council Divisions

Administration and Finance (2*) including:

- Affirmative Action
- BCN Human Resources
- UNR Faculty Human Resources
- Planning, Budget, Analysis and Scheduling
- Professional Training and Development
- University Police Services
- Vice President's Office

Agriculture, Biotechnology and Natural Resources, College of (2*) including:

- Ag Experiment Station

Business and Finance (3*) including:

- Associate VP's Office
- Controller's Office
- Lawlor Events Center
- Payroll
- Mail Services
- Purchasing

Development/Alumni Relations (1*)

Extended Studies (2*) including:

- Fire Science Academy
- Fleischmann Planetarium and Science Center
- Independent Learning
- Nevada Humanities Committee
- Redfield Campus

Facilities Maintenance (2*) (painters, plumbers, etc.)

Facilities Operations (2*) (custodial, grounds personnel)

Facilities Services (1*) including:

- Parking and Transportation Services

Health and Human Sciences, College of (2*)

Liberal Arts, College of (1*)

Library/IT (2*) including:

- Campus Computing
- Campus Information Systems
- Network Communications
- Teaching Learning Technologies
- Telecomm Services
- Vice President's Office

Medicine (School of Medicine) (3*)

Nevada Cooperative Extension (2*) (1 representative from each-North and South)

President's Division (1*) including:

- Faculty Senate
- Governmental Relations
- Intercollegiate Athletics
- President's Office
- Marketing and Communication

Provost's Office (1*) including:

- Academy for the Environment
- Advising Center
- Business Administration, College of
- Core Curriculum
- Economic Development/Institute for Innovation and Informatics
- Education, College of
- Engineering, College of
- Excellence in Teaching Program
- Honor's Program
- Intensive English Language Center
- International Students and Scholars
- Journalism, School of
- Provost Office, Executive Vice President
- University Studies Abroad Consortium

Science, College of (1*)

Student Services (2*) including:

- Academic Intervention Services
- Admissions and Records
- ASUN Bookstore
- Career Development
- Center for Student Cultural Diversity
- Counseling Services

Disability Resource Center
Enrollment Services
Escort Services
Leadership & Greek Programs
McNair Scholars
Mediation, Advocacy & Judicial Services
Prospective Students
Residential Life, Housing and Food Service
Student Academic Skills Center
Student Access and Opportunity Services
Student Activities
Student Financial Aid & Scholarships
Student Life Services
Student Success Services
Student Transition Programs
Student Union
TRIO Scholars
Upward Bound
Vice President's Office

VP Research (1*) including:

Applied Research Facility
Center for Environmental Science and Engineering
Environmental Health and Safety
Graduate School
Grants & Contracts
Lab Animal Care Services
Office of Human Research Protection
Sponsored Projects (All centers and programs that report to VP
Research/Dean)
Sanford Center for Aging

*Numbers reflect representation at the time of the Bylaws.

1. If a unit moves within the University, it will also move accordingly in the Council Division.

ARTICLE V

Elections

- Council representatives shall be elected by a mail-in or electronic ballot from members of their Council Division in June of each year. The votes shall be tallied by the Election Committee. The names of the three classified employees receiving the largest number of votes in each Division with a vacancy from their constituency shall be forwarded to the President, through the office of the Vice President for Administration and Finance, for review and appointment of the

appropriate number of representatives. The new representatives shall begin their term with the September meeting.

- A "term year" is defined as September through August. Council members shall serve a three-year term and may not stand for re-election for one year after the expiration of that term. A member appointed to fill a vacated position may stand for election at the end of the term in which they were appointed according to Article V. Sec. C.
- When a vacancy occurs on the Council for a reason other than the expiration of a term, the Chair, with the advice and consent of the Council, recommends to the President through the office of the Vice President for Administration and Finance a temporary replacement member from within the Division having the vacancy to complete the vacant term. The appointed representative may stand for election.
- When a Council member transfers from one division to another division within the University, that Council member may remain on the Council in their present capacity on committees and boards representing the department originally elected to, until the position in the transferring Council member's original division is filled. If the Council member desires to leave the Council upon their transfer, the Chair, with the advice and consent of the Council, shall recommend to the President through the office of the Vice President for Administration and Finance a temporary replacement member from within the Division having the vacancy to complete the vacant term. The appointed representative may stand for election.

ARTICLE VI

Officers

- The following officers shall be elected each term year: Chair, Vice Chair, Public Relations Coordinator, Secretary, and Treasurer. Except for Chair and Vice Chair, all officers are elected at the September Council meeting. Chair and Vice Chair positions require at least one year prior Council service before being elected to these positions and they must be filled in August. Those receiving the greatest number of votes for each post are declared the officers. The outgoing Chair continues to preside until the new Chair has been elected.
- Should any officer's position, other than Chair, become vacant during the term year, a new election shall be held pursuant to Article VI. Sec. A. If the Chair's position becomes vacant, the Vice Chair shall assume the duties of the Chair for the remainder of the term year.
- Duties.

The **Immediate Past Chair (ex officio member)**, Chair, Vice Chair, Public Relations Coordinator, Secretary and Treasurer shall hereafter be referred to as the Executive Board of the Council. The Executive Board shall meet as needed to develop agendas for the monthly

meetings, to respond to requests for information or advice, and to develop goals and policies, which the Council seeks to implement.

- The **Chair** shall preside over Council meetings; shall serve as liaison to the University administration; and shall nominate members for University committees with the advice and consent of the Council. The Chair shall serve as an *ex-officio* member of all Council committees.

The Chair shall attend the New Employee Orientation presentations conducted by the Professional Training and Development office to provide information about the Council.

- The **Vice Chair** shall assume the duties of the Chair in the Chair's absence; shall be responsible for other duties as assigned by the Chair; shall serve as liaison to the President via the Vice President for Administration and Finance when it becomes necessary to replace vacated positions on the Council within 60 days; shall sit on the Bylaws Committee; shall maintain the Council's constituency lists; and, act as Parliamentarian at Council meetings. If the Chair's position becomes vacant, the Vice Chair shall assume the duties of the Chair for the remainder of the term year. The Vice Chair shall be designated as chair elect. At the yearly election of officers, the Council reserves the right to endorse the chair elect as the new chair or to elect another eligible representative of the Council.

- The **Public Relations Coordinator** shall be responsible for coordinating the broadcasting of information relating to the Council. Such information may include the preparation and distribution of a newsletter, updates to the Council's brochure, posting of meeting dates, times and locations, and any other events sponsored by the Council. When requested, the Public Relations Coordinator shall assume liaison duties for the Chair. Should the Chair, Vice Chair and Treasurer be unavailable for the regularly scheduled monthly meeting, the Public Relations Coordinator shall assume the duties as Chair.

- The **Secretary** shall be responsible for recording, preparing, and distributing a rough draft of the meeting minutes to all Council members at least seven days prior to the next regularly scheduled Council meeting. The Secretary shall prepare any correspondence or documents required by the Council; and, shall maintain an accurate, up-to-date roster of Council members and committees and committee members. The Secretary shall contact and schedule guest speakers for monthly Council meetings as suggested by the Chair or Council members.

- The **Treasurer** shall be charged with the responsibility of maintaining the purchasing card issued by the Controller's Office, shall be responsible for conducting the fiscal affairs of the Council, and shall maintain a record of all fiscal matters relating to the Council.

Should the Chair and Vice Chair be unavailable for the regularly scheduled monthly meeting, the Treasurer shall assume the duties as Chair.

1. **Record keeping.** Council officers shall maintain binders that record all activities and duties performed by them throughout the term year. The binders shall be given to the Chair at the August Council meeting. The outgoing Chair shall turn the binders over to the new incoming Chair at the September Council meeting. The incoming Chair shall turn the binders over to the new committee chairpersons as soon as they are identified.

ARTICLE VII

Meetings

- The Council shall meet at least monthly, or upon petition by the Executive Board, or a two-thirds majority of the Council members.
- All meetings of the Council are open meetings.
- Council members shall be allowed a reasonable period of time (six to eight hours per month) away from their regular duties to attend Council meetings and functions; and, to conduct Council business.
- A simple majority ($1/2 + 1$) of the Council members (including proxy representatives) constitutes a quorum.
- Any member unable to attend a regularly scheduled Council meeting shall send a representative to serve as their proxy. The regular member will provide the Chair of the Council an email statement designating proxy representation at least two working days prior to the meeting. The proxy may be designated as any classified staff member within the same Council Division, including other Council members of the same Division. Representatives may serve as a proxy for only one absent member per meeting.
- A Council member is allowed no more than three absences within a Council year (September--August). At least two of the three absences must be covered by proxy representation. Should a Council member accumulate two absences without proxy representation, or three absences in total during a Council year, the Council Chair shall notify that member and their Council Division in writing. The Council member and their Council Division shall be given the option of requesting a special election to replace the member in question. If such request is not made, the Executive Board may then conduct a review of said member which may result in the appointment of a replacement.
- With the exception of emergencies, any member who is unable to attend a regularly scheduled Council meeting and will not use a proxy shall notify a member of the Executive Board at least one day prior to the scheduled meeting.

ARTICLE VIII

Finance

- The Fiscal year of the Council shall be from September to August.
- The budget shall be prepared annually by the Treasurer, Chair, and past Treasurer of the Council. The proposed budget shall then be forwarded to the Vice President for Administration and Finance and to the Executive Board for review and approval. It shall be sent to all Council

representatives, to be received seven days prior to the October meeting, for approval at the October meeting.

ARTICLE IX

Committees and Committee Membership

- Excluding alternate membership, each Council member shall serve on no less than two (2) SEC and/or University committees. Each committee is to select a committee chair no later than the regularly scheduled November Council meeting.

SEC Committees

- SEC Bylaws. A committee of three (3), including the Vice Chair, shall review the Bylaws and make recommendations for change to the Council. Upon approval by the Council, the committee chair shall deliver said Bylaws to the President, through the office of the Vice President for Administration and Finance, for signing. Upon procurement of the President's signature, the committee chair shall make arrangements for copies of the Bylaws to be printed and then distributed to Council members at the next regularly scheduled monthly meeting.
- Classified Employee Recognition Program. A committee of at least five (5) shall review *monthly nominations* and select no more than two classified employees each month who have gone above and beyond their normal duties on a special project. The committee shall also review *yearly nominations* and select an employee who has put forth continuous outstanding service to receive the Classified Employee of the Year Award. A committee member may not be a recipient of either award while serving on this committee. The previous year's recipient of the Employee of the Year Award may serve as a member of the committee.
- SEC Awards Luncheon. The Council sponsors, with the President of the University, an annual awards luncheon. A committee of at least seven (7), including at least one (1) person from BCN Human Resources as an ad hoc member or as a SEC representative, shall be responsible for planning and processing all matters pertaining to the annual awards luncheon. Years of service awards shall be given to classified employees based on their cumulative service years at the University with a cutoff date of December 31.
- SEC Open House. A committee of at least five (5) shall be responsible for inviting vendors and planning the annual SEC Open House for the purpose of providing employees with information on SEC and University Committees, campus programs, and community information relating to university activities.
- Elections . A committee of at least four (4) shall be responsible for the annual election process as outlined in Article V of these Bylaws.
- Classified Staff Development Fund/Educational Leave. A committee of at least five (5) shall review and approve or disapprove applications submitted by classified employees who are applying for partial or full funding to attend workshops, seminars, and/or classes in order to

enhance their professional development at the University. This committee shall also administer the Educational Leave program in accordance with NAC 284.514 – 284.522 and NRS 284.343.

- SEC Web Site . A committee of at least two (2) shall review and update the SEC web site on an ongoing basis. The committee shall also make recommendations for major web site revisions or improvements to the Council for review.
- Benefits & Compensation . A committee of at least three (3) shall search for and recommend to the Council any improvement that staff feel is needed to classified employee compensation, benefits, and any other special interests.

University Committees

One (1) Council member and one (1) alternate shall serve on standing University Committees. The member or alternate shall be responsible for reporting pertinent information or developments from the committees to the Council, and for expressing the opinions and concerns of the Council to the respective committees. These committees are: Administrative Manual Review Board; Arboretum Board; ASUN; Balloon Race Committee, Committee on the Status of Women, Facilities Resource Committee; Faculty Senate; Student Services Food/Retail Dining & Catering; Parking and Traffic Board; Police Advisory Board, Police Services Board of Professional Standards; Student Union Advisory Board; University Disabilities Resource Coalition; Athletics Advisory Committee and Work and Family Task Force. The Council member and alternate are not voting members of ASUN and Faculty Senate.

Ad Hoc Committees

The Chair may designate, with the advice and consent of the Council, Ad Hoc Committees to serve a specific function of a short-term nature and duration.

General Committee Information

- Committee members may be appointed to SEC committees from within the Council as well as from the classified staff at large. Committee members appointed from the classified staff at large shall have voting rights only within their assigned committee. Only a SEC member shall chair a SEC committee.
- A written committee report or copy of committee minutes shall be submitted to the Council secretary each month.
- SEC committee chairs shall maintain binders that record all activities and duties performed throughout the term year. These binders shall be given to the outgoing Chair at the August Council meeting and shall be presented to the incoming Chair at the September Council meeting.

ARTICLE X

Bylaws Amendments

- The designated Bylaws Committee shall conduct a biannual review of the Bylaws. Any proposed change(s) received from the membership or suggested by a committee member shall be submitted in writing and distributed to the membership prior to the regularly scheduled August Council meeting.
- The proposed change(s) shall be voted upon by the Council during its regularly scheduled August Council meeting. To become an amendment, the change(s) must receive a three-fourths (3/4) majority vote of the entire voting membership of the Council. Upon approval, the amendment(s) shall then be submitted to the President, through the office of the Vice President for Administration and Finance, for signing.
- Once approved, signed and dated by the President, the newly amended Bylaws shall be considered adopted and in full force until such time as they are once again properly amended. The Bylaws Committee Chair shall make arrangements for copies of the Bylaws to be printed and then distributed to Council members at the next regularly scheduled monthly meeting. The SEC web site shall be updated to reflect the newly adopted Bylaws.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised addressing the main motion, subsidiary motions, privileged motions, incidental motions, motions that bring a question again before the assembly, renewal of motions, assignment of debate and voting shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Chair - Staff Employees' Council Date

President - University of Nevada , Reno Date